
**Community Services
Block Grant**

Information Memorandum

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
330 C Street, Southwest, 5th Floor
Mail Room 5425
Washington, DC 20201

Transmittal No: 148

Date: July 12, 2016

TO: Indian Tribes and Tribal Organizations

SUBJECT: Application for Fiscal Year (FY) 2017 Community Services Block Grant (CSBG) Funds Based on the Availability of CSBG Funds

RELATED REFERENCES: Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L.103-252; the FY 1996 CSBG Appropriation Legislation, P.L.104-134; CFR Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P. L. 105-285, Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines

PURPOSE: To inform Indian Tribes and Tribal Organizations of the CSBG application requirements for FY 2017.

BACKGROUND

Indian Tribes and Tribal Organizations may apply for funding under the CSBG Act by submitting an application that meets the requirements of Sections 676 and 677 of the Act. The Office of Community Services (OCS) funds CSBG grantees based on the determination that their applications and plans are complete in accordance with the requirements of the CSBG Act and regulations.

CSBG provides Tribes with funds to lessen poverty in communities by providing a range of services and activities to address the needs of low-income Tribal members. Core services that have been funded by CSBG in Tribal communities include employment and training, youth services, health, education (e.g., adult literacy, early childhood development, and drug prevention programs), housing, and nutrition.

CSBG is increasingly focused on strengthening the efficiency and effectiveness of Tribal programs through improved performance measurement, fiscal accountability, monitoring, and reporting.

REQUIREMENTS

A Federally- or State-recognized Indian Tribe or Tribal Organization that is interested in receiving CSBG funds directly must first submit a signed statement of agreement between the Tribe or Tribal Organization and the State confirming the Tribal population and the percentage of Tribal poverty in the State to OCS.

Currently funded Tribal CSBG grantees and first-time Tribal CSBG applicants must submit their

completed application no later than September 1, 2016. Applicants must submit their application and plan electronically through the Administration for Children and Families' (ACF) Online Data Collection System (OLDC).

First-time applicants must submit their CSBG Tribal application and plan to the Office of Community Services via email to:

CSBGTribes@acf.hhs.gov

Applications submitted later than September 1, 2016, will be ineligible for direct funding from OCS, unless written approval has been obtained from the respective State CSBG Office. (This is the State in which the Tribe or Tribal Organization is located and generally will be the State CSBG lead agency.) According to CFR Title 45, Part 96.42(e), "*Beginning with fiscal year 1983, any request by an Indian tribe or tribal organization for direct funding by the Secretary must be submitted to the Secretary, together with the required application and related materials, by September 1 preceding the Federal fiscal year for which funds are sought. A separate application is required for each block grant. After the September 1 deadline, tribal applications will be accepted only with concurrence from the State (or States) in which the tribe or tribal organization is located.*" **Applications that do not meet the required application criteria stated above will be returned to the Tribe or Tribal Organization.**

An outline for the model Tribe/Tribal Organization CSBG application is attached. We encourage the use of the outline for ease in focusing on priority elements, consistency, content, presentation and expeditious processing of applications by OCS.

Indian Tribes and Tribal Organizations have the option of submitting CSBG applications covering a one-year or a two-year period. CSBG funding will continue to be made available during each year for those CSBG applications which cover a two-year period.

ONLINE SUBMISSION

On October 1, 2013, ACF directed its program offices, including OCS, to require all mandatory grantees to submit applications electronically. (See [78 FR 60285-60286, October 1, 2013](#).) To meet this responsibility, OCS requires Tribes and Tribal Organizations to use OLDC to submit the *Application for Federal Assistance SF-424 Mandatory* (SF-424M) form and upload all CSBG Tribal plan documents. OCS will only consider applications from current CSBG grantees official if they are submitted through OLDC.

For the FY 2017 application cycle, a Tribe or Tribal Organization must submit:

- A completed SF-424M ; and
- A full application and plan as *attachments* in OLDC.

If a grantee submitted a two-year application for FY 2016, the grantee is required to submit, through the OLDC, by September 1, 2016:

- A completed SF-424M; and
- An Annual Report on the use of CSBG funds for FY 2016

CONTENT OF APPLICATION:

Please see the outline for the model Tribe/Tribal Organization application, attached below, as a guide. A complete CSBG application should contain:

- (1) An electronic SF-424M: As described above, each grantee must complete and submit this form through the OLDC system. The form requires name and contact information for the Tribe or Tribal Organization's authorizing official and the CSBG point of contact.
- (2) Programmatic assurances: An application should include specific programmatic assurances certified by the Chief Executive Officer (CEO) of the Tribe or Tribal Organization, which contain the language precisely as it appears in subsections 676(b)(1)(A) through (C) of the CSBG Act. Assurances must show original signatures and be signed by the CEO. If the CEO has delegated this responsibility, a written confirmation of such a delegation, signed by the CEO, must be submitted with the application.

In addition, the application must include a narrative description of how the Indian Tribe will carry out the required programmatic assurances. If the assurance is applicable, it must contain the language precisely as it appears in subsections 676(b)(1)(A) through (C) of the CSBG Act. Tribes and Tribal Organizations are required to implement **at least one** of the programmatic assurances contained in subsections 676(b)(1)(A) through (C) of the CSBG Act. If CSBG funds are used to address more than one programmatic assurance, include **each** of the assurances.

- (3) Narrative Plan: The narrative plan should include: (1) a statement of the goals and objectives planned to carry out implementation of the selected programmatic assurance; (2) information on the specific types of activities to be implemented to carry out both programmatic and administrative assurances, (3) information about areas and categories of individuals to be served, and (4) the criteria and method used for the distribution of funds. Please refer to the attached model application outline for the expected requirements.
- (4) Evidence of Public Review (Public Hearing): The application should show evidence that the Tribe or Tribal Organization CSBG Plan was made available for public review and comment in conjunction with development of the plan, as required by Section 676(a)(2)(B) of the CSBG Act.
- (5) A Tribal resolution: If appropriate, the application should include a resolution according to 45 CFR 96.42(b): "*A tribal organization representing more than one Indian tribe will be eligible to receive*

block grant funds on behalf of a particular tribe only if the tribe has by resolution authorized the organization's action.”

- (6) State recognition: If applicable, the application should include documentation according to 45 CFR 96.44(b): “*An organized group of Indians is eligible for direct funding based on State recognition, if the State has expressly determined that the group is an Indian tribe. In addition, the statement of the State’s chief executive officer (Office of the Governor) verifying that a tribe is recognized by that State will also be sufficient to verify State recognition for the purpose of direct funding.*”
- (7) An annual report: The Tribe or Tribal Organization must submit an annual report describing how it met the CSBG goals and objectives. The annual report should include information about the accomplishments of projects and activities relating to the required CSBG assurances supported with CSBG funds received in FY 2016. The CSBG annual report must also contain outcome data that addresses the implementation of the national goals.
- To the extent possible, reports should address the use and distribution of the FY 2016 allocation (CSBG grant awards received during the period of October 1, 2015 through September 30, 2016).
- (8) Administrative Requirements: The application should indicate the date of the last audit undertaken and the period for which the audit covers in compliance with the Single Audit Act of 1984 (P.L. 98-502).
- (9) Certifications: Please include the four required signed certifications regarding
- Lobbying;
 - Drug-Free Workplace Requirements;
 - Debarment; and
 - Environmental Tobacco Smoke.

TRAINING AND TECHNICAL ASSISTANCE (T/TA)

Since 2011, OCS has supported a training and technical assistance initiative to strengthen Tribal and Tribal Organizations’ administration of CSBG. This T/TA provides information on issues such as regulatory requirements, program administration, and communication to eligible Tribal entities.

T/TA tools and products are developed in consultation with Tribal representatives and are continuously improved to meet the current needs of Tribes/Tribal Organizations. Applicants

interested in applying for CSBG who need assistance may contact our Tribal support contractor, LUX Consulting, at 301-244-3557 or TribalTA@luxcg.com.

OCS will provide a webinar series on the FY 2017 CSBG application process, beginning in July 2016. Pre-registration information will be sent to all current CSBG grantees in advance of each webinar. After production, each webinar will be posted on the CSBG Tribal Technical Assistance website at www.csbgtribalta.com.

- ***Introduction to the Community Services Block Grant*** is currently available on the CSBG Tribal Technical Assistance website at www.csbgtribalta.com. The webinar provides an overview of the block grant, the plan development process, requirements, and Tribal-specific tips and best practices.
- ***How to Develop the FY 2017 CSBG Tribal Plan and Application Materials*** provides a guide to developing a Tribal CSBG Plan and instructions on how to complete the application materials.
- ***A Guide to the OLDC System and CSBG Submission Process*** webinar provide specific information on OLDC system access and application submission.

If you have questions or need additional information, please send an email to CSBG Tribes@acf.hhs.gov. The list of OCS staff and contact information is also posted on the OCS website at www.acf.hhs.gov/programs/ocs/resource/csbg-staff-assignments-by-region.

Thank you for your continued support and commitment to our collaborative work to address poverty in Tribal communities.

_____/s/
Jeannie L. Chaffin
Director
Office of Community Services

Attachments:

[Outline for Model Tribe/Tribal Organization CSBG Application](#)
[2016 HHS Poverty Guidelines](#)
[Federal Certifications](#)