CSBG Monthly Webinar: FY19 CSBG Application for Funds
July 26, 2018
Housekeeping

• FY18 amendment updates
• Public Hearing—tomorrow—July 27—9:00 am
New Platform

Webgrants 3: https://webgrants.utah.gov/index.do

WebGrants 3

Changed today
CSBG FY19 Application

• Similarities to FY18 application:
  • Budget will be based on FY18 final award amount
  • Questionnaire—same questions as FY18
  • Attachments: will upload:
    Modules 2, 3, 4
    Board Roster
    Board bylaws
    Schedule of board meetings
CSBG FY19 Application

Differences to FY18 application:

- Budget—will be more specific than FY18
- Attachments: Also upload (if applicable):
  - Proof of current charitable solicitations permit
    Where can I get this?
    https://dcp.utah.gov/consumerinfo/lists.html?list=CH
  - Proof of 501c3 current standing with IRS
    Where can I get this?
    https://apps.irs.gov/app/eos/

You may upload screen shots from each website showing your agency is current
FY 19 CSBG Application

Once you have your login...

[Image of H2H Homeless to Housing website]
## FY 19 CSBG Application

### Homeless to Housing

#### Funding Opportunities

**Current Funding Opportunities**

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Click on the title to open the Funding Opportunity summary.

Click on the column headers to sort list of Opportunities.

<table>
<thead>
<tr>
<th>ID</th>
<th>Agency</th>
<th>Program</th>
<th>Opportunity Title</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>00409</td>
<td>State Community Services Office</td>
<td>Community Services Block Grant (CSBG)</td>
<td>FY19 Community Services Block Grant</td>
<td>11/20/2018</td>
</tr>
<tr>
<td>00219</td>
<td>State Community Services Office</td>
<td>Home Energy Assistance Target</td>
<td>19 LIHEAP</td>
<td>09/30/2018</td>
</tr>
<tr>
<td>00018</td>
<td>State Community Services Office</td>
<td>Homeless to Housing - State Funds</td>
<td>17 HOMELESS TO HOUSING (STATE GF ONE-TIME FUNDS)</td>
<td>Final Application Deadline not Applicable</td>
</tr>
<tr>
<td>00320</td>
<td>Homelessness Programs Office</td>
<td>Homelessness Services Grant</td>
<td>FY19 Homelessness Funding Projects</td>
<td>Final Application Deadline not Applicable</td>
</tr>
<tr>
<td>00108</td>
<td>State Community Services Office</td>
<td>Section 8</td>
<td>Section 8 Landlord Incentive Program FY18</td>
<td>Final Application Deadline not Applicable</td>
</tr>
</tbody>
</table>

---

*Homeless to Housing*

*Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc*
For reference, your apps will show here.
FY19 CSBG Application
FY19 CSBG Application

Application Components

Application: 00412 - Test 3

Program Area: Community Services Block Grant (CSBG)
Funding Opportunities: 00409 - FY19 Community Services Block Grant
Application Deadline: 08/31/2018

Instructions
The required application forms appear below. Please note: Clicking “Mark as Complete” does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Complete?</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>✓</td>
<td>07/29/2018</td>
</tr>
<tr>
<td>CSBG Application Questionnaire</td>
<td>✓</td>
<td>07/29/2018</td>
</tr>
<tr>
<td>Contract Work Plan</td>
<td>✓</td>
<td>07/29/2018</td>
</tr>
<tr>
<td>Request to Sub-Contract</td>
<td>✓</td>
<td>07/29/2018</td>
</tr>
<tr>
<td>Certification of Assurances</td>
<td>✓</td>
<td>07/29/2018</td>
</tr>
<tr>
<td>CSBG Budget</td>
<td>✓</td>
<td>07/29/2018</td>
</tr>
</tbody>
</table>
FY19 CSBG Application

Application Questionnaire

1. Does your agency meet the Tripartite board requirements of CSBG?  
   ☐ Yes  ☐ No

2. Are all Board seats filled?  
   ☐ Yes  ☐ No

5. Describe the agency’s planning and program development process.  
   (Include timelines, types of meetings, research and input processes, and reference community needs assessment plan.)

6. Please list all programmatic and fiscal monitoring visits conducted by any of the agency’s funding sources during the last fiscal year through the date of this application.  
   (Please include agency name and date of Monitoring Visit)

7. What is the agency’s current assessment of training and technical assistance needs, and what plans have been undertaken to fulfill those needs?

8. What is the most recent date the Board has conducted a performance evaluation of the Executive Director?

   Performance Evaluation Date:

9. What activities funded in the past five years by the State’s CSBG Discretionary funding have been beneficial for your agency? (List in order of priority)

   Activities (max char. 1000)
10. What new activities would you propose be funded by the State’s CSBG Discretionary funding? (List in order of priority)
   New Activities:(max char. 1000) *

11. What are the agency’s top priorities as determined by the 3 Year Community Needs Assessment?
   Top Priorities:(max char. 2000) *

12. Which agencies in your service area will you partner with to address the priorities listed above?
   Agency Partners:(max char. 1000) *

13. How has the agency implemented, or planned to implement, the organizational standards, and how will these changes enhance program delivery to move people out of poverty?
   Organizational Standards:(max char. 2000) *

14. Describe how the agency meets the childcare support services and referral requirements of Section 678G (b) of the CSBG Act?
   (b) Child Support Services and Referrals - During each fiscal year for which an eligible entity receives a grant under section 675G, such entity shall:
   (1) inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this subtitle about the availability of child support services; and
   (2) refer eligible parents to the child support offices of State and local governments.
   Childcare support services and referral requirements:(max char. 500) *
Once you have reviewed responses to all sections of the questionnaire—mark as complete.
FY19 CSBG Application

- Return to application components
- Select next Component
- Contract Work Plan—Similar to FY18 Application
Contract Work Plan

H2H Homeless to Housing

Application
Application: 00414 - Test 4
Program Area: Community Services Block Grant (CSBG)
Funding Opportunities: 00409 - FY19 Community Services Block Grant
Application Deadline: 03/31/2018

Instructions
In an effort to better understand what programs your agency operates and how those programs interact with the national goals, please complete the following table for all programs operated under your in-partite board structure:

<table>
<thead>
<tr>
<th>CSBG One-Year Work Plan</th>
<th>Mark as Complete</th>
<th>Go to Application Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name:</td>
<td>Brief Program Description:</td>
<td>National Indicator:</td>
</tr>
</tbody>
</table>

Last Edited By:
Contract Work Plan

After all parts of work plan have been entered and reviewed—Mark as Complete
Request to Subcontract

• Similar to FY18
• If your agency does not subcontract its CSBG funds: --open component and then mark as complete
• If your agency subcontracts—click on “Add”
• When all are added—mark as complete
FY19 Budget

- The budget form is different for the FY19 application

<table>
<thead>
<tr>
<th>Application: 00415 - Test 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Area: Community Services Block Grant (CSBG)</td>
</tr>
<tr>
<td>Funding Opportunities: 00409 - FY19 Community Services Block Grant</td>
</tr>
<tr>
<td>Application Deadline: 08/31/2018</td>
</tr>
</tbody>
</table>

**Instructions**

In the budget description, please provide budget details including expected number of FTEs, expected consultants, and specifics for any funds requested for "Unclassified Other."

**Budget Description**

Please provide a description of the budget request including FTEs, consultants, and specifics to be funded under unclassified other.

<table>
<thead>
<tr>
<th>CSBG Requested Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Category&quot;</td>
</tr>
<tr>
<td>Salaries &amp; Wages/Fringe:</td>
</tr>
<tr>
<td>Consultants &amp; Contracts:</td>
</tr>
<tr>
<td>Direct Client Services</td>
</tr>
<tr>
<td>Communications</td>
</tr>
<tr>
<td>Consumable Supplies</td>
</tr>
<tr>
<td>Rents/Lease/Purchase of Equipment</td>
</tr>
<tr>
<td>Space Cost</td>
</tr>
<tr>
<td>Unclassified Other</td>
</tr>
</tbody>
</table>
**FY19 Budget**

**Application**

**Application: 00415 - Test 5**

**Program Area:** Community Services Block Grant (CSBG)

**Funding Opportunities:** 00409 - FY19 Community Services Block Grant

**Application Deadline:** 08/31/2018

**Instructions**

In the budget description, please provide budget details including expected number of FTEs, expected consultants, and specifics for any funds requested for "Unclassified Other."

**Budget Description**

**CSBG Budget Description:** (max char. 2000)

Please provide a description of the budget request including FTEs, consultants, and specifics to be funded under unclassified other.

**CSBG Requested Budget**

<table>
<thead>
<tr>
<th>&quot;Category&quot;</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages/Fringe:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Consultants &amp; Contracts:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Direct Client Services:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Communications:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Consumable Supplies:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental/Lease/Purchase of Equipment:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Space Cost:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Unclassified Other:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Budget reminders

• Budget categories:

1. Salaries & Wages/Fringe---combined category
2. Consultants & Contracts
3. Direct Client Services
4. Communications
5. Consumable Supplies
6. Rental/Lease/Purchase of Equipment
7. Space Cost
8. Unclassified Other—specifics included in this category must be spelled out in the budget description.
Budget: Salaries, Wage & Fringe

This Category now combines salary and fringe on 1 budget line:

• Gross payroll for all full-time and part-time employees **charged directly** to CSBG program.

• Amount should include both Program staff and Program Administrative salaries and wages **if** billed as direct costs **and** supported by time & activity reports when required.

• Note: Indirect charges to program should be reported under “Unclassified Other”
Budget: Salaries, Wage & Fringe

• Fringe (including payroll taxes):

• Employer’s Payroll Taxes:
  Social Security, Medicare, State Unemployment, Federal Unemployment, & Worker’s Compensation

• Fringe Benefits:
  Health, Dental, Life, Vision & Disability Insurance
  Pension, Retirement & 401(k), and certain leave*

* Consult applicable OMB Circulars
Admin vs Program reminder

- The budget designed for this application and contract does not break out the admin costs to be reported in the annual report—module 2.

<table>
<thead>
<tr>
<th>A.2k. Total CSBG Expenditures (auto calculated)</th>
<th>$0</th>
</tr>
</thead>
</table>

A.3. Of the CSBG funds reported above, report the total amount used for Administration. For more information on what qualifies as Administration, refer to IM 37.

- For Annual Report consideration of administrative costs and for system tracking: Administrative cost information and guidance is available in Information Memorandum 37.


Also consult 45 CFR Part 75 (HHS implementing regulations for 2 CFR Part 200 and 42 U.S.C. 9916(a)(1)(b)

Terms and conditions to support the CSBG program can be found online at: http://www.acf.hhs.gov/grants/post-award-requirements
Consultants & Subcontracts:

Most common type of expenditures reported under this category:

• Payments to third parties under sub-award and/or sub-contract agreements to provide services or activities specified in the CSBG contract.

Note: All sub-contract agreements must be approved in advance by SCSO (“Request to Subcontract” part of CSBG application)

Other types of expenditures under this category:

• Fees for annual single audit (if required and direct-costed)

• Other professional fees such as T&TA (must be allowable under CSBG rules, regulations & guidelines)
Examples: Travel

Reminder—documentation needed for travel RFFs

Out of State Travel
- Airfare
- Lodging
- Meals (per diem)
- Conference/Registration Fees

In-State Travel
- Personal Vehicle Mileage Reimbursements
- Motor Pool (if direct-costed)
- Vehicle Fuel
- Lodging
- Meals (per diem)
- Conference/Registration Fees
Examples: Space Costs and Rental

Most Common Expenditures include:

- Office/Facility Rent
- Utilities (power, gas, water)
- Minor Building Repairs & Maintenance
- Janitorial Services
- Grounds Maintenance
- Trash Removal
- Insurance (buildings)
Examples: Consumable Supplies

Most Common Expenditures include:

- Office Supplies
- Copier & Printing Supplies
- Classroom Supplies
- Computer Software & Supplies
- Subscriptions and Publications
Examples: Rent/Lease/Purchase of Equipment

Most Common Expenditures include:

- Equipment Rental (copier lease)
- Computer Hardware
- Equipment Purchases

Other Expenditures that fit here:

- Equipment Repair & Maintenance
- Vehicle Repair & Maintenance
Examples: Unclassified Other

Most Common Expenditures include:

- Indirect and Admin Cost Pool costs allocated to CSBG
- Insurance, such as D & O Liability
- Dues & Membership Fees

(Note—Direct Client Services is now on a separate budget line)
The Skinny

• Application instructions, budget reminders, and excel forms for Modules 2, 3, and 4 are attached to the funding opportunity and will also be available on the website.

(Note: You will be submitting your agency’s 1st Module 2, 3, and 4 reports to me in January 2019)

• Anticipated dates: Open Aug. 1—Close Aug 31st

• Contracts---Effective date Oct. 1---but award letter must be received ahead of contracting
Questions?