

Pre-Application Technical Assistance Webinar

**Community Service Block Grant (CSBG)
Training and Technical Assistance Program:**

Learning Communities Resource Center (LCRC)

HHS-2017-ACF-OCS-ET-1216



ADMINISTRATION FOR
CHILDREN & FAMILIES

Agenda

Welcome/Introductions and Overview of the CSBG and the CSBG Network

Commander William Bolduc, CSBG Operations Branch Chief
Division of Community Assistance
Office of Community Services

Overview of the Learning Communities Resource Center Funding Opportunity Announcement

Jamia Furbush, Program Specialist
Division of Community Assistance
Office of Community Services

Closing Remarks

Commander William Bolduc, CSBG Operations Branch Chief
Division of Community Assistance
Office of Community Services

Goals of Today's Call

The goal of the webinar is to provide background information on the CSBG T/TA LCRC FOA and provide potential applicants an overview of CSBG.

Joining and participating in this webinar is voluntary. Only the information provided in this FOA will be presented. This is a pre-recorded webinar; therefore, no question and answer portion will be conducted during the session.

Participants will remain anonymous on the webinar. Opting not to participate in the webinar will not affect eligibility, application scoring, or selection process.

Applicants can access the recording on the OCS website at:
<https://www.acf.hhs.gov/ocs/resource/csbg-powerpoint-show-learning-communities-resource-center-pre-application-call-fy-2017>.

COMMUNITY SERVICES BLOCK GRANT (CSBG) OVERVIEW

CSBG Overview

The role of the Office of Community Services (OCS), as it related to the Community Services Block Grant (CSBG), is to provide assistance to states and local communities working through a network of CSBG-Eligible Entities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become self-sufficient.

CSBG provides states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and federal and state-recognized Indian tribes and tribal organizations, Community Action Agencies (CAA), migrant and seasonal farmworkers' or other organizations designated by the states, funds to alleviate the causes and conditions of poverty in communities.

The funds support a range of services and activities to assist the needs of low-income individuals, including the homeless, migrants, and the elderly.

The CSBG Network

Eligible Entities

Over 1,000 agencies provide anti-poverty services and advocacy in 99% of American counties. Approximately 80% of these agencies are 501(c)3 non-profits, and 20% are public entities, part of a city or county government. These organizations are strongly community-based, with local board control, addressing poverty in a place-based system. Agencies typically run multiple programs in their mission to address the causes and the effects of poverty. CSBG funded Community Action Agencies are Eligible Entities.

Regional Performance and Innovation Consortium (RPIC) and State Associations

A key part of the Training and Technical Assistance network, State Associations provide member services, coordination, training and often host conferences. One Association in each region is designated as the lead agency (the RPIC) to coordinate communication and training in their ACF region, including sub-granting funds to the other State Associations.

The CSBG Network

State CSBG Lead Agency

Housed within state governments, these are the offices with the responsibility to fund, support and monitor local agencies. State Offices typically work closely with both the local community action agencies and the State Association, and are responsible for the State CSBG Plan, incorporating the agency plans for activities in their communities, as well as the annual reporting of outcomes.

National T/TA Partners

CSBG funds are awarded to several national organizations with knowledge and expertise in providing services to and/or working on behalf of low-income citizens and communities. These organizations are funded to provide training and technical assistance (T/TA) to the CSBG Network.

The CSBG Network

The Office of Community Services (ACF/HHS/OCS)

The federal Office of Community Services (OCS) partners with states, communities and agencies to eliminate causes of poverty, increase self-sufficiency of individuals and families and revitalize communities. In addition to the Community Services Block Grant, other OCS programs include the Social Services Block Grant, the Community Economic Development Program, the Rural Community Development Program, and the Low Income Home Energy Assistance Program.

FUNDING OPPORTUNITY ANNOUNCEMENT: OVERVIEW

Statutory Authority

This program is authorized by Sections 674(b)(2)(A) and 678A of the CSBG Act (42 U.S.C. §§ 9903(b)(2)(A) and 9913).

** Please review Section I: Program Description of the FOA for additional information on the Statutory Authority under this cooperative agreement (page 6 of 58).*

Eligible Applicants

As prescribed by Section 678A(c)(2) of the CSBG Act (42 U.S.C. § 9913(c)(2)), eligible applicants are CSBG-Eligible Entities, or statewide or local organizations, or associations with demonstrated expertise in providing training on methods of effectively addressing the needs of low-income families and communities.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive an award.

Individuals (including sole proprietorships) are not eligible for funding.

** Please review Section III. Eligibility Information of the FOA for additional information on the eligibility applicants under this cooperative agreement (page 15 of 58).*

Anticipated Number of Awards

OCS expects to fund one cooperative agreement through this funding opportunity announcement (FOA).

** Please review the Award/ Funding Information for additional information on the expected number of awards under this cooperative agreement (page 1 of 58).*

Anticipated Project Period

- The projected project period is three (3) years (36-month Project Period with three 12-month Budget Periods).
 - The anticipated start date for this project is September 30, 2017.
- The overall program plan should be for the project period. However, specific details should be included for each budget period.
- Budget documents should be for annual budgets (three 12-month budget periods).

Background Information: CSBG & LCRC

- This FOA is intended to fund one Learning Communities Resource Center (LCRC) cooperative agreement. The LCRC will be responsible for building the long-term capacity of the CSBG Network by creating and promoting learning communities and by improving access to validated quality information and resources on innovative, evidence-based, evidence-informed, field tested, exemplary, and /or promising practices that improve conditions for low-income individuals, families and communities.
- OCS intends for this project to help the CSBG Network promote better use of outcome information to identify effective practices.
- The LCRC will support the creation of Learning Community Groups (LCGs) within the CSBG Network that support the identification, adaption, and implementation of innovative and evidence-based services and strategies to achieve results based on community-level and individual and family-level CSBG National Performance Indicators (NPIs).

** Please review Section I: Program Description of the FOA for additional background information under this cooperative agreement (page 6 of 58).*

CSBG T/TA Strategy & Performance Management Framework

The CSBG T/TA Strategy outlines the 3-year T/TA strategy to guide both the development and delivery of T/TA for the CSBG Network.

This focus is rooted in the new CSBG Performance Management Framework, which includes:

1. organizational standards for local CSBG-Eligible Entities;
2. accountability measures for states and OCS;
3. Result Oriented Management and Accountability (ROMA Next Generation); and
4. the CSBG Annual Report which includes an updated and refined set of CSBG outcome measures.

** Please review Section I: Program Description of the FOA for additional information under this cooperative agreement (page 7 of 58).*

CSBG T/TA Strategy & Performance Management Framework

This funding opportunity will oversee the creation of eight new LCGs and focus on addressing critical training needs to ensure Result-Oriented Services and Strategies in the following areas:

- **Community-based interventions:** understanding community level work/management, and/or designing an effective approach, effective strategies, and relevant measures of success.
- **Identifying and Sharing Best Practices:** Innovative projects/programs using CSBG resources, leveraging other public/private resources, using economic development dollars more effectively, and the bundling services.
- **Serving Underserved Areas:** Strategies for working in rural areas or communities with limited community services.
- **Multigenerational Approaches for Addressing Poverty:** Coordinate approaches to working with parents, other caregivers, and children.

** Please review Section I: Program Description of the FOA for additional information under this cooperative agreement (page 8 of 58).*

Major Focus Areas & Goals

Learning communities supported through this grant will support a process in which CSBG-Eligible Entities will identify goals based on community needs assessments and will receive assistance in identifying and implementing appropriate services, strategies, and performance indicators.

As such, LCGs must have a strong focus on assisting CSBG-Eligible Entities to identify, adapt, and implement community-level strategies and individual and family services approaches that improve outcomes consistent with indicators outlined in the CSBG Annual Report (Modules 3 and 4).

Outcomes Across Multiple Domains

These specific learning communities will need to support CSBG-Eligible Entities with providing individuals and families with services that result in the achievement of one or more outcome.

The successful applicant will work in collaboration with multiple agencies to provide intensive “on the ground” TA focused on rural communities and successful multigenerational strategies that can be replicated throughout the CSBG Network.

** Please review Section I: Program Description of the FOA for additional information under this cooperative agreement (page 9 of 58).*

FUNDING OPPORTUNITY ANNOUNCEMENT: OVERVIEW

Program Requirements

The grantee chosen under this FOA will work in partnership with OCS to modify the core functions of the LCRC. The TA strategy must be focused on the following:

- Provide a clear description on the process for convening a kick-off meeting, webinar, or conference call with OCS;
- Maintain a web-based resource center to assist in coordination of national T/TA through a shared calendar, a consultant bank, discussion forums, toolkits, recorded webinars, and other materials developed throughout the CSBG Network;
- Ensure that the website information and resources are accessible, applicable, and accountable to the diversity within the CSBG Network; and
- Ensure the website is accessible to people with disabilities consistent with Section 508 requirements (for more information see <http://www.section508.gov/>);

Program Requirements (cont.)

- Disseminate quality T/TA information and resources focused on replicable plans and practice models for use by CSBG-Eligible Entities and State CSBG Lead Agencies to improve community and individual/family-level outcomes that alleviate the causes and conditions of poverty. Enhance and promote learning community models used in the CSBG Network analysis and use of National Performance Indicators; and
- Support a National Steering Committee that will set continuous goals and priorities for the LCRC. The committee must convene at least quarterly. The committee will also provide feedback on plans and activities conducted by the LCRC.

** Please review Section I: Project Description of the FOA for additional information on the program requirements under this cooperative agreement (page 10 of 58).*

Key Results

The LCRC will serve as a learning hub focusing its efforts on improving NPIs for the CSBG Network, and providing bi-monthly peer learning opportunities for the CSBG Network. An important aspect of this project will be to ensure the success and sustainability of the LCGs to identify effective, promising, and innovative practice models. Knowledge and products generated by the LCGs will strengthen and expand the ability of the CSBG-Network and stakeholders and will lead to:

- State CSBG Lead Agencies and CSBG-Eligible Entities ability to use performance data to improve services and meet goals outlined in the CSBG Annual Report. Specific LCG deliverables might include white papers, manuals and guides, research reviews, environmental scans, written analysis of published work that may inform improvements to CSBG, establishment of new partnerships, catalogue of noteworthy intervention models, written policy document(s), and pilot proposals that are important to the purpose and goals of the LCRC;

Key Results (cont.)

- Stronger planning and coordination that is more responsive to challenges that hinder efforts to effectively address local service needs and conditions of low-income individuals, families, and communities;
- Support of agencies' efforts to set and measure progress on targets for individual, family, and community outcomes resulting from locally determined services and strategies to address locally identified community needs; and
- Ongoing collaborations and information-sharing sessions between State CSBG Lead Agencies, RPICs, and local agencies;

** Please review Section I: Project Description of the FOA for additional information on the key results under this cooperative agreement (page 10 of 58).*

Anticipated Substantial Federal Involvement

Federal involvement includes but is not limited to the following:

- Participating in a kick-off meeting with the CSBG LCRC grantee;
- Convening in-person planning and coordination meetings involving CSBG T/TA national partners to share information about proposed T/TA projects;
- Reviewing and ensuring that CSBG LCRC work plans accurately outline the intended activities and performance; and
- Identifying CSBG-Eligible Entities that require T/TA assistance in compiling innovative, exemplary practices related to relevant topics.

APPLICATION REQUIREMENTS

Project Description

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in **Section I. Program Description**.

Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

** Please review Section IV B: Project Description of the FOA for additional information under this cooperative agreement (page 27 of 58).*

Approach

- Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished.
- Applicants must account for all functions or activities identified in the application.
- Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project.
- Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

** Please review Section IV B: Program Description of the FOA for additional information regarding program approach under this cooperative agreement (page 29 of 58).*

Program Performance Evaluation Plan

The evaluation plan must:

- Describe the plan for monitoring ongoing processes and the progress toward the goals and objectives of the project.
- Describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data in a way that allows for accurate and timely reporting of performance outcomes.
- Describe how the evaluation will include participation and feedback from the learning community groups, State CSBG Lead Agencies, RPICs, CAAs and other CSBG stakeholders.

Program Performance Evaluation Plan (cont.)

The evaluation plan must:

- Include a plan for assessing the validity and reliability of toolkits and other products used to achieve the goals of the LCRC.
- Describe how the proposed plan for performance evaluation will contribute to ensuring the CSBG Network receives Results-Oriented Services and Strategies that better address long-term T/TA.
- Describe how the plan for performance evaluate and measure the effectiveness of proposed activities.

** Please review Section IV. 2: Project Description of the FOA for additional information on the Program Evaluation Plan under this funding opportunity announcement (page 32 of 58).*

Application Review Information

Criteria Sections	Maximum Points
Objectives and Need for Assistance	15
Infrastructure Development	10
Implementation Plan	30
Outcomes Expected	20
Organizational Capacity	15
Budget and Budget Justification	10

* Please review Section V.1: Criteria of the FOA for additional information under this cooperative agreement (page 47 of 58).

Project Description

Page Limitations and Content

The **combined** page number limitation for the Project Description *and* the Appendices must not exceed 150 pages.

The Project Description must include the following items in this order. All items must be labeled, numbered, and organized clearly in the Table of Contents:

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Project Timeline and Milestones
- Program Performance Evaluation Plan
- Organizational Capacity
- Dissemination Plan
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification

Project Description

Page Limitation (cont.)

The Appendices has a suggested limitation of 75 pages and all items must be labeled, numbered, and organized clearly in the Table of Contents:

- Table of Contents
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Third-party Agreements
- Letters of Support
- Resumes
- Other Supporting Documentation

** Please review Section IV. 2: Content and Form of Application Submission of the FOA for additional information under this cooperative agreement (page 21 of 58).*

Review Process

- Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.
- Non-Federal reviewers will conduct objective review based on the criteria identified in the program announcement.

** Please review Section IV. 2: Content and Form of Application Submission of the FOA for additional information under this cooperative agreement (page 21 of 58).*

Submission

- Applicants are strongly encouraged to submit in advance of the deadline.
- Electronic submission required through <http://www.Grants.gov>.
- Electronic applications received after 11:59 p.m. Eastern time will be disqualified.
- Applicants that do not have internet connection or sufficient computing may contact ACF for an exception to submit in paper format.

For Questions or Comments

Phone: (855) 792-6551

or

Email: OCSgrants@acf.hhs.gov