



Administration for Children and Families

Office of Community Services
Division of State Assistance

Pre-Application Technical Assistance Recorded Call

**Community Services Block Grant (CSBG) –
Training and Technical Assistance Program:
Organizational Standards Center of Excellence (COE)**

HHS-2012-ACF-OCS-ET-0539



Administration for Children and Families

Office of Community Services
Division of State Assistance

Statutory Authority

Community Opportunity, Accountability, Training and
Educational Services (COATES) Human Services
Reauthorization Act of 1998 (P.L. 105-285), Section
674(b)(2)(A)



Administration for Children and Families

Office of Community Services
Division of State Assistance

Purpose

The purpose of the Organizational Standards Center of Excellence (COE) is to build the long-term capacity of Community Service Block Grant (CSBG) eligible entities by increasing the accountability and organizational performance. It is expected that the long-term capacity of CSBG-eligible entities will be built through the development of Training and Technical Assistance (T/TA) activities, assessments, information, and other resources. The Organizational Standards COE should help ensure that CSBG-eligible entities set and meet high performance standards for organizational operations and accountability for management of complex non-profit and public entities, according to the high standards necessary for oversight of public funds.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Purpose (Continued)

By design, T/TA efforts should identify and focus on organizational standards in the following areas:

- Organizational Leadership
- Human Resource Management
- Financial Operations
- Consumer Input and Involvement
- Community Engagement
- Board Governance



Administration for Children and Families

Office of Community Services
Division of State Assistance

Who Can Apply?

- Non-profit organizations other than institutions of higher education.
- As prescribed by Section 678A(c)(2) of the CSBG Act, must be CSBG-eligible entities, or Statewide or local organizations or associations, with demonstrated expertise in providing training on methods that effectively addressing the needs of low-income families and communities.



Administration for Children and Families

Office of Community Services
Division of State Assistance

How Many Awards Will be Made?

- OCS expects to fund 1 award.



Administration for Children and Families

Office of Community Services
Division of State Assistance

How Long Will Grant Projects Last

- The projected project period is two (2) years (24-month Project Period with two 12-month Budget Periods).
- The overall program plan should be for the project period.
- Budget documents should be for annual budgets (two 12-month budget periods).



Administration for Children and Families

Office of Community Services
Division of State Assistance

Organizational Standards COE Functions

- To facilitate input from CSBG-eligible entities, State CSBG Lead Agencies, Regional Performance Innovation Consortia (RPIC) grantees, State Associations of CSBG-eligible entities, and national CSBG TA providers regarding existing organizational standards utilized to assess organizational capacity and performance in the CSBG Network.
- To create a set of core national standards for organizational performance that will ensure that CSBG-eligible entities have the organizational capacity to effectively address the needs of the low-income individuals and communities.
- To utilize core organizational standards to develop curricula, training materials, tools for organizational self-assessment, and tools for State assessment that will ensure all CSBG-eligible entities can be assessed according to consistent performance standards.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Organizational Standards COE Functions (Continued)

- To develop a strategy to partner and collaborate with CSBG T/TA RPIC grantees, the results Oriented Management and Accountability (ROMA) Next Generation COE, and other relevant CSBG stakeholder organizations, and to support the development of performance standards throughout the CSBG network.
- To participate in the Web-based *CSBG T/TA Resource Center*, in which State CSBG Lead Agencies, State Associations, and CSBG-eligible entities have access to a Web-based shared calendar, T/TA Request System, Consultant Bank, Discussion Forums, and several additional features.



Administration for Children and Families

Office of Community Services
Division of State Assistance

National CSBG Training and Technical Assistance Collaboration

- Collaborate with other T/TA providers and State CSBG Lead Agencies to ensure the seamless provision of T/TA to States and CSBG-eligible entities.
- Consult with appropriate T/TA provider(s) and Office of Community Services (OCS) to be responsive to the needs of States and CSBG-eligible entities.
- Coordinate T/TA efforts so that project activities complement one another.
- Support the goals of the National T/TA Strategy for CSBG.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Federal Involvement Under Cooperative Agreement Mechanism

- Convening in-person planning and coordination meetings.
- Convening routine conference calls among CSBG T/TA providers, State CSBG lead agencies and other key stakeholder organizations.
- Reviewing recommendations and implementation plans.
- Web-based technical assistance (TA) coordination system.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Federal Consultation Process

- Initial call(s) with OCS program liaison.
- Implementation plan within two months.
- National implementation planning meeting in Washington, D.C. or via teleconference.
- Oral presentation that describes and defends the implementation plan.
- Adjustments as necessary to support collaboration with Fiscal Year (FY) 2012 RPICs; and the new FY 2012 ROMA Next Generation COE, and State CSBG Lead Agencies.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Project Description (50 Pages or Less)

- Table of Contents
- Abstract
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Evaluation
- Logic Model
- Dissemination Plan



Administration for Children and Families

Office of Community Services
Division of State Assistance

Appendixes (50 Pages or Less)

- Organizational Charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Contact persons and telephone numbers
- Documentation of experience in the program area
- Personnel policies
- Any other pertinent information



Administration for Children and Families

Office of Community Services
Division of State Assistance

Abstract/Summary

- One-page project description.
- Must be clear, accurate, concise, and without reference to other parts of the application.
- Brief description of the proposed grant project.
- Summary and contact information will be used post application for OCS website and public announcements of program plans.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Objectives and Need for Assistance – 15 Points

- The applicant clearly demonstrates an understanding of the need for CSBG-eligible entities, State CSBG Lead Agencies, State Community Associations, and other local service providers to be provided with T/TA related to, or in response to, organizational performance standards.
- The applicant clearly demonstrates the knowledge and understanding of organizational performance standards tied to assessments, including examples of current self-assessment practices and State assessment practices within the CSBG Network. The applicant identifies potential areas for improvements in organizational performance, development of outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Objectives and Need for Assistance (Continued)

- The applicant clearly demonstrates an awareness and knowledge of current literature and understanding of performance management and accountability practices and policies that enhance the administrative, financial, and program operations of organizations with characteristics similar to CSBG-eligible entities (e.g. non-profit service providers and public community/social service agencies).



Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach— 40 Points

- Development of Materials (20 points).
- Training Programs and Dissemination of Materials (20 points).



Administration for Children and Families

Office of Community Services

Division of State Assistance

Approach (Continued) **Development of Materials**

- The applicant presents a detailed two-year plan of work to facilitate input from CSBG-eligible entities, State CSBG Lead Agencies, RPICs, State Associations, and national CSBG TA providers on existing organizational standards being utilized to assess organizational capacity and performance in the CSBG Network.
- The applicant presents a feasible plan to create a set of core national standards for organizational performance that will support and ensure that CSBG-eligible entities have the organizational capacity to effectively address the needs of low-income individuals and communities.
- The applicant provides a comprehensive plan to utilize core organizational standards to develop curricula, training materials, tools for organizational self-assessment, and tools for State assessment that will ensure that all CSBG-eligible entities can be assessed according to consistent performance standards.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach (Continued)

Development of Materials (Cont'd)

- The applicant identifies a two-year plan that indicates a detailed discussion of factors that will be considered in establishing standards in the following areas such as: a) organizational leadership; b) human resource management; c) financial operations; d) consumer input and involvement; e) community engagement; and f) board governance.
- The applicant provides a strategic plan to collaborate and partner with CSBG T/TA RPIC lead agencies, the ROMA Next Generation COE, and other relevant CSBG stakeholder organizations, and further support the performance standards they administer throughout the CSBG Network.
- The applicant provides a feasible plan to utilize and incorporate the use of relevant features of the *CSBG T/TA Resource Center* (i.e. the shared calendar, T/TA Request System, Discussion Forums, etc.).



Administration for Children and Families

Office of Community Services

Division of State Assistance

Approach (Continued)

Training Programs and Dissemination of Materials

- The applicant provides a clear and thorough two-year plan for a comprehensive, and integrated organizational self-assessment and performance training program. The applicant's project plan may entail the incorporation of existing standards of organizational performance materials and/or detail new concepts and ideas for an integrated training program based on core national standards for organizational performance within the CSBG Network.
- The applicant provides a clear and detailed plan for the dissemination of organizational performance materials, such as toolkits, training materials, surveys, assessments, and publications on promising practices. The dissemination strategy details a plan for collaboration with the CSBG T/TA RPICs, the ROMA Next Generation COE, national TA partners, State CSBG Lead Agencies as appropriate, and other relevant CSBG stakeholder organizations.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach (Continued)

Collaboration and Dissemination Plan – 15 Points

- The applicant provides a clear two-year plan that details the strategies it will use to collaborate with CSBG T/TA RPIC lead agencies, State CSBG Lead Agencies as appropriate, and other CSBG Network organizations to achieve enhanced dissemination of Organizational Standards COE materials and tools.
- The applicant presents a detailed plan for its active participation in the Web-based *CSBG T/TA Resource Center*.
- The applicant provides a feasible plan to utilize and incorporate the use of relevant features of the *CSBG T/TA Resource Center* (i.e. the shared calendar, T/TA Request System, Discussion Forums, etc.).
- The applicant describes a clear plan for collaboration with relevant CSBG national TA partners and CSBG stakeholder organizations involved with the administration of the *CSBG T/TA Resource Center*.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach (Continued) **Organizational Capacity – 15 Points**

- The applicant provides details and an explanation of the organization and/or any cooperating or sponsoring agency's ability and capacity to provide services on a nationwide basis.
- The applicant provides resumes and job descriptions demonstrating the expertise of the proposed project director and primary staff members. The applicant is clear as to what involvement, leadership, experience, and commitment each staff member has to the project. Where key staff have not yet been identified, the applicant has provided a description of the specific and relevant qualifications of the person(s) to be employed.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach (Continued) **Organizational Capacity (Cont'd)**

- The applicant has provided job descriptions with clearly defined responsibilities, qualifications, salary ranges, anticipated time commitments, and the location(s) of each position.
- If subcontractors are proposed, the applicant has documented the willingness and ability of the subcontracting organization(s) to provide proposed services, and includes the specific qualifications and professional experiences of key staff that will perform the proposed subcontract project activities.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach (Continued) Evaluation – 10 Points

- The applicant's proposed logic model demonstrates the capacity to link the project objectives, approach, and expected results in a manner that can be evaluated.
- The applicant describes a work plan that demonstrates the capacity to address and achieve specific performance targets and outcomes, including a discussion of how the project will verify the achievement of these targets and outcomes.
- The applicant provides a narrative addressing how the conduct of the project and its results will be evaluated.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach (Continued) Evaluation – (Cont'd)

- In addressing the evaluation of results, the applicant states what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. The applicant provides the criteria that will be used to evaluate results and explains the 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.
- With respect to the conduct of the project, the applicant defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the project plan presented.

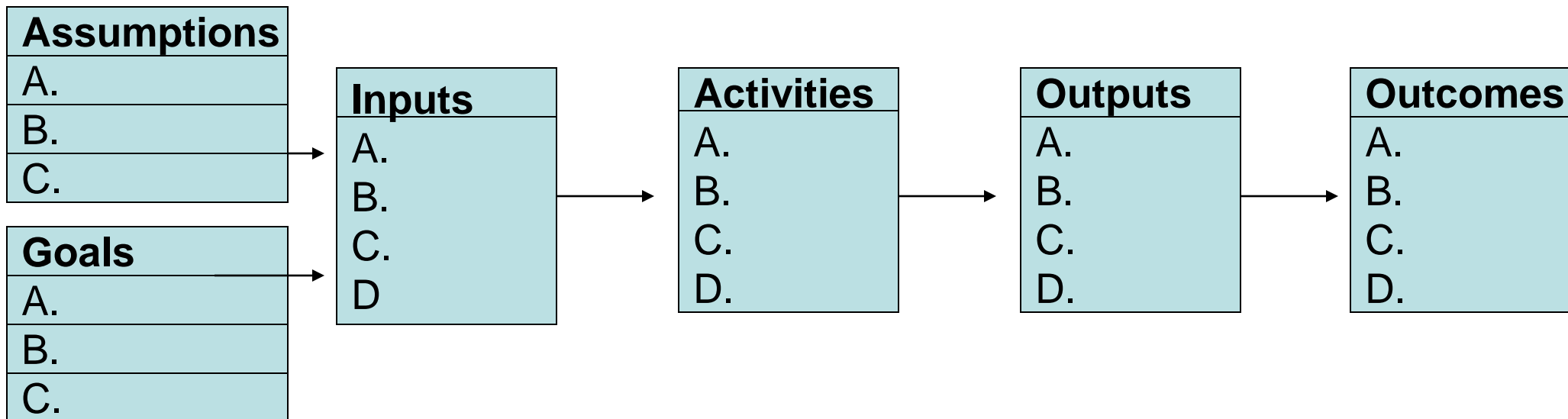


Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach - Logic Model

One-page diagram that presents a conceptual framework for the project.





Administration for Children and Families

Office of Community Services
Division of State Assistance

Approach (Continued)

Budget and Budget Justification – 5 Points

- Describes how project will assure coordination & information dissemination improvements for State Associations.
- Conveys the strategies for achieving intended outcomes.
- Indicates measures used to determine if project has achieved objectives and extent to which accomplishment of objectives can be attributed to the project.
- Outlines procedures to determine whether project is conducted consistent with the work plan.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Budget Justification

- Separate SF-424 Budgets and Detailed Justifications
- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect Charges
- Program Income



Administration for Children and Families

Office of Community Services
Division of State Assistance

Outcomes Expected

- Facilitate input from CSBG-eligible entities, State CSBG Lead Agencies as appropriate, RPICs, State Associations, and national TA providers on existing organizational standards being utilized to assess organizational capacity and performance in the CSBG Network.
- Create a set of core national standards for organizational performance that will ensure that CSBG-eligible entities have the organizational capacity to effectively address the needs of low-income individuals and communities.
- Utilize core organizational standards to develop curricula, training materials, tools for organizational self-assessment, and tools for State assessment that will ensure that all CSBG-eligible entities can be assessed according to consistent performance standards.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Outcomes Expected (Continued)

- Develop a strategy to partner and collaborate with RPICs, the ROMA Next Generation COE, and other relevant CSBG stakeholder organizations, and support performance standards they administer throughout the CSBG Network.
- Participate in the Web-based *CSBG T/TA Resource Center* in which State CSBG Lead Agencies, State Associations, and CSBG-eligible entities have access to a Web-based shared calendar, T/TA Request System, Consultant Bank, Discussion Forums, and several additional features.



Administration for Children and Families

Office of Community Services
Division of State Assistance

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 criteria identified in the program announcement.



Administration for Children and Families

Office of Community Services
Division of State Assistance

Submission

- APPLICATIONS DUE AUGUST 6, 2012
- 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 exemption to submit in paper format.