



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
[www.acf.hhs.gov/ocs](http://www.acf.hhs.gov/ocs)

**Community Services Block Grant**  
**Action Transmittal**

**AT#:** CSBG-AT-2023-07  
**DATE:** June 30, 2023  
**TO:** CSBG Tribe and Tribal Organization Grant Recipients  
**SUBJECT:** CSBG Tribal Plan Application FFY 2024  
**ATTACHMENT(S):** FY 2024 CSBG Tribal Plan & Application Fillable-PDF Tool

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**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 tribes and tribal organizations of the Community Services Block Grant (CSBG) tribal application and plan requirements for Federal Fiscal Year (FFY) 2024.

**BACKGROUND:**

The Office of Community Services (OCS) funds CSBG grant recipients based on the determination that their tribal applications and plans, hereinafter referred to as the CSBG Tribal Plan, are complete in accordance with the requirements of the CSBG Act and regulations. Federally- or state-recognized 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. CSBG allocates funding to eligible tribes to decrease poverty in communities by providing a range of services and activities to address the needs of tribal members experiencing low incomes. CSBG is a flexible block grant that can be used to support a range of services and activities in tribal communities, such as self-sufficiency, employment and job training, education, income-management, housing, emergency assistance, partnerships and community

engagement, youth development, program linkages, service coordination, and health and nutrition services.

CSBG focuses on strengthening the efficiency and effectiveness of tribal programs through improved performance measurement, fiscal accountability, monitoring, and reporting. Operation of CSBG in accordance with these applications will be dependent on enactment of FFY 2024 appropriations supporting this program.

#### **SUBMISSION GROUPS:**

**Tribes or Tribal Organizations with approved One-Year CSBG Tribal Plan for FFY 2023** — In order to receive CSBG funding for FY 2024, these tribes and tribal organizations are expected to submit the following via the On-Line Data Collection system (OLDC) via [GrantSolutions.gov](https://grantsolutions.gov):

- An updated SF-424 Mandatory (SF-424M)
- A complete FFY 2024 CSBG Tribal Plan

**Tribes or Tribal Organizations with an approved Two-Year CSBG Tribal Plan for FFYs 2023 and 2024** — previously CSBG tribal grant recipients with accepted two-year CSBG Tribal Plans were required to submit the SF-424M the year for which a new CSBG Tribal Plan was not due. This is no longer a requirement.

**First-time Applicants/Prospective Grant Recipients** — Any federally- or state-recognized Indian Tribe or Tribal Organization that is interested in receiving CSBG funds directly must first contact OCS at [csbgtribes@acf.hhs.gov](mailto:csbgtribes@acf.hhs.gov) to receive specific instructions. First-time applicants/prospective grant recipients will then submit the following before completing a CSBG Tribal Plan:

- Employer Identification Number (EIN)
- 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.

#### **SUBMISSION REQUIREMENTS:**

On October 1, 2013, the Administration for Children and Families (ACF) directed its program offices, including OCS, to require all mandatory grant recipients to submit applications electronically. For more information, see [78 FR 60285-60286](https://www.federalregister.gov/documents/2013/09/27/78-fr-60285-60286). To meet this responsibility, OCS requires tribes and tribal organizations to use [GrantSolutions.gov](https://grantsolutions.gov) to submit the Application for Federal Assistance SF-424M form and attach all CSBG Tribal Plan materials. OCS will only consider applications submitted via [GrantSolutions.gov](https://grantsolutions.gov).

**Requesting new accounts:** There is a new process for requesting a new GrantSolutions/OLDC account. To request a new account please complete and submit the [Recipient User Account Request Form](#) and the [OLDC Access Form](#) to the [GrantSolutions Helpdesk](#). The Notice of Grant Award will also be available via the Grants Management Module (GMM) within

GrantSolutions.gov. For additional information about using the new GMM, please see this [video](#). This [step by step guide](#) provides additional instructions for requesting an account.

#### **APPLICATION DUE DATE:**

All renewing and prospective CSBG tribal grant recipients **must** submit a complete CSBG Tribal Plan no later than **September 1, 2023**.

Applications submitted **later than September 1, 2023** will risk being ineligible for direct funding from OCS. 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.**

#### **CSBG TRIBAL PLAN CONTENT AND REQUIREMENTS:**

Tribes and Tribal Organizations have the option of submitting CSBG Tribal Plans covering a one- or two-year period, however, CSBG Tribal Plans covering a two-year period are strongly recommended to help ease grant recipient’s administrative burden. One-year CSBG Tribal Plans submitted for FFY 2024 will cover October 1, 2023 — September 30, 2024 (FFY 2024). Two-year CSBG Tribal Plans submitted for FFY 2024 and FFY 2025 will cover October 1, 2023 — September 30, 2025 (FFY 2024 and FFY 2025).

A complete CSBG Tribal Plan should contain the information outlined below. OCS recommends the use of the [CSBG Tribal Plan & Application Fillable-PDF Tool](#). This tool will serve as the CSBG Tribal Plan. Using this tool should reduce errors, ensure the CSBG Tribal Plan meets submission requirements, and expedite review and acceptance. In the case that a grant recipient prefers to create their own application and plan, the application and plan materials must include the content below.

- (1) **An electronic SF-424M:** As described above, each grant recipient must complete and submit this form through [GrantSolutions.gov](#). The form requires name and contact information for the tribe or tribal organization’s authorizing official and the CSBG point of contact.
- (2) **Tribal Administrative Information/Transmittal Letter:** A signed letter that includes:
  - a. The name of the tribe or tribal organization
  - b. The fiscal year(s) to be covered
  - c. Contact information for the tribe or tribal organization’s authorized official

- d. Contact information for the CSBG program contact person within the tribe or tribal organization
  - e. Delegation of authority by the tribe or tribal organization's CEO/Chairman or President (if applicable)
- (3) **Tribal Resolution:** If a tribal organization is representing more than one tribe, the application should include a resolution from each tribe represented, pursuant to [45 CFR 96.42\(b\)](#): *"A Tribal Organization representing more than one 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."*
- (4) **Federal or State Recognition:** Applicants must provide proof of federal or state recognition. If applicable, the application should provide a citation of relevant 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."*
- (5) **CSBG Mission, Goals & Objectives:** The CSBG Tribal Plan should include a description of the following:
- a. Mission and responsibilities of the agency or department within the tribe or tribal organization that will administer CSBG
  - b. CSBG goals and objectives
- (6) **Evidence of Public Review (Public Hearing):** The application should show evidence that the tribe or tribal organization notified stakeholders and made the CSBG Tribal Plan 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](#).
- (7) **Use of Funds & Fiscal Controls:** The application should detail the following:
- a. The planned allocation of administrative and programmatic funding, including percentages for administrative funds and program funds for core services. (Per [Section 675C of the CSBG Act](#), not more than five (5) percent can be allocated to administrative items, and not less than 95 percent can be allocated to program funds.)
  - b. An acknowledgement and assurance that the tribe or tribal organization will abide by the CSBG limitations outlined in [Section 678F of the CSBG Act](#).
  - c. The date and the period (timeframe) that the most recent audit covers.
- (8) **Individual and Community Income Eligibility Requirements:** CSBG services are provided to those who meet specific CSBG income guidelines. [Section 673 of the CSBG Act](#) requires that services be provided to those who meet specific CSBG income guidelines (not to exceed 125% of the poverty line). The CSBG Tribal Plan must detail:

- a. Policies and/or procedures for determining income eligibility.
  - b. Policies and/or procedures when individual income verification is not possible or practical.
  - c. Description of how the tribe or tribal organization's services target and benefit low-income communities for those services that provide a community-wide benefit.
- (9) **Statement of CSBG Assurances (Programmatic, Administrative, and Fiscal):** The CSBG Tribal Plan should include the specific programmatic, administrative, and fiscal assurances precisely as they appear in the [CSBG Act](#). All statement of CSBG Assurances signatures will be valid for two years unless there is a change in the tribal organization and/or tribal authorizing official.
- a. **Programmatic Assurances:** subsections [676\(b\)\(1\)\(A\) through \(C\) of the CSBG Act](#).
  - b. **Administrative and Fiscal Assurances:** subsections [678D\(a\)\(1\)\(A\) through \(B\) of the CSBG Act](#), including certification that cost and accounting standards of the Office of Management and Budget shall apply (OMB Circulars A-110 and A-122).
- (10) **Implementation of CSBG Programmatic Assurances:** The CSBG Tribal Plan must include a narrative description of how the tribe or tribal organization will carry out the required programmatic assurances. The narrative should include a description of the:
- a. CSBG service delivery system
  - b. Geographical areas and categories of individuals to be served
  - c. Criteria and method used for distribution of CSBG funds
  - d. Purpose of funds, including a description of the activities to be supported with CSBG funds
  - e. Linkages to fill identified gaps in services
  - f. Coordination with other public and private resources
  - g. Innovative community and neighborhood-based initiatives

Applicants are also asked to provide optional information regarding:

- h. Plan for the provision of emergency services
  - i. Performance management and accountability systems
- (11) **Federal Certifications:** The CSBG Tribal application and plan must include four required signed certifications, including the following:
- a. [Drug-Free Workplace](#)
  - b. [Debarment, Suspension, and Other Responsibility Matters](#)
  - c. [Environmental Tobacco Smoke](#)
  - d. [Lobbying](#)

All certifications are valid for two years unless there is a change with the tribal authorizing official and/or tribal organization.

## **CSBG ANNUAL REPORT:**

A CSBG Tribal Annual Report is required to be submitted by March 31 each fiscal year for all grant recipients that receive CSBG funding with approved one-year and two-year CSBG Tribal Plans. A FY 2024 CSBG Tribal Annual Report for the reporting period 10/01/2023 – 09/30/2024 will be due by March 31, 2025 and must be submitted via [GrantSolutions.gov](https://grantsolutions.gov). The CSBG Tribal Annual Report should provide a detailed budget, a narrative description of how the grant recipient met its CSBG goals and objectives, and information on the types of projects supported with CSBG funding and align with the CSBG Tribal Plan.

## **TRAINING AND TECHNICAL ASSISTANCE:**

Applicants who need assistance and are interested in applying for CSBG may contact our Tribal support contractor, Lux Consulting, at 301-244-3557 or [TribalTA@luxcg.com](mailto:TribalTA@luxcg.com).

**Technical Assistance Tools:** Technical assistance tools, including a *CSBG Tribal Plan & Application Fillable-PDF Tool*, are available to assist tribal grant recipients in producing the CSBG Tribal Plan materials as required by Section 676 of the CSBG Act. In addition, a webinar series on the CSBG application process is available on the CSBG Tribal Training and Technical Assistance Program website: [CSBG Tribal Plan and Application – How to Apply](#).

Additionally, OCS will host the CSBG Tribal Plan and Application Webinar on July 20, 2023 at 3pm (EST). The Division of Community Assistance (DCA) will provide general instructions and updates for successful submission of the FFY 2024 CSBG Tribal Plans.

Registration Link for Tribal Plan Webinar:  
[FY 2024 Tribal Plan Webinar](#)

Please send an email with any questions or requests for additional information to [CSBG Tribes@acf.hhs.gov](mailto:CSBG Tribes@acf.hhs.gov). The list of OCS staff and contact information is also on the OCS website at [CSBG Federal Staff by Region](#).

Thank you for your attention to these matters. OCS looks forward to continuing to provide high-quality services to OCS partners.

/s/  
Charisse Johnson  
Director, Division of Community Assistance  
Office of Community Services