2022 CSBG Work Plan
Updates & Changes

(aka 2022 CSBG Attachment C)

Division of Community Services (DCS)
New York State Department of State (DOS)
Updated: July 2021
What we’ll discuss...

• Review CSBG Reminders

• Review CSBG Work Plan Changes and Updates
  • To save time, we’ll review only the newest changes and updates to the work plan (aka Attachment C)
  • We’ll identify possible cut/paste issues that might crop up if utilizing previous year work plans to enter information.
  • We’ll note where eligible entities with multiple county designations can enter county specific information

• Review CSBG Work Plan Common Errors

• Review Issues That Can Hold Up the Contract Approval

• Helpful Resources

• Questions?
Reminders

• CSBG Income Eligibility:
  • Legislation, included in the 2020 CSBG CARES Act, to increase CSBG income eligibility from 125% FPL to **200% FPL** ends September 30, 2021.
  • **Effective October 1, 2021,** CSBG Income Eligibility, will revert to **125% FPL** (unless federal legislation is approved to extend the 200% increase).
  • NASCSP provided a legislative update on 7/12/21, the House appropriations subcommittees released their marked-up appropriations bill for Fiscal Year 2022. Included in this bill was to increase CSBG eligibility to 200% for the FY2022. **This eligibility increase must pass in a full funding bill, a temporary funding resolution, or a reauthorizing bill before the September 30 deadline to avoid any interruption to 200% FPL services.**

• CARES Act Supplemental Funds:
  • Be sure to maintain separate, accurate, and complete customer and program records for the CSBG CARES Act Supplemental Funds contract.
  • CSBG CARES Act funding has a contract term until 9/30/22 or when all funds are fully expended (whichever comes first).
  • An amendment can be requested at anytime.
Work Plan Changes & Updates by Tab/Page

*indicates significant change

- C-1b: Program and Services to Address the Demonstrated Community Needs.
- C-2a: Work Plan and Program Progress Report (PPR) – Agency Capacity Building
- C-2b*: Work Plan and Program Progress Report (PPR) – Agency Partners
- C-2c: Work Plan and Program Progress Report (PPR) – Work Plan & PPR
- C-4a*: Community Partnerships
- C-4d: Community Initiative Status Form
C-1b Programs & Services to Address the Demonstrated Needs

- Title Updated to ‘Programs and Services to Address the Demonstrated Community Needs’
- Added “Location (List Name of County)” under “Name of Community/Sub-Community Served”
C-2a Work Plan and Progress Report (PPR) - Agency Capacity Building

• Page Numbers – Added Reminder
C-2b* Work Plan and Program Progress Report (PPR) – Agency Partners

Only 3 things need be completed on this page:

1. Add page number (continues from the C-2a as instructed)
2. Check Work Plan/Amendment box as appropriate
3. Add information under the “Method(s) of Measurement/Verification” on this tab on how outcome progress can be verified.

NOTE: The number of partners as listed on the C-4a is auto calculated for each type of partner on this tab/page.

Caution: Do not copy & paste from previous versions in all boxes (it will void the auto calculation formulas).
### 1. Agency Goals Identified in the Needs Assessment or Strategic Plan are Addressed

**A. Capacity Building Activity:**

<table>
<thead>
<tr>
<th>Number of Organizations (including public and private sector)</th>
<th>Capacity Building Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit</td>
<td>B.5x1</td>
</tr>
<tr>
<td>Faith-Based</td>
<td>B.5x1</td>
</tr>
<tr>
<td>Local Government</td>
<td>B.5x1</td>
</tr>
<tr>
<td>State Government</td>
<td>B.5x4</td>
</tr>
<tr>
<td>Federal Government</td>
<td>B.5x1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

**Total Number of Organizations (capacity building):** 0

**Total Number of Organizations (all activities):** 0

*This must be completed.*

### Annual Target

This column automatically calculates once the C-4a Partnerships List is completed.

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C-2c: Work Plan and Program Progress Report (PPR) – Work Plan & PPR

- Total Number of Pages
- Location (List Name of County) – Separate Work Plan Pages are required for different designated service areas/counties.
C-4a Community Partnerships

1. Enter Name of Organization

2. Select Type of Organization (same list on C-2b) from pull down menu. This is where the count of partners for the C-2b will be drawn.

3. Add a BRIEF Description of Involvement (Role)
   • Ex. 1. This partner will provide participant referrals to the Summer Youth Jobs Program.
   • Ex. 2. Each agency will allow the other to utilize space within the other’s outreach center 1 day per week, allowing customers greater accessibility to both agency services.

NOTE: Both the “Number of Partners listed below” and “Number from Attachment C-2b” auto calculate.

Caution: This information will not likely copy & paste from previous versions of the work plan easily.
### C-4a* Community Partnerships (Image)

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Type of Organization</th>
<th>Brief Description of Involvement (Role)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C-4d Community Initiative Status Form

NOTE: This tab/page is OPTIONAL and is NOT required for contract submission.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>FFY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Period</th>
<th>Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/21 to 9/30/22</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use the dropdown menu to select the response where appropriate *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Initiative Name</td>
</tr>
<tr>
<td>2. Initiative Year</td>
</tr>
<tr>
<td>3. Problem Identification</td>
</tr>
<tr>
<td>4. Goal/Agenda</td>
</tr>
<tr>
<td>5. Issue/CSBG Community Domain</td>
</tr>
<tr>
<td>6. Ultimate Expected Outcome</td>
</tr>
</tbody>
</table>

- Corresponds to Module 3 - Identify one community initiative to be reported on at the end of this FFY.
Review CSBG Work Plan Common Errors
Top 10 Errors

1. Work Plan pages: Annual Target does not match the Benchmark or Milestone
2. Work Plan pages: Too much text!! Keep narratives simple/basic. Text is often hidden as it expands past the size of the cell.
3. Summary: CSBG Direct Funds amount miscalculated.
4. Summary Page: Formulas removed
5. Planned Use Page(s): Goal totals miscalculated/direct amount off
6. Throughout: Spelling errors
7. Missing or incorrect contract number (typically due to copy/paste from previous versions)
8. Incorrect contract period (typically due to copy/paste from previous versions)
10. Amendments: Strikethrough and red text included in submission.
Issues That Can Hold Up Contract Approval

1. Vendor Responsibility Questionnaire is outdated (this must be updated every six months).

2. Certification of Workers’ Compensation and Certification of Disability Insurance is expired and/or Department of State is not listed as the entity requesting proof.

3. Charities Registration is not current.

4. Not being prequalified in Grants Gateway.

5. Master Signature Page - the signature dates are different for the agency representative and the notary.

6. Standard Voucher was not submitted.
Helpful Resources


• Grants Gateway Prequalification - https://grantsmanagement.ny.gov/live-webinars#registration-and-prequalification


• Charities Bureau - https://www.charitiesnys.com/