

NWX-HHS ACF

Moderator: Melania Alcantara
June 19, 2017
12:49 pm CT

Coordinator: Excuse me, this is the Operator. I would like to remind all parties the call is now being recorded. If you have any objections, please disconnect at this time. Thank you. You may begin.

William Balduc: Hello, and welcome to the Technical Assistance Pre-Application Recording for the FY17 Community Service Block Grant Legal Training and Technical Assistance Center Funding Opportunity Announcement.

My name is Commander William Balduc. I am the Division of Community Assistance Program Operations Branch Chief with OCS, and I'm joined today by my colleague, (Jamia Furbush), a Program Specialist with OCS. We'll walk you through the Overview of this FOA.

Agenda: Welcome, Introduction and Overview of this CSBG and this CSBG Network. William Balduc, CSBG Operations Branch Chief, Division of Community Assistance Office of Community Services.

Overview of this CSBG Legal Training and Technical Assistance Center: (Jamia Furbush), Program Specialist, Division of Community Assistance, Office of Community Services.

Closing Remarks: William Balduc, CSBG Operations Branch Chief, Division of Community Assistance Office of Community Services. Next slide.

Goals of Today's Call: The goal of the Webinar is to provide background information on the CSBG Legal Training Technical Assistance 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 prerecorded Webinar, therefore, no Question-and-Answer portion will be conducted during this 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 Web site at <HTTPS://www.acf.hhs.gov/ocs/resource/csbg-powerpoint-show-legal-training-and-technical-assistance-center-pre-Application-call-fy-2017>

Next Slide.

Community Services Block Grant CSBG Overview. Next Slide.

CSBG Overview: The role of the Office of Community Services – OCS – as it relates to the Community Services Block Grant – CSBG – is to provide assistance to State 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, migrant and seasonal farmworkers or other organizations designated by the States the funds to alleviate 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. Next Slide.

The CSBG Network, continued. Eligible entities. Over 1000 Agencies provide anti-poverty services and advocacy in 99% of American counties. Approximately 80% of these Agencies are 501c3 nonprofits, 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 the ACF region, including sub-granting funds to the other State associations. Next Page.

The CSBG Network, continued: State CSBG Lead Agency. Housed within State government, these are the offices with the responsibility to fund the Board and monitor local agencies. State offices typically work closely with both the local Community action agencies and the State associations and are responsible for the State CSBG plan, incorporating the Agency plan for activities in their communities, as well as the annual reporting of outcomes.

National Training Technical Assistance 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 to the CSBG network. Next slide.

CSBG Network, continued: The Office of Community Services within ACF, HHS and 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.

And now, I'll turn it over to my colleague, (Jamia Furbush), who will walk you through the rest of the FOA.

(Jamie Furbush): Thank you, Bill. Funding Opportunity Announcement Overview. Next Slide.

Statutory Authority: This program is authorized by Sections 674b2a and 678a of the CSBG Act as amended for 2USC9903b2a and 9913. Next Slide.

As described by Sections 674b2a of the CSBG Act, 42USC9903b2a, 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 proprietorship, are not eligible for funding. Next Slide.

Anticipated Number of Awards: OCS expects to fund one Cooperative Agreement through this funding opportunity announcement – F-O-A – FOA. Next Slide.

Anticipated Project Period: The Projected Project period is three 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 would be for the Project period. However, specific details should be included for each budget period. Budget documents should be for annual budget – three 12-month budget periods. Next Slide.

Purpose of the Cooperative Agreement: OCS will support a Cooperative Agreement for the Community Services Block Grant – CSBG. Legal Training and Technical Assistance – TTA Center. Two prior Cooperative Agreements supported by OCS funded the development and initial implementation of CSBG Legal TTA Center.

Through this new Cooperative Agreement, OCS will provide continued supportive TTA strategies for organizational assessment that can be utilized by States and local CSBG-eligible entities.

Ensure that CSBG-eligible entities set and meet organizational standards for operations and accountability. Support the implementation of TTA strategies designed for CSBG-eligible entities to help address legal issues. Next Slide.

Coordination with Other OCS-Funded TTA Projects: The Grantee is expected to partner with the CSBG Organizational Standard Center of Excellence – COE – and provide TTA to CSBG-eligible entities on legal topics, particularly relevant to compliance with 45 CFR Part 75 and CSBG Organizational Standards. Next Slide.

Goals of the Cooperative Agreement: This Cooperative Agreement will assist State CSBG Lead Agencies, State associations and CSBG-eligible entities with three goals:

Number 1: Provide organizational stabilization and support for CSBG-eligible entities experiencing significant fiscal, organizational or legal challenges.

Number 2: Increase capacity-building to enhance knowledge and understanding of statutory and regulatory requirements and to ensure legally sound program management; and,

Number 3: Promote exemplary legal practices and policies at the State and CSBG-eligible level. Next Slide.

CSBG Legal TTA Center Requirements: Provide TTA and capacity development to address changing legal and regulatory issues affecting CSBG-eligible entities and the CSBG Network.

Partner and collaborate with the CSBG organizational standards – COE – and addressing legal aspects relating to the implementation of organizational standards and the CSBG Network.

The Organizational Standards focus on increasing accountability and organizational performance by assisting State CSBG Lead Agencies, Regional Performance and Innovation Consortia – RPIC – and local CSBG-eligible entities in setting and meeting high-performance standards.

Assist State CSBG Lead Agencies in adopting organizational standards, including following State administrative law for adoption of rules and regulations, which may include notice and comment periods and/or hearings, and in some cases, approval by the State Legislature.

Assist with the development of revised CSBG contracts and Community action plans and coordination with State CSBG Lead Agency legal counsel.

Provide TTA support and organizational stabilization to CAAs and other CSBG-eligible entities experiencing significant fiscal or organizational challenges, including entities that are considering options for strategic restructuring.

Shared administrative or service arrangements, mergers or implementation of aspects of the CSBG performance management framework, and present at a TTA conference in Washington DC during each year of the grant. The

presentation will discuss exemplary legal practices and policies that have been implemented within specific States or by CSBG-eligible entities. Next Slide.

Research: CSBG Legal TTA Center-Required Activities.

Research: remain up-to-date on National requirements affecting CSBG, such as uniform administrative requirements, changes to the CSBG statute, and official OCS guidance, such as the CSBG information memorandum.

Issue briefs, write brief, plain language issue papers on key legal topics of interest to CSBG-eligible entities and States CSBG Lead Agencies.

Webinars and Training: Conduct high-quality live training sessions on legal topics of interest to enhance general knowledge and understanding of CSBG statutory and regulatory requirements, and the ability to address changing legal and regulatory issues affecting CSBG-eligible entities and State CSBG Lead Agencies.

Conduct Webinars on legal topics of interest to CSBG-eligible entities and the State.

Create online toolkits that provide resources that will be easily accessible to the entire CSBG network.

Conduct financial management conference calls.

Create an electronic email mailing list that provides information on legal and financial management issues, and present at a TTA conference in Washington DC during each year of the grant. Next Slide.

CSBG Legal TTA Center-Required Activities, continued: Individual consultations to CSBG-eligible entities provide consultation for CSBG-eligible entities experiencing significant fiscal or organizational challenges, including consultations focused on entities that are considering legal options for strategic restructuring, shared administrative or service arrangements, or mergers.

Provide consultations with State, CSBG Lead Agencies to assist them with incorporating organizational standards and their CSBG plans, developing organizational by-laws, and modifying organizational procedures and practices to ensure compliance with all standards.

Participate in National workgroups on organizational standards and performance management, legal and rule-making requirements to provide input and to assure consistency with the CSBG Act and other laws and regulations related to the CSBG. Next Slide.

Anticipated Substantial Federal Involvement: OCS Review of all Legal TTA Center Grantee meeting materials prior to kickoff meeting. Convening in-person, planning, and coordination of meetings involving National CSBG TTA partners to share information about proposed TTA Projects.

Identify areas for potential coordination of efforts and identify priority areas for TTA Projects. Reviewing and assuring that the Legal TTA Center workplans accurately outline the intended activities and performance of the Legal TTA Center activities.

Identifying CSBG TTA Grantees that require TTA assistance, and compiling innovative exemplary practices related to organizational stability and support for CSBG-eligible entities experiencing significant fiscal or organizational

challenges, education, training, and knowledge management to enhance general knowledge and understanding of CSBG statutory and regulatory requirements.

And promotions of exemplary legal practices and policies related to organizational approaches, and participating in joint Webinars with National CSBG TTA partners, and facilitating the exchange of information that helps to identify common quality improvement issues. Next Slide.

Application requirements. Next Slide.

Project Summary or Abstract: Provide a Summary of the Application Project description. The Summary must be clear, accurate, concise, and without reference to other parts of the Application. The Abstract must include a brief description of the proposed grant Project, including the needs to be addressed, the proposed services and the population group to be served.

The Project Abstract must be single-spaced in Times New Roman 12-point font and limited to one page in length. Additional pages will be removed and will not be reviewed. Next Slide.

Expected outcomes. The applicant must describe in detail the expected achievements and likely outcomes for the CSBG Legal TTA Center and the CSBG Network, based on the three major focus goals stated in Section I Program Description Goals of the Project and Key Elements of the Project. Next Slide.

Organization and Procedures: A Clear Plan for The Organizational Development and Operational Structure for the Legal TTA Center. The plans for the Legal TTA Center must present a well-conceived, overall approach to

the Project, including details demonstrating that the Project will be structured in an effective way and must achieve the purpose and goals as stated in Section I Program Description, Goals of the Project, and Key Elements of the Project. Next Slide.

Implementation Plan. The implementation plan must include a clear and comprehensive vision of how the proposed CSBG Legal TTA Center would operate, including a reasonable timeline for implementing the proposed Project.

An approach must focus on assessment planning the development and implementation of TTA strategies and follow-up. The plan for the CSBG Legal TTA Center must present a well-conceived, overall approach to the Project, including details demonstrating that the Project will be implemented in an effective way and will achieve the purposes and goals stated in Section I Program Description, and address the points outlined in the Approach section of the Funding Opportunity Announcement. Next Slide.

Program Performance Evaluation Plan: The Applicant must provide a narrative addressing how the Project and its results will be evaluated. The Application describes the criteria to be used to evaluate results, and explains a methodology that will be used to determine if the needs identified and discussed are being met, and if the Project results and benefits are being achieved.

The Application describes how the proposed plan for performance evaluation will help ensure that immediate TTA needs are addressed, and the ways in which the proposed plan will help OCS address long-term TTA needs, related to quality improvement support and the CSBG network.

The Applicant must describe how the proposed plan will evaluate and measure program effectiveness, including specific outcomes and milestones.

The Application describes plans for evaluating outcomes from regionally-focused TTA efforts, and the Application describes plans for evaluating the impact of TTA activities on the organizational capacity and performance of organizations that receive TTA. Next Slide.

Application Review Information: Criteria Section Points.

Objectives and Need for Assistance: 10 points.

Organization and Procedures: 20 points.

Implementation Plan: 20 points.

Organizational Capacity: 20 points.

Budget and Budget Justification: 10 points.

Outcomes Expected: 10 points.

Program Performance Evaluation Plan: 10 points.

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Project Description Page Limitations and Contents: The combined page-number limitation for the Project Description and the Appendices must not exceed 150 pages. The Project Description has a suggested limitation of 75 pages, and all items must be labelled, numbered, and organized clearly in the Table of Contents.

Table of Contents, Project Summary and 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. Next Slide.

Project Description, Page Limitations and Contents, continued: The Appendices also 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 Entities or Proof of Nonprofit Status, Logic Model, Protection of Sensitive and/or Confidential Information, Third-Party Agreements, Letters of Support, Resumes, Other Supporting Documentation. Next Slide.

Review Process. Late Applications, or those exceeding the funding limit, will be returned to the Applicant with a notation that they were unacceptable and will not be reviewed. Non-Federal reviewers will conduct objective review based on the criteria identified and the program announcement. Next Slide.

Submission: Applicants are strongly encouraged to submit in advance of deadline. Electronic submission is required through [HTTP://www.grants.gov](http://www.grants.gov). Electronic Applications received after 11:59 pm Eastern time will be disqualified. Applicants that do not have Internet connection or sufficient computing may contact ACF for an exemption to submit in paper format. Next slide.

William Balduc: This concludes our pre-Application technical assistance recording for the FY17 CSBG Legal Funding Opportunity Announcement. As a reminder, please refer questions or comments to the Help Desk at 8-5-5 7-9-2 6-5-5-1, or email OCS Grants at acf.hhs.gov. Thank you, and have a great day.

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