



FY26 CSBG Tribal Plan and Application Webinar

The Office of Community Services
Division of Community Assistance

July 30, 2025



Agenda

- Welcome from Verna Best
- FY26 CSBG Tribal Plan Overview
 - Timelines
 - Review of requirements for a complete CSBG Tribal Plan
- Online Data Collection System (OLDC)
- Technical Assistance
- Question and Answer

Verna P. Best

Program Operations Branch Chief

Division of Community Assistance

Office of Community Services

Administration for Children and Families

Department of Health and Human Services





CSBG PRIORITIES



REDUCING POVERTY



**REVITALIZING LOW-
INCOME COMMUNITIES**



**EMPOWERING LOW-INCOME
INDIVIDUALS & FAMILIES**

PEAAK

Performance, Evaluation, Accountability, Availability, and Knowledge

Performance	Evaluation	Accountability	Availability	Knowledge
<ul style="list-style-type: none">• Community Needs Assessment• American Customer Satisfaction Index (ACSI)• Training and Technical Assistance• Community engagement• Community defined outcomes	<ul style="list-style-type: none">• Site Visits• Training and Technical Assistance• Program Visits/Self-Assessments• Qualitative methods• Tribally informed indicators	<ul style="list-style-type: none">• Tribal Plan• Tribal Annual Report• Training and Technical Assistance• Elders and traditional leaders• Community meetings and engagement	<ul style="list-style-type: none">• OCS Annual Report• Report to Congress• Training and Technical Assistance• Spotlight videos• Promotion and awareness through community engagement• Creating partnerships	<ul style="list-style-type: none">• Tribal Plan• Tribal Annual Report• Training and Technical Assistance• CSBG Act• Community Needs Assessment• Program visits

Save the Date!

FY26 CSBG Tribal Plan Office Hours:

August 5, 2025, 3:00 p.m. to 4:00 p.m. ET.

FY26 CSBG Tribal Annual Meeting:

September 16 - 17, 2025 (Tentative)

“

“...In order for an Indian tribe or tribal organization to be eligible for a grant award for a fiscal year under this section, the tribe or organization shall submit to the Secretary a plan for such fiscal year that meets such criteria as the Secretary may prescribe by regulation...”

CSBG Act Section 677(d) [42 USC § 9908]

Poll Question

Based on the legislation, one of the primary purposes for CSBG is to:

- a) Reduce Poverty
- b) Reduce Revitalization
- c) Restructure Communities
- d) Restructure Poverty

CSBG Tribal Plans are due September 1, 2025

A complete CSBG Tribal Plan submission includes:

- An electronic SF-424M
- Tribal Administrative Information and Transmittal Letter
- The Tribal Plan and Application and required attachments
 - Please utilize the [CSBG Tribal Plan & application Version 1.0](#) (Fillable PDF).

The CSBG Tribal Plan is based on the Federal Fiscal Year (FY): October 1 — September 30.

CSBG Grant Recipients can submit a plan for one or two consecutive FYs.

Grant Recipients Submitting a FY26 Tribal Plan

Due September 1, 2025

- | | | |
|---|--------------------------------------|--|
| 1. Alabama-Coushatta Tribe of Texas | 18. Kenaitze Indian Tribe | 37. Salish & Kootenai * |
| 2. Blackfeet Nation * | 19. Klamath Tribe | 38. San Carlos Apache Tribe |
| 3. Catawba Nation | 20. Kodiak Native Association * | 39. Sault Ste. Marie Tribe of Chippewa Indians (MI) |
| 4. Central Council of Tlingit and Haida Indian Tribes * | 21. Lummi Indian Business Council | 40. Seminole Nation |
| 5. Chickasaw Nation | 22. Mashpee Wampanoag Tribe* | 41. Shoshone-Bannock * |
| 6. Chippewa Cree Tribe of the Rocky Boy Reservation | 23. Ma-Chis Lower Creek Indian Tribe | 42. Sisseton Wahpeton Oyate of the Lake Traverse Reservation |
| 7. Citizen Potawatomi Nation * | 24. Mowa Band of Choctaw Indians | 43. Sitka Tribe Council |
| 8. Coharie Tribal Council | 25. Narragansett Indian Tribe | 44. Spirt Lake Tribe |
| 9. Confederate Grand Ronde | 26. Nooksack Indian Tribe | 45. Sun'aq Tribe of Kodiak * |
| 10. Cook Inlet Tribal Council, Inc. * | 27. Oglala Sioux Tribe | 46. Suquamish Tribe |
| 11. Delaware Nation | 28. Osage Nation | 47. Tanana Chiefs Conference * |
| 12. Eastern Pequot Tribal Nation | 29. Pawnee Nation of Oklahoma | 48. The Keweenaw Bay Indian Community |
| 13. Fairbanks Native Association | 30. Pleasant Point Passamaquoddy | 49. Turtle Mountain Ban of Chippewa Indians |
| 14. Fort Belknap Community Council | 31. Poarch Band of Creek Indians | 50. Wichita and Affiliated Tribes |
| 15. Fort Peck Tribes Assiniboine & Sioux | 32. Ponca Tribe of Nebraska | 51. Yankton Sioux Tribe |
| 16. Institute for Indian Development | 33. Pueblo of Jemez | |
| 17. Kawerak, Inc * | 34. Pueblo of Zuni | |
| | 35. Quapaw Nation | |
| | 36. Quechan Indian Tribe | |

*PL477 Tribes and Tribal Organizations

Grant Recipients Not Required to Submit a FY26 Tribal Plan

1. Cherokee Nation
2. Cheyenne and Arapaho Tribes of Oklahoma
3. Choctaw Nation of Oklahoma
4. Inter-Tribal Council of Michigan
5. Lumbee Tribe of North Carolina
6. Navajo Nation*
7. Northern Arapaho Tribe
8. Rosebud Sioux Tribe
9. South Puget Intertribal Planning Agency
10. United Keetoowah Band of Cherokee Indians
11. White Mountain Apache Tribe
12. Wyandotte Nation*

Group B grant recipients are encouraged to review and revise accepted plans or notify OCS that no revision is necessary by November 3, 2025.

*PL477 Tribes and Tribal Organizations

SF-424M

The SF-424-M

- The CSBG Tribal Plan is attached to the SF-424M
- Required by the Office of Grants Management (OGM)
 - Used to send the Notice of Award (NOA) to the Authorized Official
 - **Must match the Authorized Official as designated in the Transmittal Letter and listed in Section 1 of the plan.**
- Ensure the information entered in the SF-424M is accurate and up to date, including the Unique Entity Identifier.

Transmittal Letter

What is the Transmittal Letter?

- A signed letter that includes the following:
 - a) The name of the tribe or tribal organization
 - b) The fiscal year(s) to be covered
 - c) Contact information for the tribe's authorized official
 - d) Contact information for the CSBG program contact person within the tribe
 - e) Delegation of authority by the tribal CEO/Chairman or President (if applicable)
- The Plan **must** be certified by the designated authorized official as noted in the letter.

CSBG Tribal Plan & Application Fillable

The Tribal Plan & Application

ACF-OCS-CSBG-AT-25-05 Tribal Plan Application FY26

- [CSBG Tribal Plan & Application Fillable-PDF Tool](#)
- Approx. 24 pages in length
- Five signature lines
- Save Often

NOTE: In accordance with the PRA, this information collection is not yet approved by the Office of Management and Budget (OMB). These are the proposed data elements OCS will be requesting from CSBG-funded grant recipients, but they are not final until approved.



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services

OMB #XXXX-XXXX
Expiration Date: XX/XX/XXXX

Community Services Block Grant (CSBG) Tribal Plan & Application Version 1.0

NOTE: In accordance with the PRA, this information collection is not yet approved by the Office of Management and Budget (OMB). These are the proposed data elements OCS will be requesting from CSBG-funded grant recipients, but they are not final until approved.

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13); **This description text is not yet valid until final approval by OMB. The text will be updated upon approval from OMB.** Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average XX hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is XXX-XXXX and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact the Division of Community Assistance at CSBGData@acf.hhs.gov



CSBG Tribal Plan Sections (Fillable)

- **Section 1:** CSBG Tribal Administrative Information
- **Section 2:** Tribal Resolution and Recognition
- **Section 3:** CSBG Tribal Plan Goals and Objectives
- **Section 4:** CSBG Community-based Feedback
- **Section 5:** Use of Funds and Fiscal Controls
- **Section 6:** Individual Eligibility and Targeted Community Eligibility
- **Section 7:** CSBG Statement of Assurances
- **Section 8:** Federal Certifications

Section 1: CSBG Tribal Administrative Information



Section 1: CSBG Tribal Administrative Information

- **Purpose:** This section provides information in relation to the Tribe or Tribal Organization designated to administer CSBG.
 - Years covered by the plan (1.1)
 - Tribal Grant Recipient name and information (1.2)
 - Authorized Tribal Official (1.3)
 - Tribal CSBG Point of Contact (1.4)
 - Delegation of Authority, if applicable (1.5)
- This information should mirror what is provided in the SF-424M and transmittal letter.

Section 2: Tribal Resolution and Recognition



Section 2: Tribal Resolution and Recognition

- **Purpose:** This section identifies the following:
 - Whether the Tribal Grant Recipient represents more than one tribe (2.1)
 - Federal or State Recognition (2.2)

Section 3: CSBG Tribal Plan Goals and Objectives



Section 3: CSBG Tribal Plan Goals and Objectives

- **Purpose:** This section details the CSBG-specific goals and objectives for the proposed CSBG funding within the Tribe or Tribal Organization.

Identified goals and objectives should address the following:

- Assisting low-income families and individuals in:
 - Removing obstacles that block the achievement of self-sufficiency
 - Securing and retaining meaningful employment
 - Attaining adequate literacy and education
 - Making better use of available income
 - Obtaining and maintaining adequate housing
 - Obtaining emergency assistance
 - Achieving greater participation in the affairs of the communities
 - Supporting youth development in low-income communities
 - Coordinating with other programs related to the purposes of the CSBG Act
 - Forming linkages to fill service gaps

Example Section

3.1. CSBG Goals, Objectives, and Strategies



[_____] will utilize CSBG funding to accomplish the following goals and objectives:

Goal One: Through the CSBG funding, _____ will promote the self-sufficiency of individuals and families with low-income.

- **Objective 1.1:** _____ will assist individuals and families in applying for services which eligibility has been determined during intake. _____ staff will be knowledgeable of available services and eligibility.
- **Objective 1.2:** _____ will ensure access to nutritious foods through supports and services, such as the creation of a community garden with provision of gardening classes and supplies, and three or more drive-thru food events. _____ will engage local tribal members in the meal preparation and delivery process, fostering a sense of community and shared responsibility, and supporting the inclusion of culturally relevant food and practices.
- **Objective 1.3:** _____ will provide funding for workforce training and certification programs, including program fees, transportation costs, and necessary supplies. Trainings will cover data-entry and agriculture. To support this process, _____ will establish partnerships with the local workforce agency and community colleges administering the training programs.



Section 4: CSBG Community-Based Feedback



Section 4: CSBG Community-based Feedback

- **Purpose:** CSBG Tribal Grant Recipients should solicit review and feedback in conjunction with development of the plan from Tribal members served.
 - Attach evidence to the PDF Fillable to show the CSBG Tribal Plan was made available for public review.

Things To Consider for Hearings...

- Consider the purpose of the solicitation for feedback alongside the tenets of CSBG, i.e., “maximum feasible participation.”
- Provide more than 30 days notice to the public.
- Ensure time remains to incorporate feedback into the plan prior to submission.
- Think creatively to encourage participation.

Section 5: Use of Funds and Fiscal Controls



Section 5: Use of Funds and Fiscal Controls

- **Purpose:** The purpose of this section is to:
 - Detail how the tribe will allocate administrative and programmatic funding.
 - Acknowledge and assure compliance with the CSBG limitations outlined in 678F of the CSBG Act.
 - Document the date of and period covered by the most recent Single Audit Review.

Use of Funds

- Within the table for Item 5.1, specify the percentage of funds that will be allocated for administration and for the CSBG core services.
 - Not more than five (5) percent can be allocated to administrative items
 - Not less than 95 percent can be allocated to program funds
- If completing a two-year plan, both columns must be completed upon submission of the plan.

	Year 1	Year 2
	% of CSBG Funding	% of CSBG Funding
Administrative Funds <i>(Not more than 5%)</i>		
CSBG Program Funds for Core Services <i>(Not less than 95%)</i>		
Employment		
Education and Youth Development		
Income and Asset Building		
Housing		
Health and Nutrition		
Civic Engagement and Community Involvement		
Transportation		
Partnership, Linkages, and Service Coordination		
Other		
Total		



Notable Programming

- Strengthening cultural capacity through the teaching of activities such as dancing, music, traditional art, cooking, language, and hosting community-wide events
- Mental wellness services for youth and adults to support suicide prevention and recovery
- Pre-employment skills training, such as resume writing, interviewing, and conducting job searches
- Making a community garden and accompanying classes and supplies available
- Rental and mortgage assistance
- Food delivery to home-bound elders and tribal community members
- Transportation to medical appointments and grocery shopping
- Funding for propane, electricity, cleaning of septic tanks, and minor repairs of major appliances
- Hosting health and community resource fairs
- Parenting support through tribe-specific trainings and workshops
- Connecting Tribal Elders with youth through senior center programming to continue social connection and learning across generations
- Providing car seats along with car seat safety education
- Supporting continued education of tribal members through school supplies

Section 6: Individual Eligibility and Targeted Community Eligibility



Section 6: Individual Eligibility and Targeted Community Eligibility

- **Purpose:** This section details the policies and procedures for determining income eligibility:
 - for individual and community services (6.1)
 - for when individual income verification is not possible or practical (6.1)
 - to ensure community-wide services target and benefit communities with low-income (6.2)

Income Eligibility Threshold – Notice of Award

- The CSBG Act requires that the income eligibility threshold is at or below 125% of the Federal Poverty Level (FPL).
- In FY20, the CARES Act authorized states to raise the income eligibility threshold to 200% of the FPL.
 - **This ceiling remains in effect and is an option for tribal grant recipients until modified by Congressional action.**

Section 7: CSBG Statement of Assurances



Section 7: CSBG Statement of Assurances

- **Purpose:** This section requires confirmation that the Tribe agrees to the programmatic, administrative, and financial assurances and certifications required under the CSBG Act.
 - Requires a narrative response that details how the grant recipient will carry out the required programmatic assurances.
 - Requires a signature from the authorized official.



Assurances Narrative

- The assurances narrative should include a description of the:
 - CSBG Service delivery system
 - Geographical areas and categories of individuals to be served
 - Criteria and method used for distribution of CSBG funds
 - Purpose of funds, including a description of the activities to be supported with CSBG funds
 - Linkages to fill identified gaps in services
 - Coordination with other public and private resources
 - Innovative community and neighborhood-based services

Section 8: Federal Certifications



Section 8: Federal Certifications

- **Purpose:** This section is for the grant recipient to verify or acknowledge that CSBG funds will not be used to carry out prohibited activities and the reporting of such activities.
 - Lobbying
 - Drug-Free Workplace
 - Debarment, Suspension and Other Responsibility Matters
 - Environmental Tobacco Smoke
- Requires the CSBG Authorized official to sign after each certification.

Submitting the CSBG Tribal Plan

On-Line Data Collection (OLDC)

OLDC is the system within GrantSolutions for submitting the CSBG Tribal Plan.

- Both the person completing the CSBG Tribal Plan and the Authorized Official will need OLDC access.
- The Authorized Official **must** be the one to certify and submit the finalized CSBG Tribal Plan.
- To request assistance with OLDC, please contact the Policy, Data, and Evaluation branch and copy your Program Specialist.



Accessing OLDC

1. Navigate to the **GrantSolutions.gov** homepage: [Log in to Grantsolutions.](#)
2. Select the **Login.gov for Recipients & Grantors** option.
3. Input your username and password for **Login.gov**. You may need to use a Two-Factor Authentication method.
4. Select **OLDC** from the list of GrantSolutions services.



The SF-424M

- The CSBG Tribal Plan and supporting documents are submitted as an attachment to the **SF-424M** as a Single PDF Portfolio.
- Submissions for FY26 will have a **Reporting Period** of **10/01/2025 - 09/30/2026**, which follows the Federal Fiscal Year.
- To start filling out the SF-424M, click the **Plus (+)** button next to the Reporting Period in the **Actions** column.

Reporting Period ⚡	Report Status ⚡	Actions ⚡
10/01/2025 - 09/30/2026		+

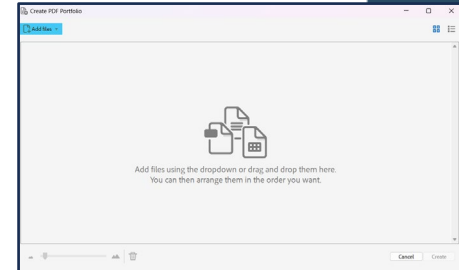
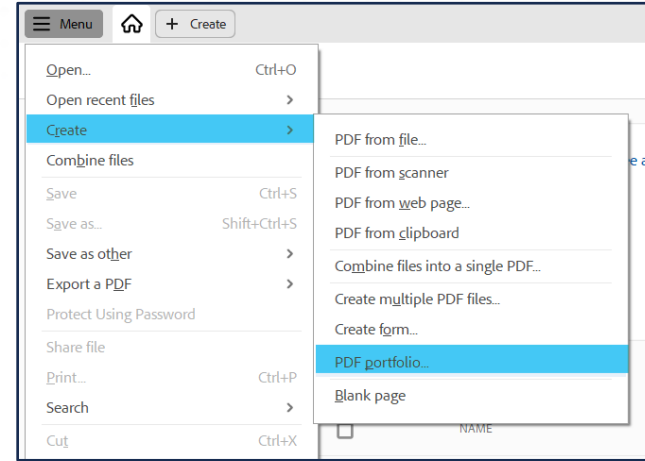
Preparing to Consolidate Documents into a Single PDF Portfolio

- Gather required materials:
 1. Fillable CSBG Tribal Plan
 2. State Recognition documentation (only if citation of State statute was unavailable)
 3. Tribal Resolution (only if representing more than one Tribe)
 4. Evidence of Hearings
- **Save all materials as PDF files.**
- **Add electronic/manual signatures before creating a PDF Portfolio.**

How to Create a Single PDF Portfolio



1. Open Acrobat 2020 or Acrobat DC.
2. Select the hamburger menu (Windows) or the File menu (macOS).
3. Select Create > PDF Portfolio.
4. Select Add Files menu in the upper left of the Create PDF Portfolio window.
5. Add a file, folder of files, pages from a scanner, web page, or items in the clipboard.
6. Select Create to add the files to the PDF Portfolio.

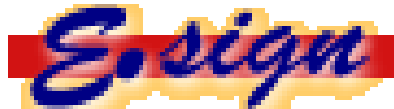


Validating the SF-424M

- Once the CSBG Tribal Plan is attached, move forward to validating the SF-424M.
- Action Buttons are found at the top of the SF-424M page in OLDC.
 - Select **View/Add Attachments** to upload a copy of your CSBG Tribal Plan Fillable PDF.
 - Select **Validate** to check the form for errors or missing data. Errors must be addressed prior to submitting the form.

Certifying and Submitting

- Ensure all relevant items have been filled in before having the Authorized Official certify with their e-Signature.
- **The Authorized Official is required to certify the SF-424M with their e-Signature before it can be submitted.**
- Once certified, the Authorized Official or another user with OLDC access can submit the SF-424M by clicking the **Submit** action button.
- The CSBG Tribal Plan is not completed until the **Submit** button is clicked.



Making Edits After Submission

- To edit the SF-424M or attach an updated copy of the CSBG Tribal Plan after submission, the form will need to be **Unsubmitted** in OLDC.
- On the Report Form Status page, select the **Unsubmit Report** button under the **Report Action** header.
- After making any necessary changes, **resubmit** the SF-424M using the steps previously outlined.

Report Form Status				
<u>Report Submissions:</u>	<u>Report Status:</u>	<u>Status Date:</u>	<u>Report Action:</u>	<u>Print:</u>
View Revision # 1	Submitted	11/06/2023	Unsubmit Report	<div>HTML Print Form ▼</div> <div>Go</div>

IMPORTANT NOTE!

- *If the Authorized Official changes*, CSBG grant recipients with accepted CSBG Tribal Plans are **required** to revise the following:
 - SF-424M
 - The CSBG Tribal Plan
 - Designation Letter

Please notify your Program Specialist of any changes to the Authorized Official.

Review Process and Follow-Up

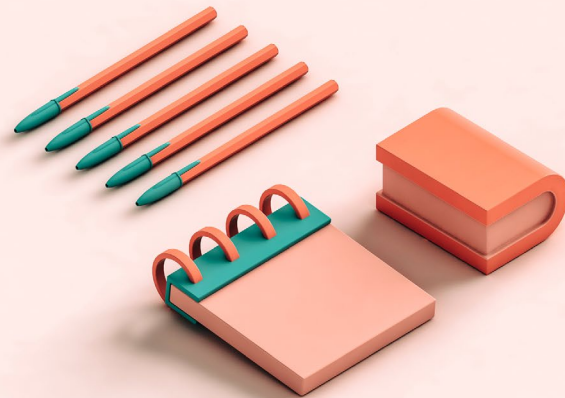
Tribal Plan and Application Review Checklist: Comment and Response

- The OCS program specialist will complete an initial review within 10 business days of an on-time submission and return a completed *Review Memo*.
- Grant recipients will review feedback and return a completed review memo. Once edits are confirmed, grant recipients will submit an updated Tribal Plan and Application, as required.

Technical Assistance

Technical Assistance

- **Federal Staff per Region**
 - Program Specialist
 - Policy, Data and Evaluation Specialist
- **Targeted Training and Technical Assistance**
 - [Email Regional Program Specialist and PDE Specialist](#)
 - [Lux Consulting Group – Tribal TTA providers](#)
- **OLDC Account Issues**
 - help@grantsolutions.gov and copy regional program and PDE specialists



Regional Program Specialists



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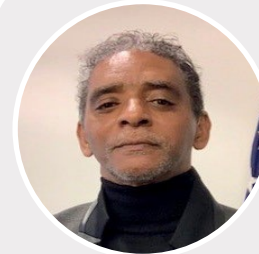


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Region 8

Todd Giesen

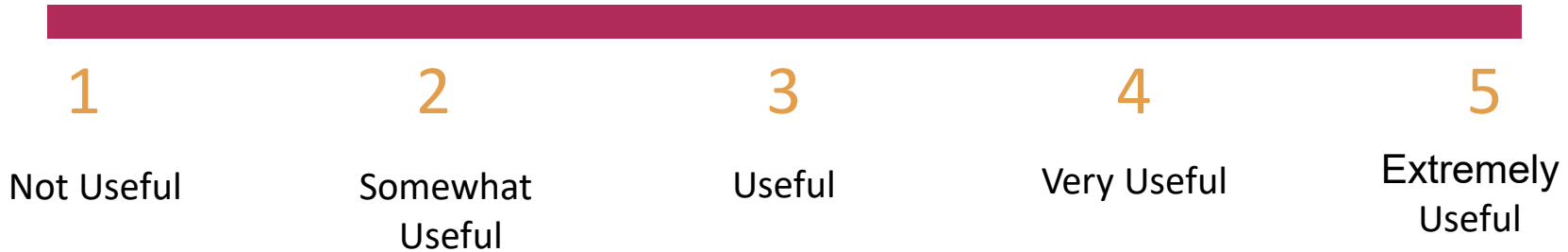
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Webinar Feedback

Before you log off, please provide us with feedback:

How useful was today's webinar in providing an overview of the CSBG Tribal Plan?



QUESTIONS



THANK YOU