COMMUNITY SERVICES BLOCK GRANT (CSBG)

Fiscal Year 2016 (FY '16)

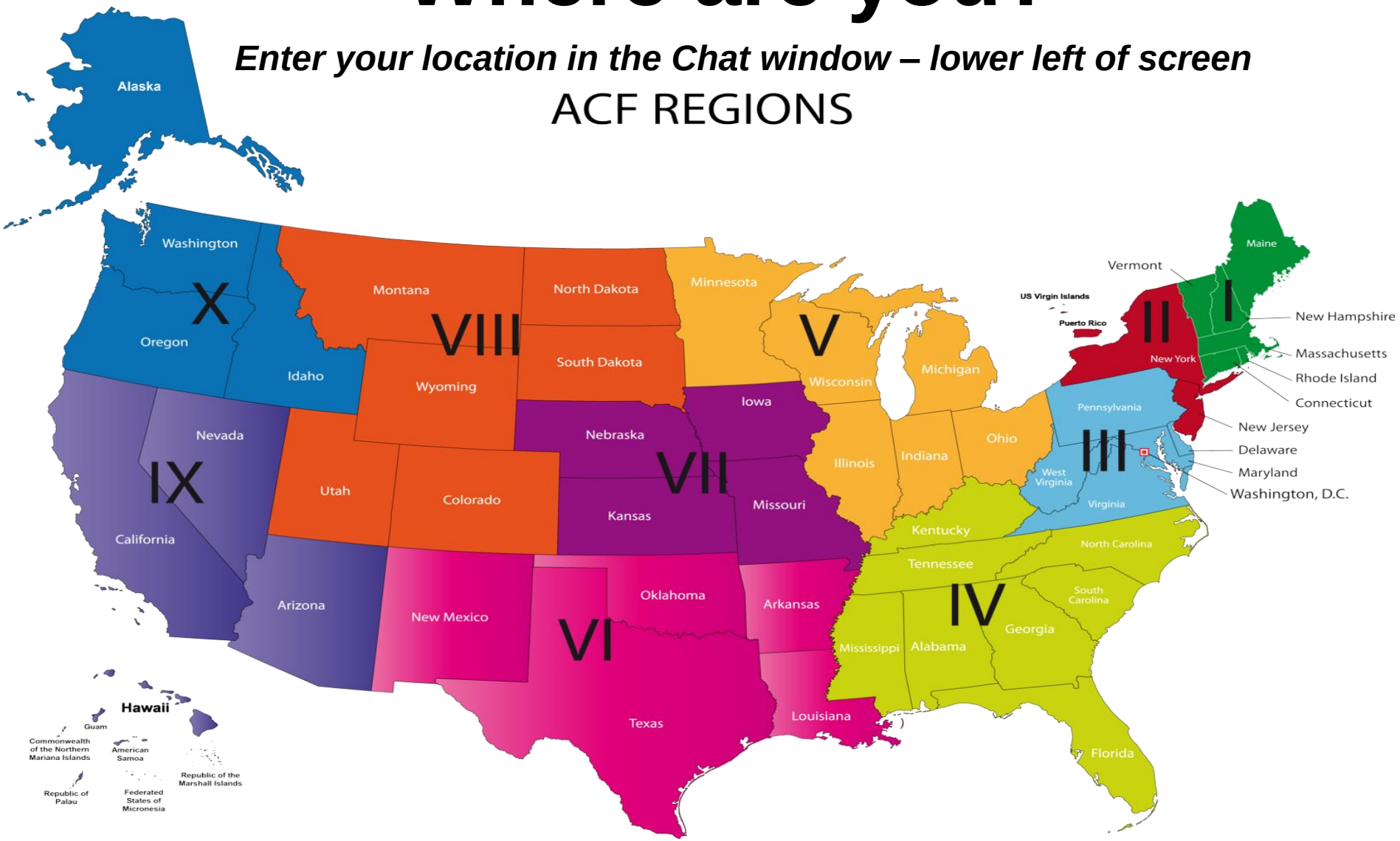
Model State Plan Submission Process Webinar

July 29, 2015

Office of Community Services
Division of State Assistance

Where are you?

Enter your location in the Chat window – lower left of screen



Jeannie Chaffin

Director, Office of Community Services

OCS Federal Update – THANK YOU NETWORK!

- Model State Plan is being approved by the Office of Management and Budget!

- Building a Stronger, More Effective, More Efficient Network

Seth Hassett

Director, Division of State Assistance

Context

- We're entering the next phase of action for the performance management framework
- Introducing a new automated system for CSBG Plan Submission
- National Team is poised to help states succeed

Andrala Walker

Program Operations Branch Chief, DSA

Purpose

- Review the DSA Process for application review and acceptance
- Discuss the process for submitting your (Information Survey) Annual Report to OCS
- Outline key technical assistance resources

Model State Plan Submission and Review Process

Submission Process

CSBG Model State Plan

- Please use Model State Plan outline located at:

  http://www.acf.hhs.gov/programs/ocs/resource/csbg-model-state-plan

- FY ’16 Plans must be received no later than September 1, 2015.

Submission Process

CSBG Model State Plan

- Plans can cover either one or two federal fiscal years.

  - **One Year Period (October 1, 2015 – September 30, 2016)**

  - **Two Year Period (October 1, 2015 – September 30, 2017)**

Submission Process

CSBG Model State Plan

- **NEW PROCEDURE**: States must submit FY '16 Model State Plans electronically through the Online Data Collection System.

- The OLDC System officially opens for use on August 5, 2015. Log-in Information will be sent to States next week.

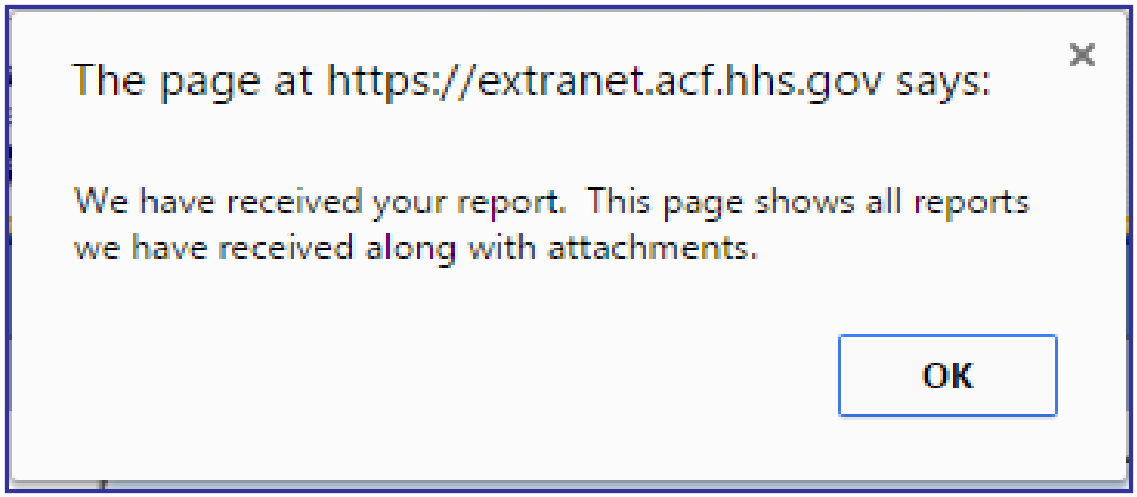
- Please ensure that your OLDC Access Forms are complete and you have registered staff in correct roles.

Plan Review Process

Throughout this year's review process, States ***may log on to OLDC to check their own review status.***

Plan Review Process

- Once plans are submitted through the Online Data Collection System, states will receive an auto-generated message denoting receipt.

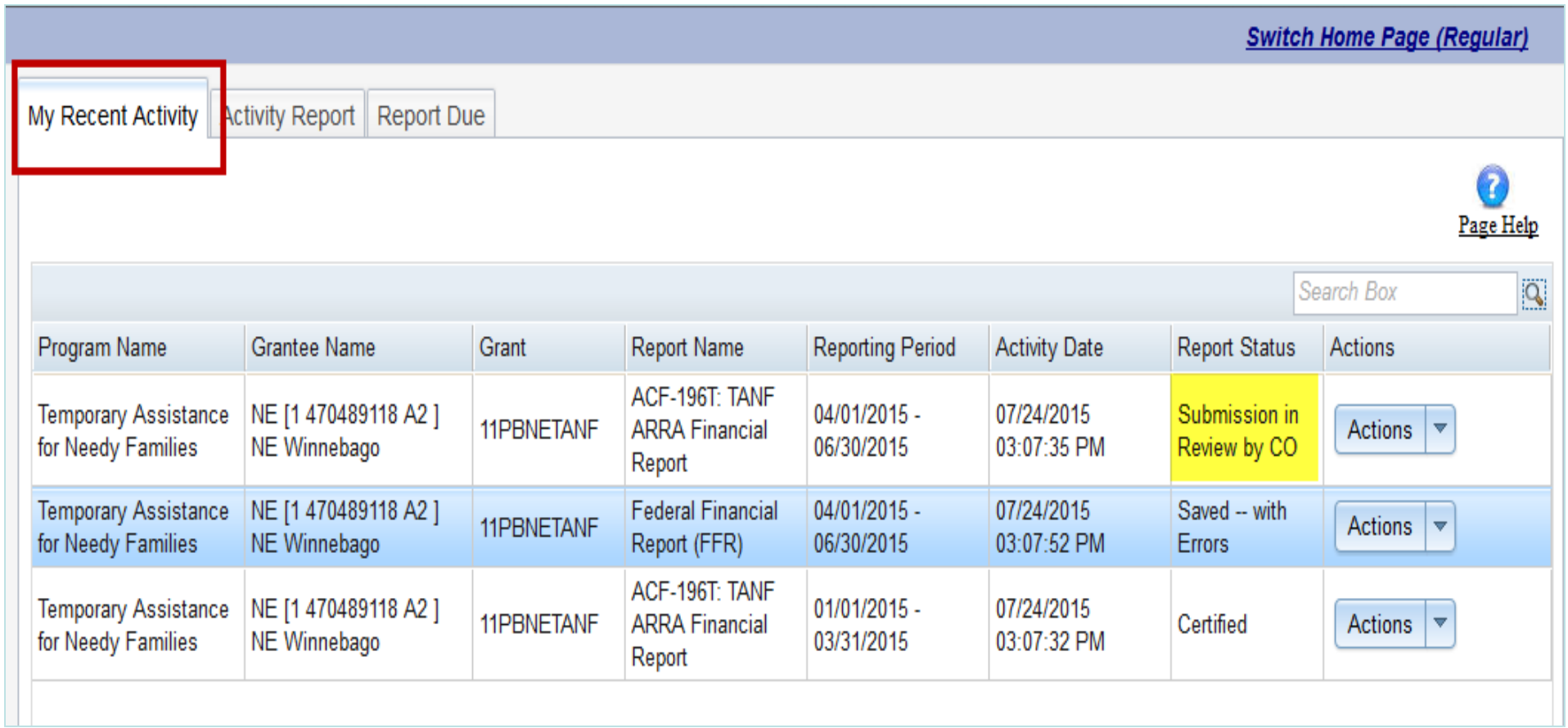


Plan Review Process

How Do You Track Report Approval Status?

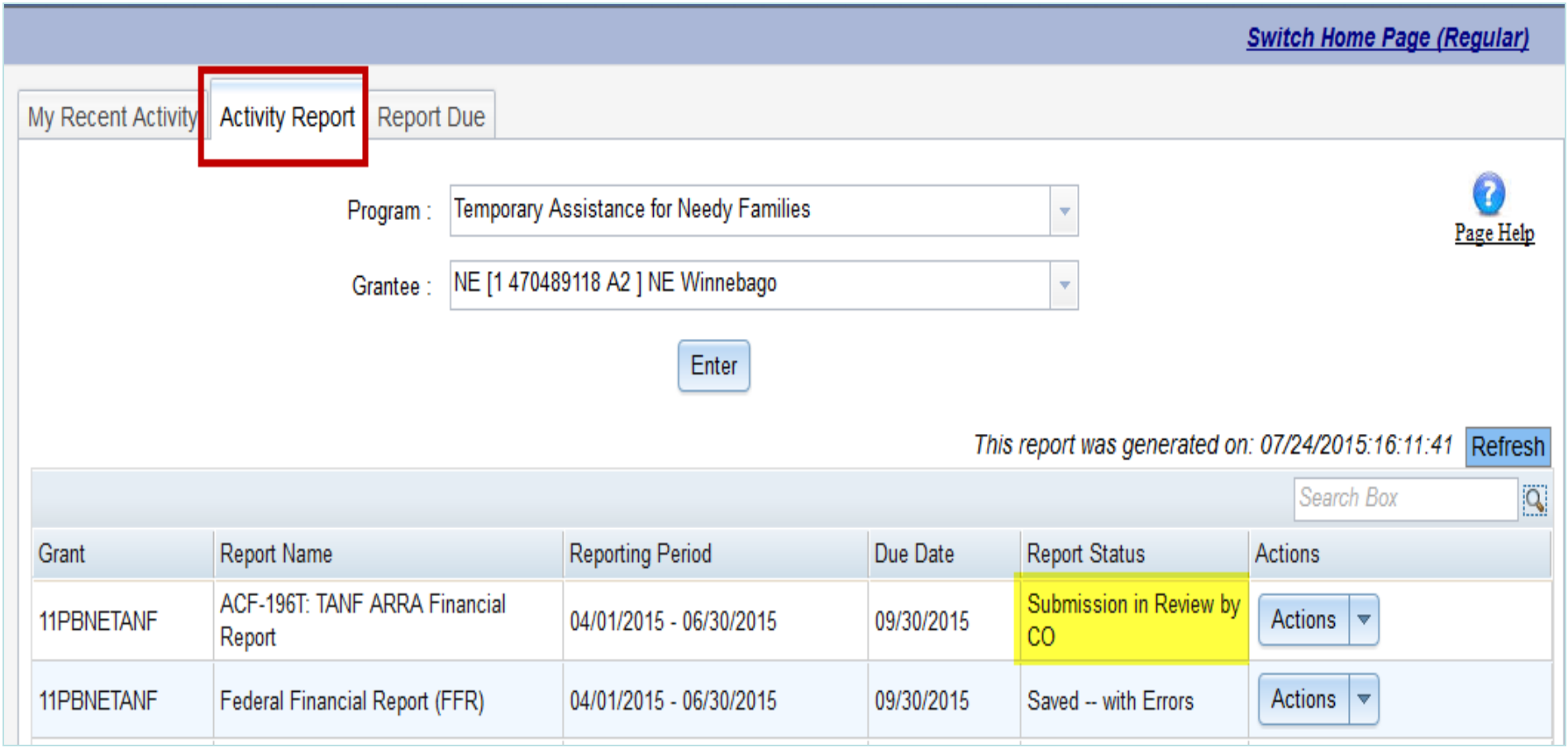
Grantees may track the status of their submitted reports using the Enhanced Home Page's **My Recent Activity** tab and the **Activity Report** tab. The Report Status column updates whenever an action is taken on the report (i.e. Review, Approve, Returned, etc.).

Plan Review Process



Program Name	Grantee Name	Grant	Report Name	Reporting Period	Activity Date	Report Status	Actions
Temporary Assistance for Needy Families	NE [1 470489118 A2] NE Winnebago	11PBNETANF	ACF-196T: TANF ARRA Financial Report	04/01/2015 - 06/30/2015	07/24/2015 03:07:35 PM	Submission in Review by CO	Actions
Temporary Assistance for Needy Families	NE [1 470489118 A2] NE Winnebago	11PBNETANF	Federal Financial Report (FFR)	04/01/2015 - 06/30/2015	07/24/2015 03:07:52 PM	Saved -- with Errors	Actions
Temporary Assistance for Needy Families	NE [1 470489118 A2] NE Winnebago	11PBNETANF	ACF-196T: TANF ARRA Financial Report	01/01/2015 - 03/31/2015	07/24/2015 03:07:32 PM	Certified	Actions

Plan Review Process



Plan Review Process

- DSA Analysts will contact State CSBG Points of Contact if additional clarification is needed in order to accept plan.
- States will be asked to respond to concerns as quickly as possible to expedite the review process.
- The OCS goal for full review and acceptance of a plan is within 45 calendar days of receipt of a complete and error-free plan.

Annual Report Submission

Annual Report Requirements

- Section 678E(a)(2) of the CSBG Act requires all States to prepare and submit an annual report on the activities and performance of the State and State's eligible entities. There are two options for compliance:

  1. Provide a written narrative annual report that meets all requirements of the CSBG Act signed by the State Designated Official or State CSBG point of contact and sent via email to your Program Specialist.

Annual Report Requirements

2. At least 15 days ahead of the September 1 application deadline, send an official letter to NASCSP, copied to OCS and signed by the State Designated Official or State CSBG point of contact, asking that NASCSP provide an electronic copy of the final approved CSBG Information Survey (IS) report directly to OCS. This will serve as the State's annual report.

13 States with Currently Accepted Two-Year Plans

- Have Three Options for This Year's Submission

- Submit information for all sections of the Model State Plan in the OLDC system, including the items that are highlighted in separate guidance sent on 6/10/15.
- Submit an updated plan, only completing the designated sections outlined in separate guidance.
- Submit an entire new plan in which the State is subject to all requirements of the CSBG Act, including the hearing requirements.

Timeline

Information Memorandum for FY ‘ 16 State Plans – July 31, 2015

OLDC System Opens for CSBG Plan Submission – August 5, 2015

CSBG Model State Plan Technical System Training (Webinar)

August 6, 1:00 PM to 2:30 PM ET

CSBG Plan Submission Deadline – September 1, 2015

Resources Available

NASCSP Resources on the CSBG Model State Plan
(archive of past webinars, links, and OCS Information Memoranda and Dear Colleague Letters)

- http://nascsp.org/CSBG/929/Model-State-Plan-Information.aspx?iHt=14

CSBG Resources on OLDC System Page

- https://extranet.acf.hhs.gov/oldcdocs/materials.html

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Tools Already Available to Help CAAs Meet Organizational Standards

Upcoming OCS Training

Webinar: ***CSBG Model State Plan Technical System Training***
Date: Thursday, August 6, 1:00 ET to 2:30 ET
Purpose: To provide CSBG State grantees with technical training on the new Model State Plan online system, the Online Data Collection (OLDC) system

To join the training:
Step 1: Join the Adobe Connect (Online) Meeting
http://hhs.adobeconnect.com/csbgoldc/
Select the radio button Enter as a Guest
Enter your name
Click the Enter Room button

Step 2: Conference Phone Number
Dial: 800-369-1850
Passcode: 5594393

CSBG Federal Staff Contacts

For Program Questions:

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Q & A