



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:
*Performance Management System Development and
Data Collection, Analysis and Reporting for CSBG
HHS-2014-ACF-OCS-ET-0829***

Friday, June 13, 2014
3:30PM – 4:30 PM EST



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Presenters

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Office of Community Services

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Office of Community Services

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Office of Community Services



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COMMUNITY SERVICES BLOCK GRANT (CSBG)



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CSBG Overview

The Community Services Block Grant (CSBG) is a federal block grant program administered by the Office of Community Services (OCS). The CSBG program 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.

OCS distributes the CSBG funds to states and local communities, working through a network of over 1,100 entities designated to receive funds, known as CSBG-eligible entities and largely CAAs, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Funds support a range of services and activities to assist the needs of low-income individuals, including the homeless, migrants, and the elderly.



Community Action Agencies (CAAs)

CAAs are private nonprofit and public organizations. They are governed by a uniquely structured tripartite board of directors, comprised equally of elected public officials, private sector representatives, and low-income representatives. This structure is designed to promote the participation of the entire community in assessing local needs and eliminating the causes and conditions of poverty. CAAs create, coordinate, and deliver an array of comprehensive programs and services to low-income individuals and families. CSBG funded Community Action Agencies are CSBG-eligible entities.



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Statutory Authority

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



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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. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizatoins>.

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



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How Many Awards Will be Made?

OCS expects to fund one cooperative agreement.



How Long Will Grant Projects Last

- The projected project period is three (3) years (36-month Project Period with three 12-month Budget Periods).
- 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).

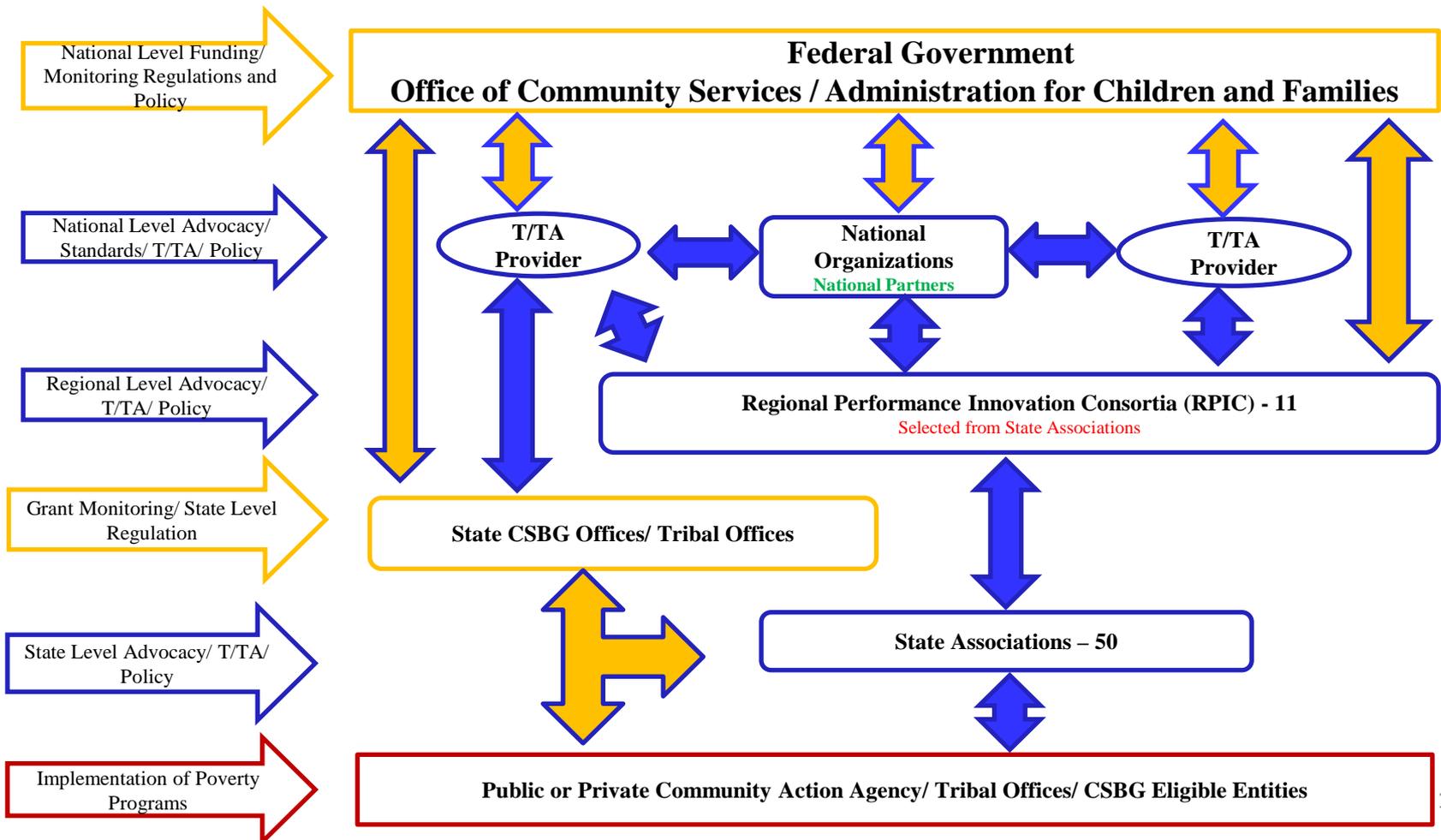


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CSBG Network Flow Chart





The Community Action Network – A Précis of the Players

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.

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.



The Community Action Network – A Précis of the Players (Continued)

National T/TA Partners

There are currently four national associations, three of whom provide training and technical assistance (T/TA) to the CSBG Network under OCS cooperative agreements.

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 Program, other OCS programs include the Social Services Block Grant Program, the Community Economic Development Program, the Job Opportunities for Low-Income Individuals Program, the Rural Community Development Program, the Low Income Home Energy Assistance Program, and the Assets for Independence Program.



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Performance Management System Development and Data Collection, Analysis and Reporting for the CSBG (Performance Mgt. & DATA) Funding Opportunity Announcement Overview



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Purpose of the Cooperative Agreement

This funding opportunity announcement (FOA) is intended to fund one cooperative agreement to update CSBG data systems that will be available to states to meet annual state reporting requirements of CSBG as outlined in Section 678E(a) of the CSBG Act. As specified in the Act, all states must participate in a performance management system and report on performance, as well as account for expenditure of funds received through CSBG. The cooperative agreement will assist State CSBG lead agencies with their requirement to provide an annual report to OCS. It will also enable ACF/OCS to meet its responsibilities to report to Congress on the activities and accomplishments of CSBG as required by the CSBG Act.

In the 3-year project period, OCS plans to transition to a web-based data collection and reporting system. The funded grantee will be responsible for developing and implementing a transition plan, in cooperation with OCS.



Goals of the Cooperative Agreement

- Enhance the quality of CSBG data collection and annual CSBG reports to Congress;
- Upgrade CSBG data collection process by using online data collection that includes internal logic checks to improve timeliness and accuracy;
- Strengthen accountability by updating state plans and the CSBG data collection instruments;
- Increase use of data for management decisions by increasing the CSBG Network's capability to create more varied and informative reports;
- Develop a searchable, public-accessible website with CSBG data;
- Establish and engage a working group of stakeholders to advise on implementation strategies for key elements of the project; and
- Provide assistance, including T/TA on Results Oriented Management and Accountability (ROMA), to State CSBG lead agencies and CSBG-eligible entities to support the implementation of these changes.



Results Oriented Management and Accountability (ROMA)

The ROMA system was initiated in 1994 by a task force 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.

An important component of ROMA is the CSBG National Performance Indicators (NPIs), 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. ROMA employs a cycle for implementation that includes community needs assessment; use of needs assessment data to identify service strategies and projected results; implementation of strategies and services; observation and report on progress; and analysis of data according to original benchmarks. The ROMA and NPI framework provides a foundation for targeting of resources based on outcomes and effectiveness of services. For more information on core activities of the State CSBG lead agencies and CSBG-eligible entities for the implementation of ROMA, see IM 49 at:

<http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im49.html>



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Office of Community Services

Division of State Assistance

Key Elements of the Project

- Year One – Grantee will provide technical assistance to help states comply with CSBG Act annual report requirements. Analyze CSBG data collection reports submitted by states and submit an initial draft of the CSBG Report to Congress by July 31, or within 4 months of receipt of all necessary information from OCS. Applicants are encouraged to review Section 508 information at: <http://www.section508.gov/> .
- Year One – Within 4 months of award, grantee will develop and submit to OCS a complete OMB Paperwork Reduction Act clearance package for the state annual reports. The package must allow for individualized state CSBG annual reports and aggregated data for annual CSBG reports to Congress.
- Year One - Grantee will provide leadership for its CSBG work group on linkage of the CSBG data collection instrument with ACF identified system(s) such as GrantSolutions or Online Data Collection System (OLDC). The grantee will develop new protocols for receipt and transfer of data to ACF identified system(s).



Key Elements of the Project Continued

- Years One and two – Grantee will provide T/TA on submission of CSBG annual reports based on revised instructions included in the OMAB Clearance Package. assistance may include development of webinars demonstrating use of GrantSolutions, OLCD or other ACF identified system(s). Grantee will also respond to questions and requests for state lead agencies regarding data entry.
- Year two – Using new protocols for receipt and transfer of data through ACF identified system(s), the grantee will provide quality reviews to State CSBG lead agencies prior to the final acceptance for online submission of CSBG annual reports. Grantee will facilitate the web-based access and use of CSBG data for stakeholders. This key element is designed to ensure that, in year two, stakeholders have web-based access to CSBG data to inform decision-making. Relevant T/TA must be provided. The grantee must assess State CSBG lead agency capability to use the web-based portal and other identified ACF system(s) and report barriers and suggested remedies to OCS. The grantee must also submit an initial draft annual CSBG Report to Congress by July 31, or within 4 months of receipt of all necessary information from OCS.



Key Elements of the Project Continued

- Year two – Grantee will support ACF to store and manage data collected under this agreement and previous years data from CSBG reports to Congress. Grantee will enhance custom reporting capability within ACF identified system(s) for states and eligible entities to produce reports that, at a minimum, show trends and comparisons with other units or groups of units. A plan for an easy-to-use warehouse that is integrated with ACF data and reporting systems must be developed and implemented. The grantee must provide training to states and eligible entities about using data for CSBG decision making.
- Year three – Grantee must provide ongoing guidance and assistance on submission of CSBG State Plans based on the OMB-cleared CSBG data collection instrument and online data submission protocols. The grantee will provide ongoing training on the use of the CSBG data collection instruments for state performance management purposes. The grantee will conduct ongoing analysis of state annual reports, data collection instruments, etc. And, the grantee will submit an initial draft of the annual CSBG report to Congress by July 31 or within 4 months of receipt of necessary information from OCS.



Key Elements of the Project Continued

- Year three – Grantee will develop a public-accessible website for CSBG data including CSBG data collection instruments, CSBG annual reports on expenditures and CSBG activities. The grantee will facilitate the access to and use of CSBG data by CSBG stakeholders as well as facilitate public access to CSBG data. Development of this website may be performed directly or through a subcontractor.
- All Three Years – The grantee will establish, provide leadership and logistical support for a work group consisting of individuals from various levels of the CSBG Network. Up to 10 individuals may be included in the work group with annual 2-day in-person meetings in the Washington, DC area. In addition, telephone consultations must occur as needed.
- All Three Years – To ensure successful implementation of the activities funded under this cooperative agreement, extensive ROMA-related T/TA will be critical during the entire 3-year project period.



Anticipated Substantial Federal Involvement

Substantial federal involvement is anticipated since the data collection will involve revised reporting templates and the requirement that these templates satisfy requirements of the Paperwork Reduction Act (PRA) and be approved by OMB.

Substantial federal involvement is also anticipated because housing of CSBG data and reporting tools are expected to be transitioned to federal websites.



Federal Involvement Under the Cooperative Agreement Continued

Federal involvement may include the following:

- Participate in planning work groups and task forces;
- Specification of data security requirements for any site that interfaces with federal websites;
- Identification of logic checks and appropriate instructions for GrantSolutions, OLDC or other ACF identified system(s) for state plans and other data collection activities;
- Requiring review and testing of data systems and protocols for compliance with applicable federal laws and regulations;
- Design and review of all T/TA services and products;



Federal Involvement Under the Cooperative Agreement (Continued)

- Requests for special data analysis or input on *ad hoc* reports;
- Frequent and regular review of progress relative to the approved work plan and expenditure of funds;
- Review and acceptance of state CSBG annual reports; and
- Advisement and review of sub-contract agreements.



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* of the FOA. 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.



Outcomes Expected

- Identify the outcomes to be derived from the project that relate to the overall goals 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.



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Office of Community Services

Division of State Assistance

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



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Program Performance Evaluation Plan

- Program performance evaluation should monitor ongoing processes and the progress toward the goals and objectives of the project.
- Applicants must 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 (e.g. assigned skill staff, data management software). Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.
- The applicant must describe how the proposed plan for performance evaluation will help ensure that immediate T/TA needs are addressed as well as the ways in which creation of an enhanced infrastructure will help OCS address long-term T/TA needs related to quality improvement support in the CSBG Network.



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Division of State Assistance

Application Review Information

Criteria Sections	Points
Overall Understanding of Issues and Objectives	15
Data Collection and Reporting	45
Organizational Capacity	25
Budget and Budget Justification	15



Criteria Section 1: Objectives: (15 points)

In this section, reviewers will consider the extent to which:

- The applicant clearly demonstrates an understanding of data collection needs within the CSBG Network in all parts of the application and the unique challenges of data collection in the CSBG. (0-5 Points)
- The applicant demonstrates an understanding of potential uses of data at local, state, and federal levels and explains how the proposed project will facilitate the use of data at each level, including how State CSBG lead agencies and CSBG-eligible entities use CSBG funding and the current performance management system (ROMA). (0-5 Points)
- The applicant describes how the project will assure long-term program and management improvements for State CSBG lead agencies, CAA state and/or regional associations, CAAs and/or other CSBG-eligible entities that provider CSBG services and activities. (0- 5 Points)



Criteria Section 2: Data Collection and Reporting: (45 points)

In reviewing this section, reviewers will consider the extent to which:

- The applicant understands what will be required to support adaptation of the data collection for the CSBG data collection instrument to GrantSolutions, the OLDC or other ACF identified systems. The applicant outlines how the applicant proposes to work with federal IT staff and OCS leadership in the required tasks. The applicant offers a plan for T/TA to states and CSBG-eligible entities about use of GrantSolutions, the OLDC or other ACF identified systems for data submission for the CSBG data collection instrument and describes methods for securing the participation of states and CSBG-eligible entities in data submission tasks. (0-10 Points)
- The applicant demonstrates the ability to provide reports to ACF using the revised CSBG data collection instruments and explains the process proposed for completing an annual Report to Congress in a timely manner during each year of the 3-year project period. (0-10 Points)



Criteria Section 2: Data Collection and Reporting: (45 points) (Continued)

- The applicant describes plans for incorporating existing data from previous years' Reports to Congress into GrantSolutions, another ACF identified system or a web-based data collection system and proposes timely analysis and reporting of data to support state and federal level management decisions along with the T/TA necessary to encourage effective management use of the data and reports. (0-10 Points)
- The applicant demonstrates the capacity to provide easy access to the data in Grant- Solutions or other ACF identified system and equips grantees and subgrantees with the ability to produce custom reports that show changes over time and comparisons with other entities or groups of entities and offers the T/TA assistance necessary to encourage effective management use of the data and reports. (0-10 Points)



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Office of Community Services

Division of State Assistance

Criteria Section 2: Data Collection and Reporting: (45 points) (Continued)

- The applicant demonstrates the ability to create a publicly searchable website that allows queries regarding state CSBG expenditures, activities and results. (0-5 Points)



Criteria Section 3: Organizational Capacity: (25 points)

In reviewing the organizational capacity, reviewers will consider the extent to which:

- The applicant shows effective past experience establishing and maintaining an advisory group for input to a federal agency like ACF over an extended period of time. The applicant must suggest potential issues for which the advisory body will be used. (0-5 Points)
- The applicant documents knowledge of the requirements of the OMB Paperwork Reduction Act and explains how the applicant will support ACF in this effort to get clearance for the state annual reports as described in the project description. (0-5 Points)
- The applicant documents, for example using resumes, the experience and skills of the proposed project director and primary staff, including key staff from subcontractors if proposed, showing specific qualifications and professional experiences relevant to the successful implementation of the proposed project. If subcontracts are proposed, the applicant documents the willingness and capacity of the subcontracting organization(s) to participate as described. (0-15 Points)



Criteria Section 4: Budget and Budget Justification: (15 points)

In reviewing the budget and budget justification, reviewers will consider the extent to which:

- The applicant includes a budget that details the itemized expenses for the project. The narrative budget justification clearly states how each itemized expense will be utilized. (0 - 10 points).

The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.
- (2) The costs of the project are reasonable, allocable and program-related and are commensurate with the types and range of activities and services to be conducted, the number of participants to be served, and the expected goals and objectives. (0 - 5 points).



Two-File Requirement

- **Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.**
- **File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).
- **File Two:** Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement:

- No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.



Project Description

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
- Organizational Capacity
- Dissemination Plan
- Project Timeline and Milestones
- Program Performance Evaluation Plan
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification



Project Description

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

The Appendices must include the following in this order. Please include a Table of Contents for all items provided in the appendices. 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



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Submission

- Applications are due **Friday, July 25, 2014**
- 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.



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For Questions or Comments

Contact us at

OCSgrants@acf.hhs.gov

or

(855) 792-6551