



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Community Services Block Grant

Dear Colleague Letter

DCL#: ACF-OCS-CSBG-DCL-24-12
DATE: April 25, 2024
TO: CSBG Tribes
SUBJECT: CSBG Tribal Plan 1.0: OMB Clearance (FRN 1)
ATTACHMENT(S): Not Applicable

Dear Colleague,

The Office of Community Services (OCS) has submitted a new Information Collection Request (ICR) to the Office of Management and Budget (OMB) to request clearance for the Community Services Block Grant (CSBG) Tribal Plan and Application. The form included in this ICR is:

- [CSBG Tribal Plan and Applications 1.0](#)

OCS and the CSBG Network currently use the CSBG Tribal Plan and Application. The data in the CSBG Tribal Plan and Application is developed and submitted to OCS by CSBG tribal grant recipients. The OCS, Division of Community Assistance reviews the submitted Tribal Plans to determine whether grant recipients submitted a complete application to qualify for federal funds as stipulated in the CSBG Act. The CSBG Model Tribal Plan streamlines both the tribal development and the federal review of the information. In addition, this CSBG Model Tribal Plan enables federal and tribal staff to interact with and use the data to improve performance and track results from year-to-year.

New Clearance

Clearance of CSBG Tribal Plan and Application 1.0 will ensure compliance with the [Paperwork Reduction Act \(PRA\) of 1995](#) (44 U.S.C. 3501), and allow the collection to start for Federal Fiscal Year 2025 (FFY25).

ICR Process

Federal Register Notice (FRN) 1

On April 23, 2024, OMB published the **notice of public comment** to the [Federal Register](#). The CSBG Network and the general public have until June 22, 2024 (60 days) to provide feedback. Please submit your comments as soon as possible, but no later than 60 days of the publishing of the notice. At the end of the 60-day comment period, OCS will review all feedback and will revise the forms, as applicable.

FRN 2

OCS will then resubmit these forms with applicable revisions to OMB to initialize the second FRN. During this second FRN, which includes a 30-day public comment period, OMB will review any additional feedback received from the CSBG Network and stakeholders.

Clearance

After the 30-day comment period, OMB will issue a decision on the clearance of the CSBG Tribal Plan and Application.

FFY25 CSBG Tribal Plan and Application

The CSBG Act requires that each tribe or tribal organization submit the CSBG Tribal Plan and Application by September 1 to be eligible to receive CSBG funding. The current date allows CSBG grant recipients to draft and submit their CSBG Tribal Plan by the due date to ensure the timely release of funding to tribes and tribal organizations.

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