



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Community Services Block Grant Action Transmittal

AT#: CSBG-AT-2020-05
DATE: July 15, 2020
TO: CSBG States and Territories
SUBJECT: Application for CARES Act Funds for States and Territories
ATTACHMENT(S): CSBG CARES Act Supplemental State Plan

RELATED REFERENCES:

Community Services Block Grant Act, 42 U.S.C. 9901 et seq.; Coronavirus Aid, Relief, and Economic Security Act, 2020, Public Law 116-36; and Department of Health and Human Services Block Grant Regulations, 45 CFR Part 96.

PURPOSE:

To inform states and U.S. territories of the Community Services Block Grant (CSBG) application requirements for Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds. States and territories must submit their CARES Act state plan applications to the Office of Community Service (OCS) by **September 1, 2020** using the approved CSBG CARES Act Supplemental State Plan format.

BACKGROUND:

The Coronavirus Aid, Relief, and Economic Security Act, 2020, Public Law 116-36, was signed into law on March 27, 2020, providing \$1 billion in additional funds to the CSBG program. The funds to states and territories authorized under the CSBG Act are intended to address the consequences of increasing unemployment and economic disruption as a result of the Coronavirus Disease 2019 (COVID-19).

In an effort to provide an immediate response to the needs of the states and territories, OCS awarded the supplemental CARES Act funds on May 8, 2020. All states and territories that

applied for, and received funding in federal fiscal year (FFY) 2020, received CARES Act funding as a separate allotment under the same formula used for grant allocations under the regular annual CSBG appropriations. The states and territories were subject to the signed assurances and certifications, included in the FFY 2020 CSBG State Plan.

Since the CARES Act funding is a supplemental appropriation, states and territories must submit a CSBG plan amendment for FFY 2020 with information specific to CARES Act funding. The content in the application will be similar to that of the regular CSBG State Plan, however, the amount of information that OCS is requesting is reduced. This Action Transmittal provides instructions on this process.

For more information about the CSBG CARES Act Supplemental Administrative Guidance, see [CSBG Information Memorandum \(IM\) 2020-158](#).

For more information about the CSBG Immediate Guidance on COVID-19 Response, see [CSBG Information Memorandum \(IM\) 2020-157](#).

APPLICATION REQUIREMENTS FOR STATES AND TERRITORIES:

Application Content

A full submission of the CSBG CARES Act Supplemental State Plan **must** include the following information: 1) Application for Federal Assistance (SF-424M); and 2) CSBG CARES Act Supplemental State Plan, which includes the State Plan sections outlined below (sections 1-5, 7-10, 12, 14 and 15).

- CSBG Cover Page (SF-424M)
- Section 1: CSBG Administrative Information
- Section 2: State Legislation and Regulation
- Section 3: State Plan Development and Statewide Goals
- Section 4: CSBG Hearing Requirements
- Section 5: CSBG Eligible Entities
- Section 7: State Use of Funds
- Section 8: State Training and Technical Assistance
- Section 9: State Linkages and Communication
- Section 10: Monitoring, Corrective Action, and Fiscal Controls
- Section 12: Individual and Community Income Eligibility Requirements
- Section 14: CSBG Programmatic Assurances and Information Narrative
- Section 15: Federal Certifications

Submitting the Application

CSBG states and territories must submit their applications for CARES Act funds to OCS by **September 1, 2020**. Applications must be submitted electronically through the Administration for Children and Families (ACF) On-Line Data Collection system (OLDC), which will become available for entry and submission in **July 2020**. OCS will provide the official opening date when it is confirmed. To submit the Plan, the **authorized official**, as listed in the designation letter, must certify the CSBG CARES Act Supplemental State Plan within OLDC.

Training, Technical Assistance and Support

OCS will host a webinar in **late July** to provide additional guidance and answer any questions from the states and territories on the CSBG CARES Act state application process.

If states and territories have questions regarding the accurate completion of the CSBG CARES Act Supplemental State Plan, please contact your **Federal CSBG Program Specialist**.

Thank you for your attention and OCS looks forward to continuing to provide high quality services to OCS grantees.

/s/

J. Janelle George
Deputy Director
Office of Community Services