

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 made to the CSBG State Plan made to Sections 1-13, as identified above, based on feedback received from the CSBG Network during the Office of Management and Budget open comment period, November 17, 2017 – January 16, 2018.

To see the revisions made prior to the open comment period, please refer to this [guide](#) and this version of the [CSBG State Plan](#). Based on the comments received, OCS also added additional guidance in some places. While noted, this document does not reflect the additional guidance.

There are no updates to the Cover Page (SF-424m), Sections 14 and 15, as all include quoted language.

## Summary of Formatting and Technological Refinements

**Note: OCS did not make additional revisions to formatting and technological refinements during this revision period. However, this page was included for informational purposes.**

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The majority of the changes within the CSBG State Plan are formatting and technological refinements such as skip logic<sup>1</sup> and pre-population.<sup>2</sup>

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.

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<sup>1</sup> 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.

<sup>2</sup> 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 <b>[Required]</b>
2.3.	Legislation/Regulation
4.4.	Public Hearing Documentation <b>[Required]</b>
6.1.	Alternative Organizational Standards <b>[Required]</b>
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

- Additional guidance added to 1.3 and 1.5.

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**1.5b. REVISED** to include “Point of contact” as not all state associations have an executive director.

**1.5k. REVISED** to include the word “currently” as the Regional Performance Innovation Consortia (RPIC) lead may change.

## **Section 3**

### **State Plan Development and Statewide Goals**

- Additional guidance added to 3.2 and 3.5.
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#### **3.3c. REVISED:**

- 1)** Regional CSBG T/TA Providers removed from the options.
- 2)** LUX was updated to “CSBG Tribal Training and Technical Assistance (T/TA) provider)
- 3)** Association for Nationally Certified ROMA Trainers (ANCRT) added as an option.
- 4)** All acronyms are spelled out.

## Section 5 CSBG Eligible Entities

- Additional guidance added to 5.1 and 5.3 – 5.3c.
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### 5.1. REVISED:

1. The entire table will populate from the CSBG Eligible Entity Master List
2. The options “designated eligible entity,” “local government agency,” and “other” removed from *Type of Entity*.
3. Additional guidance added to explain *Type of Entity*.

**5.3. REVISED** to include skip logic to allow you to update or skip 5.3a – 5.3c as applicable.

**5.3b. REVISED** and no longer asks for additional details for de-designations and/or voluntary relinquishments.

### 5.3c. REVISED:

- 1) The language of the question was updated to include “or other combinations of two or more eligible entities that were each listed in the prior year state plan.”
- 2) The table was revised to allow for mergers or combinations of two or more.
- 3) The question no longer requests the reason for the merger.

Note: At this time, OCS is working with the Administration for Children and Families (ACF) Center of Excellence (COE) GrantSolutions Team – hereinafter referred to as the GS Team – to create technology that allows the CSBG Eligible Entity Master List to create dropdowns. At this time, this technology does not exist. Therefore, for 5.3a – 5.3c, you will have to write in the eligible entity name.

## Section 6 Organizational Standards

- Additional guidance added to 6.3a, 6.4a, and 6.5
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**6.1. REVISED** to include an additional option: “Modified version of COE CSBG Organizational Standards”.

**6.1a. REVISED** to only request a narrative if you chose “Modified version of COE CSBG Organizational Standards” under 6.1.

Note: At this time, OCS is working with the Administration for Children and Families (ACF) Center of Excellence (COE) GrantSolutions Team – hereinafter referred to as the GS Team – to create technology that allows the CSBG Eligible Entity Master List to create dropdowns. At this time, this technology does not exist. Therefore, for 6.4a, you will have to write in the eligible entity name.

## Section 7 State Use of Funds

- No additional guidance added to Section 7
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**7.2. REVISED** to remove “percentages” from the language, as states are only able to report in dollar amounts going forward.

**7.9. REVISED** to remove “percentages” from the language, as states are only able to report in dollar amounts going forward.



## Section 8 State Training and Technical Assistance

- Additional guidance added to 8.1
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**8.1b. NEW QUESTION** added to allow states to provide a narrative on collaboration efforts with the state association and other stakeholders to provide T/TA as detailed in the state T/TA plan.

**8.2a. NEW QUESTION** add to allow states to provide a narrative on efforts to provide T/TA to eligible entities with unmet organizational standards.

## Section 10 Monitoring, Corrective Action, and Fiscal Controls

- Additional guidance added to 10.1 and 10.10
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**10.1 REVISED** the *Monitoring Type* column to only include types of training within the CSBG Act.

## Section 11 Eligible Entity Tripartite Board

- No additional guidance added

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**11.1. REVISED** – removed the option “Community Needs Assessment”

## **CSBG Eligible Entity Master List**

- Additional guidance added
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OCS updated the CSBG Eligible Entity Master List to include all the columns from 5.1. The CSBG Eligible Master List will populate 5.1 within the CSBG State Plan.