

NWX-HHS ACF

Moderator: Melania Alcantara
June 19, 2017
12:58 pm CT

(Bill): Goals of today's call. The goal of the Webinar is to provide background information on the CSBG Nationwide Performance Management System Development and Data Collection Data, 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 pre-recorded 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 a selection process.

Applicants can access the recording on the OCS Web site at <https://www.acf.hhs.gov/ocs/resource/csbg-powerpoint-show-performance-management-system-pre-application-call-fy-2017>. Next Slide.

Community Services Block Grant, CSBG Overview. CSBG Overview. The role of the Office of Community Services -- OCS -- as it related to the Community Service Block Grant 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, otherwise known as CAA, migrant and seasonal farm workers, or other organizations designated by the state, the 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, migrant, and the elderly. Next Slide.

The CSBG Network - Eligible Entities. Over 1000 agencies provide anti-poverty services advocacy in 99% of American counties. Approximately 80% of these agencies are 501(c) (3) non-profits and 20% are public entities, part of the city or county government.

These organizations are strongly community-based with local board controlled, addressing poverty in a place-based system.

Agencies typically run multiple programs and 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 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 Slide.

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 Training and Technical Assistance Partners. CSBG funds are awarded to several national organizations with knowledge and expertise in providing services to and are 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.

The CSBG Network - The Office of Community Services, ACF, HHS, OCS. The federal office of Community Services -- OCS -- partners with state, 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 the presentation over to my colleague (Jonna Holden) who will walk you through the rest.

(Jonna Holden): Thank you (Bill). And again, thank you to those who have joined us on this Webinar.

We'll now consider the slide titled, Funding Opportunity Announcement Overview. Please move to the next Slide.

Statutory Authority - this program is also authorized by Section 674(b) 2A and 678(a) of the CSBG Act as amended and noted on the slide. Please review Section 1, Program Description of the FOA, for additional information on the Statutory Authority under this Cooperative Agreement. That can be found on Page 6 of 59. We've move to the next Slide.

Eligible Applicants. As prescribed by Section 678(a)(c)2 of the CSBG Act and noted on this slide, eligible applicants or CSBG entities, or statewide or local organizations or associations who had 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, include sole proprietorships, are not eligible for funding.

Please review Section 3, Eligibility Information of the FOA, for additional information on the eligibility applicants under the Cooperative Agreement. And that can be found on Page 15 of 58. We'll move to the next Slide.

Anticipated Number of Awards. OCS expects to fund one Cooperative Agreement through the Funding Opportunity Announcement. Please review the award funding information for additional information on the expected number of awards under the Cooperative Agreement. That can be found on Page 1 of 58. We'll move to the next Slide.

Anticipated Project Period. The project period is three years or 36 months 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 budget or three 12 months budget period. Next Slide.

Purpose of the Cooperative Agreement. OCS will support our Cooperative Agreement from the nation -- correction -- nationwide performance management system development and data collection analysis and reporting for this CSBG Program.

One prior Cooperative Agreement supported by OCS funded the development and initial implementation of this CSBG Performance System.

Through this new Cooperative Agreement, OCS will provide technical assistance to states in adapting CSBG data systems to meet the requirements of the new state CSBG Annual Report. Provide state CSBG lead agencies and CSBG eligible entities with the knowledge, systems, and tools in order to improve individual family and community outcomes, as a result of using data to inform program activities.

Enable OCS to meet its responsibilities to report to Congress of the activities and accomplishments of CSBG, as outlined in the Section C -- correction -- 678(b) of the CSBG Act and noted on this slide. We'll now move to the next Slide.

Background information - CSBG a Nationwide Performance Management and Data Collection Program. Beginning in fiscal year 2014, OCS worked in collaboration with partner organizations across the CSBG network to begin a new performance management framework.

This framework included automation of data collection through the CSBG Model State Plan and State CSBG Annual Report.

States began reporting through a Web based system for the Model State Plan in FY '16, and the CSBG Annual Report in March of 2017. We'll move to the next Slide.

Continuing with background information, Results Oriented Management and accountability or ROMA, and Results Oriented Management Accountability Next Generation or ROMA Next Generation.

The ROMA system was initiated in 1994 by a taskforce of federal, state, and local CSBG network officials. ROMA provides a framework for continuous growth and improvement among local CSBG eligible entities.

In 1998 the CSBG Reauthorization Act made ROMA implementation a requirement for receiving federal CSBG funds.

In 2001, in close consultation with the CSBG network, OCS issued IM 49 that outlines the core activities of the state agencies as CSBG eligible entities for the implementation of ROMA, and discussed the strategies to achieve successful implementation of ROMA throughout the CSBG network.

This link can also be found within the program description section of the funding announcement. That can be located on Page 7 of 59. We'll move to the next Slide.

Continuing with background information. ROMA and ROMA Next Generation. ROMA Next Generation is a management and accountability process built on the foundational principles of ROMA which is focused on improving program results as a result of using data to inform program activity.

It is based on the principles and the Government Performance and Results Modernization Act, otherwise known GPRA, of 2010, and can be found within the program description of the funding and opportunity announcement. That can be found on 5 of 59.

In FY '16, the newly implemented ROMA Next Generation framework was integrated into a new content for an updated state CSBG Annual Report.

An important component of ROMA Next Generation embedded in the CSBG Annual Report is the CSBG National Performance Indicators, otherwise known as the NPI, which create a common set of measures to track the CSBG network's performance with respect to services to low income individuals, families, and communities.

The revised CSBG Annual Report and the OMB control numbers noted on the Slide, as well as the NPIs and community action theory of change, can be found at the link -- correction -- at the link that's indicated on the slide. So, we'll move to the next Slide.

Current CSBG annual reporting system. Section 678(b) (a) of the CSBG Act, as noted on this slide, requires state, the District of Columbia, the Commonwealth of Puerto Rico, and U.S. territories to annually prepare and submit a report on the measure of performance of the state and the eligible entities within the state.

OCS and its technical assistance partners currently receive CSBG Annual Report from states through a combination of the CSBG Information Survey, otherwise known as the CSBG IS. And the state administrative module, Section 1 of the State CSBG Annual Report on or before March 3rd of each year.

Since FY 2005, OCS has accepted, the CSBG IS, as the information necessary to meet the CSBG act requirement for states to provide an annual report.

The most significant changes from the CSBG IS to the CSBG Annual Report are one, the inclusion of a report on services and strategies. Two, the increased emphasis on community level efforts and outcomes. And three, the results of state and federal accountability measures, organizational standards,

and activities reported in CSBG state plans, data reported into the Online Data Collection System, otherwise known as OLDC.

We'll move to the next Slide and we will continue with current CSBG Annual Reporting Systems.

OCS received OMB clearance for a new CSBG Annual Report on January 12, 2017. The new state CSBG Annual Report is organized in four modules.

Module 1 is the state administration section. This is completed by states CSBG administrators, and includes information on state administration of CSBG funding, including information on distribution of funds, the CSBG eligible entities, the use of state administrative funds and discretionary funds for training and technical assistance. And information on eligible entities organizational standards progress, and the state's progress meeting accountability measures related to state monitoring, training and technical assistance, and other critical areas.

Module 2 is the section on agency expenditures capacity and resources. This section is completed by CSBG eligible entities. It includes information on funds spent by CSBG eligible entities on the direct delivery of local services and strategies and capacity development, as well as, information on funding devoted to administrative costs by the eligible entity.

Module 3 is the section on community level. This section is completed by CSBG eligible entities, and it includes information on the implementation and results achieved for community level strategies.

Module 4 is the section for individual and family level. This is completed by CSBG annual -- correction -- CSBG eligible entities. This section includes

information on services provided to individuals and families. Demographic characteristics of people served by eligible entities, and the results of these services. We'll move to the next Slide.

The future of CSBG Annual Reporting System. The new state CSBG Annual Report will be implemented through a phased-in approach over two years.

Phase 1 - in 2017 states were required to submit Module 1 of the new state CSBG Annual Report for FY 2016 in the Online Data Collection System or, OLDC. And Modules 2 through 4 using the CSBG IS.

In 2018 states are required to submit -- correction -- submit Modules 1 through 4 of the state CSBG Annual Report for FY 2017 in the OLDC system. We'll move to the next Slide.

ACF Online Data and Grant System. Grant solution.gov and OLDC. An ACF online platform for submission and processing of grantee state plans and other forms and reports including submission of the CSBG state plan, the state CSBG Annual Report, and other performance management forms.

OCS will continue to use ACF online platforms over the next three years to produce more timely, accurate, and consistent performance for the CSBG network. We'll move to the next Slide.

We'll now move to section - slide titled, Funding Opportunity Announcement Overview. We'll move to the next Slide.

Goals of the Cooperative Agreement. This Cooperative Agreement will assist state CSBG lead agencies, state associations, and CSBG eligible entities with eight goals.

Goal number 1 - enhance the quality of data collection for state CSBG Annual Report for OCS Annual CSBG Report to Congress.

Goal 2 - upgrade the online data collection process using online collections that includes internal data validation -- correction -- validation that improve information transfers, timeliness, and accuracy.

Goal 3 - strengthen accountability by facilitating state participation in updates to the CSBG online state plan -- correction -- the state CSBG Annual Report, and other CSBG data collection instruments.

Goal 6 - increase use of data for management decisions about programs at every level of the CSBG network by equipping OCS, state CSBG agencies, and CSBG eligible entities with the capability to create reports, showing results over time, or comparison with other entities or group of entities. We'll move to the next Slide. We'll continue with the goals of the Cooperative Agreement.

Goal 5 - improve transparency by developing a searchable, publicly accessible Web site with CSBG data with multiple year's data.

Goal 6 -- correction -- Goal 6 - design CSBG data collection tools to support CSBG reporting in line with the requirements outlined in the GPRA and GPRA Modernization Act.

Goal 7 - establish a CSBG Data Taskforce to support consultation with the CSBG network and provide input on strategies for implementing the key elements of this project including, but not limited to, training tools and testing of any new or upgraded online platform.

And finally Goal 8 - provide assistance, including training and technical assistance on ROMA Next Generation to state CSBG lead agencies and CSBG eligible entities to support the implementation of these changes. We'll move to the next Slide.

Key elements of the project. One, year one data reporting and analysis. The grantee will conduct analysis of the CSBG data collection. The report submitted by states, and submit an initial draft of the proposed Report to Congress each year by July 31, or within four months of the March 31 final report submission by state, and receive the necessary information from OCS.

Two, in year one we'll focus on preparing the field for FY 2018 submission of state CSBG Annual Report. The grantee will provide timely and clear communications about program requirements for FY '18 submission of state CSBG Annual Report in the form of training and technical assistance, Webinars; meetings to state CSBG lead agencies.

And to complete this work, the grantee will create an Annual Report Taskforce.

Three, year one, create public accessible Web sites for CSBG data. The grantee will develop a public accessible Web site for CSBG data, including CSBG data collection instruments, CSBG annual Reports on expenditures and activities. We'll move to the next Slide. Key elements of the project will continue.

Four, year one we'll focus on updating OMB clearance for state CSBG model state plan. During the projects, the grantee will be expected to update and submit to OCS a complete OMB paper with -- correction -- OMB Paperwork

Reduction Act or PAR -- correction -- PRA clearance for the CSBG model state plan. That OMB control number is noted on the slide.

Five, year one will focus on identifying reporting platforms and implementing data collection. The grantee will provide leadership for its CSBG Data Taskforce, a linkage of the CSBG Annual Report with identified ACF online platform.

Requirements will include, automation of data entry forms, definitions, logic checks, and instructions suitable for online data collection for CSBG states and CSBG eligible entities. We'll move to the next Slide. We will continue with key elements of the project.

Six, year one will focus on data training and technical assistance. The grantee will provide guidance and training and technical assistance on submission of state CSBG annual reports based on the revised instructions included in the OMB clearance pack -- correction -- the OMB clearance package.

Training will include development and execution of Webinars demonstrating use of OLDC or other ACF identified systems for the other data elements necessary to meet annual state reporting and performance management requirements of the CSBG Act.

The grantee will also work with federal CSBG program analysts to report to questions and requests for assistance for individual state CSBG lead agencies regarding data entry using identified ACF online platforms. As well as, contacting them to correct any problems in the data entry.

The grantee will develop examples of the use of data collected using the CSBG data collection instrument for state performance management purposes,

and provide training and technical assistance to state CSBG lead agencies on application of these examples. The grantee must elicit examples of best practices as a basis for this training.

Number 7 - year one will focus on quality review of data and Web based analysis. The grantee will provide quality reviews to state CSBG lead agencies, data provided to online submission of state CSBG Annual Report.

The grantee will facilitate the Web based access and use of CSBG data for CSBG eligible entities. CSBG national organizations learning communities, state performance management efforts, and OCS monitoring consultation. We'll move to the next Slide. We'll continue with key elements of the project.

Number 8 - year two will focus on enhancing data reporting capability. The grantee will support ACF to store and manage data collected under this agreement, and previous year's data from cleared annual CSBG reports to Congress.

The grantee will enhance customer reporting capability within identified ACF online platforms for state and CSBG eligible entities to reduce reports that at a minimum, show trends over time in comparison with other units or groups of units.

The grantee will provide training to CSBG states and CSBG eligible entities about using data to support management's decision-making.

Number 9 - year two will focus on implementing publicly accessible Web sites for CSBG data. The grantee will develop a publicly accessible Web site

for CSBG data including but not limited to, CSBG data collection instruments and CSBG annual reports on expenditures and activities.

Number 10 - year two will focus on development of OMB clearance for state CSBG Annual Report. The grantee will be expected to develop and submit to OCS a complete and updated OMB PRA clearance package for the CSBG annual Report including CSBG data collection instruments, and tools for reporting on state performance management data such as accountability and organizational standards. We'll move to the next Slide. We'll continue with key elements of the project.

Number 11 - years two and three will focus on ongoing data training and technical assistance. The grantee will provide ongoing guidance and technical assistance to grantees on submission of CSBG state plans based on the OMB cleared CSBG annual report, and online data submission protocol.

The grantee will provide ongoing training and Webinars on the use of the CSBG Annual Report for state performance management purposes. The grantee will conduct ongoing analysis of state annual reports including CSBG data collection instruments, organizational standards, monitoring information, and submit an initial draft of the proposed annual report to Congress by July 31 of each year or within four months of final report submission by state, and receipt of necessary information from OCS.

Number 12 - all three years will focus on consultation about implementation. After consultation with OCS the grantee will establish and provide leadership and logistical support for a CSBG Data Taskforce consisting individuals from various levels of the CSBG network.

Number 13 - in all three years we'll focus on ROMA Next Generation training and technical assistance to ensure successful implementation of the activities funded under this Cooperative Agreement, extensive ROMA Next Generation related training and technical assistance during the entire three year project period. We'll move to the next Slide. And we will continue with key elements of the project.

Number 14 - implementation plans and consultation process. Within 30 days of receiving a Notice of Award or NOA, the project director for performance management system development and data collection analysis and reporting for CSBG must participate in a call with the identified OCS program liaison staff responsible for oversight of the Cooperative Agreement to discuss the proposed work plan.

Within 40 days of receiving the NOA, the project director must submit a work plan based on the expectations of the Cooperative Agreement, program updates and information provided by the OCS program liaison staff.

Within 60 days of receiving a NOA, the project director and other key staff must participate in a work plan meeting in Washington, DC with the assigned program liaison staff and other OCS staff.

The awardee must make -- correction -- make an oral presentation to OCS staff that describes the project implementation work plan. The grantee must prepare an agenda and propose at least one senior project staff member for up to 2 days who will make the presentation during the work planning meeting.

Throughout the period of performance, the grantee will keep OCS informed of our progress on implementing the approved annual work plan to help assure

that OCS is aware of project status. And that tasks are completed on a timely basis.

Anticipated substantial federal involvement. Participation in planning work groups and taskforces as federal subject matter experts. Guidance on public input process including the development of OMB approval documents. Review and approval of final submissions to OMB. Specification of data security requirements for any site that interfaces with federal Web sites, even during development and testing phases.

Identification of logic check and appropriate instructions for use of ACF online platforms for state plans and other data collection activities.

Design and review of all training and technical assistance services and products and collaborative design of the state CSBG Annual report.

We will move to the next Slide where we will now review section, with Slide titled, Application Requirement. And we'll move to the next Slide.

Project Summary Abstract - provide a summary of the application's 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 projects including the need to be addressed, the proposed services, and the population groups 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.

The project summary abstract is referenced in Section 4.2, the Project Description. That can be found on Page 31 of 59. We'll move to the next Slide.

Expected Outcomes - identify the outcomes to be derived from the project that relate to the overall goals of the project as described in Section 1 - Program Description, Goals of the Project and Key Elements of the Project.

Describe in detail the expected achievements that will result from the Cooperative Agreement. Describe likely outcomes and benefits for CSBG eligible entities, state CSBG lead agencies, and other CSBG network stakeholders - Congress, the federal government, and the general public.

Please review Section 4.2, project description of the FOA for additional information on the expected outcomes under this Cooperative Agreement. That can be found on Page 31 of 59. We'll move to the next Slide.

Approach - outline a plan of action that describes the scope in 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 costs 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. We'll move to the next Slide. We'll continue with Approach.

Provide potential obstacles and challenges to accomplishing project goals.
And explain strategies that will be used to address these challenges.

Applicants are expected to propose a plan that clearly and concisely describes the strategy for CSBG reporting using the revised CSBG data collection instrument, producing the annual CSBG Report to Congress.

Providing training and technical assistance from the new ROMA Next Generation materials and practices. Assisting states with submission of data through ACF online platforms approved by OCS.

Assisting in the development of OMB PRA requests for approval for CSBG state plan and CSBG Annual Report instrument. Developing a customer reporting mechanism for grantees and creating a searchable Web site available to the public, as well as, working in collaboration with OCS and other partners. We'll move to the next Slide and we will continue with Approach.

Project infrastructure. Applicants must provide a three year plan to upgrade CSBG data collection and reporting. Throughout the three year period of performance, the Cooperative Agreement grantee will support two-way communication with the CSBG network.

Training and technical assistance will be provided to grantees to support ROMA Next Generation, and implementation of data collection using revised CSBG data collection instruments and state plans. And to report from the data warehouse to aid program management.

The three year plan must address all goals and key elements described in Section 1, Funding Opportunity Description - Goals of the Project and Key Elements of the Project.

Project Collaboration - Applicants must recommend new ways to collaborate and consult with stakeholders, including CSBG national partners, CSBG eligible entities, and state CSBG lead agencies beyond the project period for this Cooperative Agreement.

Applicants should discuss and provide details on how they will collaborate and consult with individuals and/or organizations with expertise in data warehousing, and information technology as appropriate. We'll move to the next Slide.

Program performance and valuation plans. The applicant must provide a narrative addressing how the project and its results will be evaluated. Program performance evaluation should monitor ongoing processes, and the progress towards the goals and objectives of the project.

Applicants must describe the systems and processes that will support the organization's performance management requirement through effective tracking of performance outcomes. Including a description of how the organization will collect and manage data. For example, assigned skill staff and data management software.

Applicants must describe any potential obstacles for implementing the program performance evaluation and how these obstacles will be addressed. We'll move to the next Slide and we will continue with Program Performance Evaluation Plan.

The application describes how the proposed plan for performance evaluation will help ensure that immediate training and technical assistance needs are addressed. And the ways in which the proposed plan will help OCS address

long-term training and technical assistance related to quality improvement support in the CSBG network.

The applicant must describe how the proposed plan will evaluate and measure program effectiveness, including specific outcomes and milestones. And the applicant must describe how the proposed plan for performance evaluation will help establish enhanced infrastructure or ensure that enhanced infrastructure is effective in supporting quality improvement efforts.

The applicant must provide information in this section on how they will monitor and measure their performance on the activities outlined in the key elements of the project section of this announcement.

Please review Section 4.2, project description of the FOA for additional information on the program performance evaluation plan under this Cooperative Agreement. That can be found on Page 34 of 59. We'll move to the next Slide.

Application review information - the applications will be reviewed in the noted criteria sections on this slide.

Overall understanding of issues and objectives, corresponding point total - 15.
Data collection and reporting, the corresponding point total - 45.
Organizational capacity, the corresponding point total - 25. And budget and budget justification, with a corresponding point total of 15. We'll move to the next Slide.

Project description, page limitations, and content. The combined page number limitation for the project description and appendices must not exceed 150 pages.

The project description 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, 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, and project budget and budget justification. We'll move to the next Slide and we'll continue with Project Description, Page Limitations and Content.

The appendices also have 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, and other supporting documentation. We'll move to the next Slide.

Review Process. Late application 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 reviews based on the criteria identified in the program announcement. We'll move to the next Slide.

Submission. Applicants are strongly encouraged to submit in advance of the deadline. Electronic submissions are required through www.grants.gov. This link is noted on the slide.

Electronic applications received after 11:59 p.m. Eastern Standard 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. We'll move to the next Slide.

(Bill): This concludes our Pre-Application technical assistance recording for the FY '17 CSBG Data Funding Opportunity Announcement.

As a reminder, please refer questions or comments to the Helpdesk at 855-792-6551 or email at OCS_Grants@ACF.hhs.gov. Thank you and have a great day.

END