

Community Services Block Grant (CSBG)
State Plan

Explanation for Changes / Guide for Review

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Note: This document includes a summary of document-wide changes (formatting and technical refinements) made to the CSBG State Plan as well as specific changes made to sections 1-13. There are no updates to Section 14 and 15 as these both include quoted language.

Summary of Formatting and Technological Refinements

The majority of the changes within the CSBG State Plan are formatting and technological refinements such as skip logic¹ and pre-population.²

Document-wide changes include the following:

- “Titles” were added to each item. As an example, see the highlighted language.

1.4. CSBG Point of Contact: Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

- All items and tables that request data that may change between Year One and Year Two have been updated to allow for response for each year.
 - In addition, tables have been separated into two tables; one for each year. For states that choose to submit a one-year plan, you would only have to complete one table. The table for Year Two data will be hidden.
- Character limits were updated where it most made sense. For example, the questions in Section 1 were minimized as 2500 characters are not needed for the information being requested.
- Skip logic will be added to all questions where there is an “other” option and a narrative is required.
- The direction “If this is the first year filling out the automated State Plan, skip the following question” has been removed as all states have completed a state plan at least once.
- Language has also been added throughout to ensure that states are reporting on the Federal Fiscal Year (October 1 – September 30), primarily to questions asking about funds.
- The first version of the CSBG State Plan allowed for 31 attachments. Nine of the 31 attachments requested additional documentation, such as state policies. The remaining 22 attachments allowed for additional narrative. For the second version of the CSBG State Plan, attachments will only be allowed in places where additional documentation is needed. For the 22 items that allowed for attachments to provide additional narrative, we have expanded the character limits. A complete list of the attachments can be found on the next page.

¹ Throughout the CSBG State Plan there are items that have a follow-up item(s), based on how the state responds to the initial question. *Skip logic* is a feature within OLDC that allows for the follow-up item(s) to be hidden from view, unless a response is required.

² Pre-population allows key information that has already been provided in another document (such as a master list of eligible entities) to be entered into tables or text boxes without being re-typed.

- The following nine items will continue to allow for attachments as we request additional documentation. Even though the following items allow for an attachment, unless noted, an attachment is not required as a narrative may still be provided.

Item No.	Item Title
1.3.	Designation Letter [Required]
2.3.	Legislation/Regulation
4.4.	Public Hearing Documentation [Required]
6.1.	Alternative Organizational Standards [Required]
10.2.	Monitoring Policies
15.1.	Lobbying Certification
15.2.	Drug-Free Workplace Certification
15.3.	Debarment Certification
15.4.	Environmental Tobacco Smoke

- The following 22 items will no longer allow for an attachment, rather a narrative within the form will be required. However, the character limit was updated for each question as noted:

Item No.	Item Title	Update
6.5a.	Org. Standards Eligible Entity Exemptions	Updated to 6.4a., and is now a table. See more information on page 9.
7.1.	Formula Other Narrative	In this updated version, this is now 7.1a. The character limit has been updated to 5000. More information can be found on page 10.
7.9f.	Remainder/Discretionary Funds	The character limit for these items has been updated to 5000 characters.
9.1	Other	
9.2	State Linkages and Coordination	
9.3a	Eligible Entity Linkages and Coordination	
9.6	Faith-Based Organizations	
10.1	Monitoring Approach Outside of Table Parameters	This item is a table. See more information on page 15.
10.11	State's Fiscal Controls and Accounting Procedures	The character limit for these items has been updated to 5000 characters.
12.1a.	Required Income Eligibility policy/procedures	
13.1a	ROMA Policies, Procedures or Guidance	
13.2	ROMA Outcome Measures	
13.3	State Support of Eligible Entities Using ROMA	
13.4	State Validation of Eligible Entity Use of Data	
13.5	State Process of Securing Eligible Entity Community Needs Assessments	
13.6.	CAPs and CANs	
14.1a	State Assurance That Funds Made Available	
14.1b	State Assurance That Funds Will Be Used - Youth	
14.1c	State Assurance That Funds Will Be Used – Other Programs	
14.3a	State Assurance – Eligible Entity Service Delivery	
14.3d	State Assurance – Eligible Entity Community and Neighborhood Initiatives	
14.4	State Assurance – Eligible Entity Food and Nutrition Services	

Section 1

CSBG Administrative Information

- Attachment Count: 1 attachment REQUIRED
- Narratives: All narratives reduced to lead to clear and concise responses.

Title The original title has been shortened to reflect overarching content of this section.

1.1. NEW ITEM: This item has been added as skip logic has been introduced. The idea is that anyone who is submitting a one year plan will not have to complete any questions that are for two-year plans as they will be hidden or read-only.

1.1a. NEW ITEM: This item has been added for Annual Report (AR) Pre-Population purposes. The idea being that OCS will not have to send a list to the GrantSolutions (GS) Team³ every year specifying for which year to pull data for each year. This will minimize human error and also allow the GS Team to easily pull over the correct data for states with two-year plans.

1.2. UPDATED: A language update as the information pre-populates from previous submissions. By adding the yes/no option, OCS will easily be able to tell if any information has changed for the lead agency.

If the state answers no, these options will then become read-only. OCS is working with the GS Team to advance the technology for this function.

1.2b. UPDATED: (1) characters allowed changed to 100 after review of responses from FY2016 and FY2017; (2) Skip logic will be added to the *Other* narrative option as a narrative is only required if the state selects *Other*.

1.2c. UPDATED: A language update in order to provide a clearer understanding of the information being requested.

1.2d. UPDATED: (1) Requested that states also provide the authorized official's title, as most states were already providing this information. (2) Lowered the number of characters allowed. This would ensure that the information provided is clear and concise.

1.4. UPDATED: A language update as the information pre-populates from previous submissions. By adding the yes/no option, OCS will easily be able to tell if there is a new person.

If the state answers no, these options will then become read-only. OCS is working with the GS Team to advance the technology for this function.

1.5. – 1.5k. OCS would like to continue to promote partnerships between the state, state associations and the eligible entities. In addition, this will help OCS with keeping this information up-to-date on our website.

³ The GrantSolutions Team is the OCS technical partner. OCS works with them to build the plans within OLDC.

Section 2

State Legislation and Regulation

- No major updates – reworded 2.3. for clearer understanding
 - Attachment Count: 1 attachment optional
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Section 3

State Plan Development and Statewide Goals

- Attachment Count: No attachments
-

3.3a. – 3.3c. UPDATED: 1) In the previous version of the CSBG State Plan, these were Items 3.3a & 3.3b. In this version, 3.3a was divided into 2 parts – state-level tools & local-level tools. This was done to update the clarity of the question and additional options were added based on the responses provided by states in FFY 2016 – FFY 2017.

Section 4

CSBG Hearing Requirements

- Attachment Count: 1 attachment required
-

4.3. UPDATED: Originally this question, requested that states provide information if hearings were not held within the last three years. However, there was no space for them to provide this information.

- 1) This language has been removed as it may have given the idea that a state is not required by statute to hold hearings.
- 2) Additionally, the table has been updated so that a state has to confirm that the public was actually invited to combined hearings.

Section 5

CSBG Eligible Entities

5.1. UPDATED: The first column will pull from the proposed CSBG Eligible Entities Master List. By having a master list, the states would just make updates to the Master List.

5.3. UPDATED: Originally, this was a general question asking about changes to the eligible entity list. A few states provided information about agencies that were de-designated within Table 5.1. This does not give us enough information about the de-designation. This question was updated in order for OCS to have more information and is phrased in a way that speaks towards agencies that are no longer receiving CSBG funding at the time of submitting the plan.

Section 6 Organizational Standards

- Attachment Count: 1 attachment required based on response
-

6.1. UPDATED: A language update in order to provide a clearer understanding of the information being requested.

6.1a. – 6.1c. “NEW” QUESTIONS: These questions were previously asked as part of 6.1. These questions will only need to be answered based on the state’s response to 6.1. By separating it out, skip logic will be applied to the question, making the information being requested clearer.

- 1) **6.1a.** – required if states are using CSBG Organizational Standards. A narrative will be required if *yes* is selected.
- 2) **6.1b.** – attachment required if a state is using an alternative set of standards
- 3) **6.1c.** – required if an alternative set of standards are being used. Updated so that there are separate text boxes for each question asked within 6.1c.

6.4a. UPDATED: Previously this question was asked in narrative form, which does not easily allow for a quantitative data query. Updating this question, will also now be able to make sure that we are reporting the right data for the Annual Report, Module 1, Item D.2., *Number of Entities Assessed*.

Note: OCS is working with the GS Team to advance the technology on whether a dropdown list can be populated based on the CSBG Master List.

6.5. UPDATED: Item has been updated to provide an option for Year One and Year Two. States would have the option of updating their response for Year Two within their second year.

Section 7 State Use of Funds

- Attachment Count: Suggest removing 2 optional attachments.
-

7.1. UPDATED: After reviewing the previously submitted plans, it has been decided to request a narrative about the formula that the state uses regardless of the option chosen (see 7.1a.).

7.2. UPDATED: This item involves tables. 1) Tables were separated into one- and two-year tables in order to allow for easier pre-population and entry based on one- or two-year plans. 2) The language was updated to match the Act. 3) OCS also wanted to allow the state to specify how much of their CSBG allocation is going to each eligible entity. 4) Additionally, OCS felt that as actual dollar amounts are requested in the AR Module 1, dollar amounts should be requested in the CSBG State Plan.

7.6. UPDATED: An option was provided for states to provide a response for Year One and Year Two (as applicable). OCS is now only requesting a percentage as the actual amount was not as important as knowing that it was not less than 5 percent.

7.9. UPDATED: 1) It was determined that states should provide dollar amounts only, as this is what is requested in the AR Module 1. 2) Additionally, this question involves tables, therefore the tables were separated into one- and two-year tables in order to allow for easier pre-population into the AR and entry based on one- or two-year plans. 3) The option to add an attachment was removed and the characters allowed updated.

4) Also, where a state is required to respond in a separate question, the option has been made Read-Only within this table.

5) Lastly, after reviewing the Act, OCS came to the realization that any of the CSBG funds that were not allocated under 7.2. (eligible entity allocation) and 7.6. (administrative funds) should be reported under 7.9. Therefore, under the “Yes/No” option, guidance has been added that states should only select No if the percentages provided in 7.2. and 7.6. add up to 100%.

7.10. UPDATED

- 1) **Option 3 (originally option 1)** – Narrative was changed to a Numeric Response 0 – 100 as states just need to enter a number of entities, therefore there is not a need for 2500 characters.
- 2) **Option 9** – Updated to the first two options, as OCS felt it would offer more clarity to the question. Should the state select one of the first two options, the state will not be able to select any of the other options.

Section 8 State Training and Technical Assistance

8.1. UPDATED: This question involves tables. Tables were separated into one- and two-year tables in order to allow for easier pre-population and entry based on one- or two-year plans. The options under Column 1 were updated to reflect this change. The last column will include skip logic so narratives can only be added if a state selects *Other*.

8.1a. UPDATED: This has already been updated within OLDC, but options were added so that states can provide responses for Year One and Year Two (as applicable).

8.3. UPDATED: Option 1 – Narrative was changed to a Numeric Response 0 – 100 as states just need to enter a number of entities.

Section 9 State Linkages and Communication

- Attachment Count: Suggest removing all 4 attachments
 - Character Counts: Update all narratives to 5000 characters, with the exception of 9.9.
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9.1. The option for attachment has been removed and the character count has been updated to 5000 characters.

9.2. The option for attachment has been removed and the character count has been updated to 5000 characters.

9.3a. The option for attachment has been removed and the character count has been updated to 5000 characters.

9.6. The option for attachment has been removed and the character count has been updated to 5000 characters.

9.9. UPDATED: This question has been updated to request the state's communication plan in regards to specific subjects.

Section 10

Monitoring, Corrective Action, and Fiscal Controls

- Attachment Count: Suggest removing 1 attachment and keeping the other
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10.1 UPDATED

- 1) **Attachments removed** – The option to add an attachment has been removed from this question. We are asking for the state’s monitoring plan for the upcoming fiscal year and when those states were last visited. Currently, OCS is working with the GS Team to populate a dropdown list from the Eligible Entity Master List. This will allow for states to only provide the plan for the entities that the state will monitor during the FFY(s) for which the state is reporting.
- 2) **Tables** – This question involves tables. Tables were separated into one- and two-year tables in order to allow for easier pre-population and entry based on one- or two-year plans.
- 3) **Column 1** – will pre-populate from the proposed CSBG Eligible Entity Master List (currently pre-populates from Table 5.1.)
- 4) **New** – Column 5 for end dates. This allows us to add date pickers in Columns 4 & 5 for the last monitoring visit.

10.8a. – 10.8b. UPDATED: Separated into two separate questions to allow for proper skip logic. If the state selects “yes” under 10.8, states will respond to 10.8a. If the state selects “no” under 10.8, states will respond to 10.8b. **NOTE: Previously there was no 10.8b. as the question was asked under 10.8a.**

10.9a. – 10.9b. UPDATED: Separated it into two separate questions to allow for proper skip logic. If state selects “yes” under 10.9, states will response to 10.9a. If states select “no” under 10.9, states will respond to 10.9b. **NOTE: Previously there was no 10.9b. as the question was asked under 10.9a.**

10.10a. – 10.10b. UPDATED: Separated it into two separate questions to allow for proper skip logic. If the state selects “yes” under 10.10, they’ll response to 10.10a. If the state selects “no” under 10.10, states will respond to 10.10b. **NOTE: Previously there was no 10.10b. as the question was asked under 10.10a.**

Section 11 Eligible Entity Tripartite Board

- No major changes

11.1. & 11.2. UPDATED: Options were added to the list based on responses that were provided during FFY 2016 – FFY2017.

Section 12

Individual and Community Income Eligibility Requirements

- Attachment Count: None
 - Character Counts: Updated all narratives to 5000 characters,
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12.1. UPDATED: To request a narrative for varies by eligible entity

Section 13
Results Oriented Management and Accountability (ROMA) System

- Attachment Count: None
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