



Administration for Children and Families

Office of Community Services

Division of State Assistance

Pre-Application Teleconference

**Community Services Block Grant (CSBG) –
Training and Technical Assistance Program:**

Organizational Standards Center of Excellence (COE)

HHS-2016-ACF-OCS-ET-1127

Wednesday, May 18, 2016

1:00pm – 2:00pm (EST)

1-888-390-0923; access code: 8416994



Administration for Children and Families

Office of Community Services

Division of State Assistance

Agenda

- **Welcome / Introductions and CSBG Program Overview**
 - *Overview of the Community Services Block Grant Program (CSBG) and the CSBG Network*
 - **Josezetta Alexander**, Community Services Program Specialist,
Division of State Assistance, Office of Community Services

- **Organizational Standards Center of Excellence (COE) Funding Announcement Overview**
 - *Isaac Davis*, Program Specialist,
Division of State Assistance, Office of Community Services

- **Closing Remarks**
 - **Josezetta Alexander**, Community Services Program Specialist,
Division of State Assistance, Office of Community Services



Administration for Children and Families

Office of Community Services

Division of State Assistance

Goals of Today's Call

- To provide background information on the Organizational Standards COE; and to provide potential applicants with an overview of CSBG
 - Notes:
 - This presentation does not contain any information that is not presented in the FOA. In the event that there is any discrepancy between this presentation and the FOA, the FOA controls/takes precedence
 - Joining and participating in this teleconference is voluntary. Participants will remain anonymous on the teleconference. Opting not to participate in the teleconference will not affect the application scoring or selection process. Interested applicants unable to participate in the pre-application teleconference may access a recording of the teleconference and the PowerPoint presentation on the ACF website, following the teleconference
 - This call will not be held in a webinar format, please print/follow along with the attached PowerPoint presentation
 - There will not be a question/answer (Q &A) portion to this call. For questions and comments relating to this Funding Opportunity Announcement, please contact: OCSgrants@acf.hhs.gov or (855) 792-6551



Administration for Children and Families

Office of Community Services

Division of State Assistance

COMMUNITY SERVICES BLOCK GRANT (CSBG)



Administration for Children and Families

Office of Community Services

Division of State Assistance

CSBG Overview

The role of the Office of Community Services (OCS), as it relates to the Community Services Block Grant Program (CSBG), 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 (CAAs), migrant and seasonal farm workers, or other organizations designated by the states, funds to alleviate the causes and conditions of poverty in communities.

The funds provide a range of services and activities to assist the needs of low-income individuals including the homeless, migrants, and the elderly. Grantees receiving funds under the CSBG program are required to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services, and/or health.



Administration for Children and Families

Office of Community Services
Division of State Assistance

History and Structure of the CSBG Network

- Information on the history and structure of the CSBG Network can be also found on the ACF website at:
<http://www.acf.hhs.gov/programs/ocs/resource/csbg-brochure-the-history-and-structure-of-the-csbg-network>
- This link can also be found within the Executive Summary of the funding announcement opportunity



Administration for Children and Families

Office of Community Services

Division of State Assistance

***Organizational Standards
Center of Excellence (COE)***

Funding Announcement Overview



Administration for Children and Families

Office of Community Services

Division of State Assistance

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)



Administration for Children and Families

Office of Community Services

Division of State Assistance

Eligible Applicants

Eligible applicants are eligible entities as defined by Section 673A(c)(2) of the CSBG Act, 42 U.S.C. §9902(1), CSBG-eligible entities, or statewide or local organizations or associations, with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement.



Administration for Children and Families

Office of Community Services

Division of State Assistance

How Many Awards Will be Made?

OCS expects to fund one cooperative agreement through this funding opportunity announcement.



Duration and Budget for Project

- **Duration**
 - The anticipated start date for this project is September 30, 2016

- **Budget and Budget Justification**
 - The budget shall reflect the 12-month budget period, not the 36-month project period



Purpose of the Organizational Standards Center of Excellence (COE)

OCS will support a cooperative agreement for the Community Services Block Grant (CSBG) Organizational Standards Center of Excellence (COE).

- Two prior cooperative agreements supported by OCS funded the development and initial implementation of organizational standards
- Through this new cooperative agreement, OCS will implement the next phase of the Organizational Standards COE to ensure that all State CSBG Lead Agencies and local CSBG-eligible entities are able to meet high-quality organizational standards, State Accountability Measures, and other CSBG Performance Management Framework efforts and have the capacity to provide high-quality services to low-income individuals and communities



Coordination with Regional Performance and Innovation Consortium (RPIC) Grantees

The COE will work in connection with the CSBG Training and Technical Assistance (T/TA) Program: Regional Performance and Innovation Consortium (RPIC), funding opportunity number HHS-2016-ACF-OCS-ET-1128, to help strengthen relationships and T/TA efforts among and between CSBG Lead Agencies, State CAA Associations, RPICs, CSBG-eligible entities, and national T/TA providers.



Organizational Standards COE Major Goals

This cooperative agreement will support the implementation of T/TA strategies designed to assist State CSBG Lead Agencies, State CAA Associations, RPICs, and local CSBG-eligible entities in five major goals:

- 1) ***Coordinating Regionally Focused Training and Technical Assistance Initiatives*** focused on excellence in organizational operations, partnerships, services, and strategies for low-income individuals, families, and communities, and full implementation of the CSBG Performance Management Framework efforts
- 2) ***Facilitating the Development of State-Specific T/TA Plans to Assess Organizational Capacity and Performance*** by collaborating with the RPIC grantees and facilitating input from State CSBG Lead Agencies, State CAA Associations, local CSBG-eligible entities, and national CSBG T/TA partners through the regionally focused T/TA initiatives



Organizational Standards COE Major Goals (Continued)

- 3) ***Updating Existing and Developing New Curricula and Training Materials*** that reflect the needs of State CSBG Lead Agencies, State CAA Associations, the RPICs, and local CSBG-eligible entities and support the full implementation of the CSBG Performance Management Framework, including the CSBG Organizational Standards, the State Accountability Measures, and ROMA Next Generation

- 4) ***Collaborating with OCS, the Office of Head Start and other ACF offices, State CSBG Lead Agencies, State CAA Associations, RPICs, and CSBG National T/TA Partners and Stakeholder Organizations*** to coordinate activities related to the implementation of CSBG Performance Management Framework efforts to ensure that the CSBG Network has the capacity to provide high-quality services to low-income individuals and communities



Administration for Children and Families

Office of Community Services

Division of State Assistance

Organizational Standards COE Major Goals (Continued)

- 5) *Enhancing and Strengthening the Web-based CSBG T/TA Resource Center* to ensure that State CSBG Lead Agencies, State CAA Associations, RPICs, and local CSBG-eligible entities have access to T/TA tools and resources that meet their current and future needs

** Please review the Program Description in Section I of the FOA for additional information on the COE Major Goals*



Templates and Assistance for State-Specific Training and Technical Assistance Plans

- The COE will create templates for RPICs to develop state-specific T/TA plans and annual evaluations of plans
- The templates for T/TA plans will allow RPICs, State CSBG Lead Agencies, and State CAA Associations to identify high priority technical assistance needs within each state's network of CSBG-eligible entities
- The COE will assist RPICs to identify resources and develop plans for coordinated T/TA efforts with State CSBG Lead Agencies, State CAA Associations, local CSBG-eligible entities, and national technical assistance grantees
- The COE will assist RPICs with developing, reviewing, and providing comments on state-specific T/TA plans
- The COE will also support the development of state-specific T/TA plans through the development of planning and input tools, assistance in analysis of needs, and direct consultation with RPICs, State CSBG Lead Agencies, and State CAA Associations leadership



Regionally-Focused Training and Technical Assistance Initiatives

- State CSBG Lead Agencies, State CAA Associations and the RPICs must play a key role as partners in these efforts
- The COE will work with the State CSBG Lead Agencies, States Associations, and the RPIC grantees to coordinate regionally-focused targeted T/TA events
- The COE will consult with OCS to select 2-3 ACF regions per year for state-specific T/TA in-person meetings or convenings of key stakeholders within each region, including representatives from State CSBG Lead Agencies, State CAA Associations, and RPICs as well as other influential stakeholders identified in consultation with OCS
- These regional T/TA initiatives will emphasize and support the full implementation of the CSBG Performance Management Framework among all states and eligible entities within each region



Regionally-Focused Training and Technical Assistance Initiatives (Continued)

- While the focused efforts of the COE regional events will focus on 2-3 regions per year, many of the tools and protocols developed are expected to have broad national applicability across the CSBG Network
- It is expected that regional technical assistance activities will build upon and refine state-specific T/TA plans developed through RPICs and that the events will strengthen and expand the communications and coordination among states and eligible entities within each region

** Please review the Program Description in Section I of the FOA for additional information on the regionally-focused T/TA initiatives*



Federal Involvement Under Cooperative Agreement Mechanism

- Participating in a kick-off meeting with Organizational Standards COE grantee
- Convening in-person planning and coordination meetings involving national CSBG T/TA partners to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects
- Convening routine (e.g., quarterly) conference calls, reviewing project timelines, and assessing progress and performance related to activities of the Organizational Standards COE
- Participating in joint webinars with national CSBG T/TA partners and facilitating the exchange of information that helps to identify common quality improvement issues



Federal Involvement Under Cooperative Agreement Mechanism (Continued)

- Participating in joint meetings with the critical Federal partnership such as the Office of Head Start and the Organizational Standards COE grantee to discuss opportunities for shared T/TA efforts, analysis of needs, and improved communication and coordination. This includes consulting with the Organizational Standards COE to develop the agenda and list of presenters for the meetings
- Consulting with the COE to identify an annual regional schedule for the regionally-focused training and technical assistance in-person meetings or convenings; including consulting on the meeting agendas

** Please review Section III: Federal Award Information of the FOA for additional information on the federal involvement under this cooperative agreement*



Administration for Children and Families

Office of Community Services

Division of State Assistance

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 project including the needs to be addressed, the proposed services, and the population group(s) 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 IV.2. The Project Description.*



Administration for Children and Families

Office of Community Services

Division of State Assistance

Expected Outcomes

The applicant must describe in detail the expected achievements and likely outcomes for the COE and the CSBG Network based on the five major focus goals stated in *Section I. Program Description, Organizational Standards COE Purpose and Major Goals*.

** Please review Section IV.2: Project Description of the FOA for additional information on the expected outcomes under this cooperative agreement*



Infrastructure and Procedures

- The COE's plan for infrastructure and procedures must include a clear and comprehensive vision of how the proposed Organizational Standards COE would operate
- The plan for the Organizational Standards COE 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, Organizational Standards COE Purpose and Major Goals* and must clearly address the points outlined in the **Approach** section of the funding opportunity announcement



Implementation Plan

- The plan for the Organizational Standards COE 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 purpose and goals stated in *Section I. Program Description* address the points outlined in the **Approach** section of the funding opportunity announcement
- The implementation plan must include a clear and comprehensive vision of how the proposed COE would operate. An approach must focus on assessment, planning, the development and implementation of T/TA strategies, and follow-up



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 explain 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
- The application describes how the proposed plan for performance evaluation will help ensure that immediate T/TA needs are addressed, and the ways in which the proposed plan will help OCS address long-term T/TA needs 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
- The application describes plans for evaluating outcomes from regionally focused T/TA efforts
- The application describes plans for evaluating the impact of T/TA activities on the organizational capacity and performance of organizations that receive T/TA



Administration for Children and Families

Office of Community Services

Division of State Assistance

Section V: Application Review Information

Criteria Sections	Points
Objectives and Need for Assistance	Up to 10
Infrastructure and Procedures	Up to 20
Implementation Plan	Up to 20
Expected Outcomes	Up to 15
Organizational Capacity	Up to 20
Budget and Budget Justification	Up to 15



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 – Page Limitations and Content

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 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
- Project Budget and Budget Justification



Project Description – Page Limitations and Content (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 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



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 are due on **June 21, 2016**
- 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



Administration for Children and Families

Office of Community Services
Division of State Assistance

For Questions or Comments

Phone: (855) 792-6551

or

Email: OCSgrants@acf.hhs.gov