

# Community Services Block Grant (CSBG)

## OCEAN CSBG Grant Application Processes

1. There are two choices when creating a new CSBG grant. A new grant may be created from scratch or copied from the previous grant.
  - a. Create a New Grant Application
    - i. This option allows for a blank grant to be created. No program or budget information will be copied.
    - ii. *OCA should encourage agencies not use this option when creating the CSBG Grant. All of the hard work done with completing the previous grant will not be copied to the new grant and CAAs will be forced to start from scratch.*
    - iii. T&TA Grants will probably use this option because these are one time grants.
  - b. Copy from Existing Grant Application
    - i. This option copies the majority of the program and budget information from their previous CSBG grant (Approximately 90% of the program information will be copied). **Financial information will not be copied.** *This should be the OCA recommend option when creating a CSBG grant.*
      1. CAAs are able to select which programs to copy
      2. CAAs will have **one** opportunity to copy their programs. The recommendation should be made to copy all programs and delete any unwanted programs.
      3. The grant copy process will copy from the latest "Approved" grant.
        - a. Changes made to grants revisions that are not "Approved" will not be copied.
        - b. Any desired changes made to an active revision will have to be manually entered in the new program.
          - i. **Important:** This applies only to programmatic changes since the financial dollars are not copied to the new grant.
      4. OCEAN will generate an e-mail advising when the grant copy is complete.
    - ii. CAAs may modify any of the program or budget information copied to the new grant.
2. **CSBG Grant Application** - Top and left navigation contain grant information and the pages within the grant.
  - a. The top header contains
    - i. Grant Number
    - ii. Grantee Name
    - iii. Grant Type
    - iv. Grant Funding – Amount of CSBG funds
    - v. Grant Period
    - vi. Grant Application Status – Displays which revision you are viewing.
    - vii. Grant User – Displays the CAA user that created the grant application.
    - viii. Total Agency Funding – All funding sources including CSBG.
3. **Grant Application - Common** – The agency address and telephone numbers are automatically populated. The information comes from the Organization Search page. CAAs will select The Executive Director, Contact Person and Board Chari Person. **Important:** If an individual is not listed in the drop-down menu, create an OCEAN help desk ticket and the OCEAN Help Desk will update the data.

4. **Grant Application Funding Source** – Agency funding sources must be entered on the Grant Application Funding Sources page before the funds can be imported to the CSP Program(s).
  - a. The Funding Source ID for CSBG funds is “HHS CSBG” and all other funds are “User Defined.”
  - b. CSBG funds are entered by OCA and are not editable.
  - c. All User Defined funds will be editable and copied in the grant copy process.
  - d. The Funding Source and Organization will be copied
  - e. The Start and Expiration date will be defaulted to the grant period
  - f. The Amount of funds will not be copied
  - g. CAAs may edit or delete any User Defined funding source
  
5. **Grant Application Programs/ROMA** – The program set-up and ROMA Workplans are now combined. The majority of the program/workplan data will be copied during the grant copy process.
  - a. The columns in the grid are all sortable and contain important information to distinguish the programs:
    - i. Program Name
    - ii. OCEAN Program – Yes or No
    - iii. ROMA Goal
    - iv. Framework
    - v. CSBG Funded – Amount of CSBG Funds utilized with the program
    - vi. Reviewed and Status
    - vii. Click the pencil to edit or the trash can to delete programs.
  
  - b. Program Information
    - i. The program name, acronym, start and end dates are updated with the new grant dates during the grant copy process.
    - ii. The Primary Age Requirement is the minimum age for clients eligible for the program.
    - iii. The Program Description should be a summary of the program that is intended for external customers. The program description will be on the Program Referrals report.
  
6. **Grant Program - CSP Specifics** - The majority of the data will be copied during the grant copy process except for the Performance Target and the Measure Targets.
  - a. Benefit Program Types
    - i. Standard CSP
      1. Most CSP program will have this option. These are programs created by the CAAs.
    - ii. CSBG Grant Tracking
      1. OCA funded programs.
      2. OCA controls the selection of the ROMA Goal, Framework Code and Program code.
      3. “**HEAP/PIPP/WCP/SCP**” checkbox is for the HEAP Bundled program
        - a. The goal is to report client accomplishments on the quarterly ROMA Workplans. The data will automatically be populated as clients receive LIHEAP assistance.
        - b. CAAs will not take a CSP application for the HEAP Bundled programs
        - c. A HEAP Bundled program is required for all CSBG grants.
      4. “**HWAP**” checkbox is for the OCA HWAP Program
        - a. CAAs will manually report their accomplishments on the quarterly ROMA Workplans.
        - b. CAAs will not take a CSP application for the HWAP programs

“EPP” checkbox is for the OCA EPP Program

- c. CAAs will manually report their accomplishments on the quarterly ROMA Workplans.
  - d. CAAs will not take a CSP application for the EPP programs
5. See the document “Creating the State-Funded Programs” for detailed information about how to set-up these programs.
- b. OCEAN versus External Programs
- i. Determines how the reporting of outcomes accomplished is reported on the quarterly ROMA Workplans.
  - ii. **OCEAN Programs** – The actuals on the Goal Details page for the quarterly ROMA Workplans are read-only. The actuals will be populated based on the verifications the client receives on the CSP Applications.
  - iii. **External Programs** – The actuals on the Goal Details page for the quarterly ROMA Workplans will be entered manually. OCEAN will not populate the actuals
- c. ROMA Goals, Framework Codes, Program Codes and Measure Targets
- i. The codes listed in drop-down boxes are dynamic and based on the previous selection.
    1. ROMA Goal
      - a. Required for all programs
    2. Framework Code – The list of available codes is based on the ROMA Goal selected.
      - a. Required for all programs with the exception for ROMA Goals 6.1 and 6.2 which allowing the bundling of benefits.
      - b. The Framework code for these programs may be assigned at the benefit level.
    3. Program Code – The list of available codes is based on the Framework Code selected
      - a. Required for all programs.
  - ii. The Measure Targets compare the Performance Target projections to the Goal Details projections. They ensure that the required outcomes for the ROMA Goals are being reported correctly and will display a validation message if the amounts due not reconcile.
  - iii. ROMA Goal #1
    1. Customers Enrolled – Required
    2. Customer Achieve Performance Target – Required
    3. Living Wage – Optional
    4. Money received by customers as Payments, Credits or Savings – Optional
  - iv. ROMA Goal #2 ( Two options to choose from)
    1. **Improvements and Revitalization**
      - a. Projects or Initiatives – Required
      - b. Opportunities and/or Community Resources Preserved or Increased – Required

**Or**

    2. **Quality or Life Asset**
      - a. Projects or Advocacy Efforts – Required
      - b. Community Assets, Services or Facilities Preserved or Increased – Required

- v. ROMA Goal #3
  - 1. Low-Income Customers – Required
- vi. ROMA Goal #5
  - 1. Outcomes – Required
- vii. ROMA Goal # 6.1 (Independent Living) (**Option to bundle framework codes**)
  - 1. 6.1A – Senior Citizens – Required
  - 2. 6.1B – Individuals with Disabilities
    - a. 0-17 Years – Required
    - b. 18-54 Years – Required
    - c. 55 Years and Older – Required
  - 3. 6.1A and 6.1B (**Bundled**)
    - a. Senior Citizens – Required
    - b. 0-17 Years – Required
    - c. 18-54 Years – Required
    - d. 55 Years and Older – Required
- viii. ROMA Goal #6.2 (Emergency Services) (**Option to bundle framework codes**)
  - 1. The benefit funnel may contain many benefits and different framework codes. Each benefit will have a seeking and receiving milestone.
    - a. Seeking – Required
    - b. Receiving – Required
- ix. ROMA Goal #6.3 (Child and Family Development)
  - 1. Enrolled – Required
  - 2. Achieved – Required
- d. The **Performance Target** is a statement describing the goals of the program, changes in behavior, clients enrolling and achieving success that is bound in time.
- e. The **Income Configuration** determines the income guidelines used to determine eligibility for the program. This section will be copied during the grant copy process.
  - i. Income Ratio Minimum % is the minimum income percentage required for the program.
    - 1. Required for all programs.
    - 2. The majority of the CAAs will select zero has the minimum income percentage.
  - ii. Income Ratio Maximum % is the maximum percentage required for the program.
    - 1. Clients exceeding the maximum percentage will not be eligible for the program.
    - 2. This is an optional program requirement
    - 3. CSBG eligibility is capped at 125% of the Federal Poverty Ratio. CAAs should be careful when utilizing CSBG dollars and other funding source with different eligibility requirements. The program requires clients to be CSBG eligible for the percentage of funds CSBG is contributing to the program.
- f. The **Eligibility Configuration** determines requirements for the program. This section will be copied during the grant copy process.
  - i. Eligibility Types allow for income to be waived for programs based on the selection.
    - 1. A document will be required if any of the choices are selected to explain the use of the waiver.
  - ii. CAAs will choose the required fields for the program
    - 1. SSN may be required for the Primary Applicant, Household Member or Not Required.

2. Citizenship may be required for the Primary Applicant, Household Member or Not Required.
  3. Household Age Min and Max are optional
  4. If the Household Disabled is checked, then someone in the household must be disabled to be eligible for the program.
  5. Primary Applicant Housing requirements can restrict the eligibility based on “Renting” or “Owning” a home.
7. Grant Program – **Contact Information** - This section will be copied during the grant copy process.
- a. CAAs may have multiple contacts for a program.
  - b. There are three Contact Types to select
    - i. Program
    - ii. Program/Workplan
    - iii. ROMA Workplan
8. Grant Program – **Narrative** - This section will be copied during the grant copy process.
- a. The narratives are separated into 5 response categories according to the five questions that need to be answered in the program narrative: WHO, WHAT, WHEN, WHERE and HOW the program will be implemented. All 5 sections of the program narrative must be completed.
9. Grant Program - **Funding Sources** - All HHS CSBG and User-Defined funds will be imported in the programs. User Defined funds must be entered on the Grant Application Funding Sources page before they may be imported to the programs. To add the funds to the program, select the funding source and enter amount. Click the Import button to add the funds. To delete or edit a funding source, click on the red X to delete and the pencil to edit. This section will not be copied during the grant copy process.
- a. The Funding Source drop-down shows the funding sources with allocations > than \$0.00.
    - i. If the funding source is not available in the drop-down list, then the money has been allocated to other programs or the funding source was not created on the Grant Application Funding Source page.
  - b. Enter the amount of funds that will be utilized for the program and click the “Import” button to add the funds.
  - c. To modify the amount of funds for the program
    - i. Delete the funding source by clicking the red X
    - ii. OCEAN will refresh and display the funds available for Import. Import the desired funds.
  - d. There are two types of funding Sources
    - i. Money
    - ii. In-Kind – Not actual dollars but are contributions made by a partner. This could be donated office space. The value would be the estimated value of the office space.
  - e. Save the program so the funds will be saved to the program.
10. Grant Program – **Funding Source Types** – This section will not be copied during the grant copy process.
- a. CAAs will project quarterly expenditures for the funding sources (Quarters 1 thru 8).
  - b. OCEAN will display a validation message if the quarterly projections do not equal the Funding Source amounts.
  - c. In-Kind funding sources will be reported under the Community Investment section.

- d. OCEAN will display an error message if the funding source type is not selected on the Funding Sources page. Example: If Community Investment dollars are entered and there is no In-Kind funding source then OCEAN will display an error message stating the amounts do not match.
11. Grant Program – **Income Sources** – The income sources page shows the income types used in determining client eligibility. The Income Sources will be copied from the prior grant.
    - a. CAAs will select the income documentation required and if the income will be used in calculations to determine eligibility for the program.
  12. Grant Program – **Customer Ineligibility Reasons** - Agencies may identify specific ineligible reasons for a program. Default ineligible reasons are not editable. This section will be copied during the grant copy process.
  13. Grant Program – **Partnerships** – Program partners may be keyed directly versus selecting the partner from a drop-down list. Click “Add Program Partner” to add a program partner. To delete or edit a program partner, click on the red X to delete and the pencil to edit. This section will be copied during the grant copy process.
  14. Grant Program – **Staff Involvement** – Check the staff persons involved with the program/workplan. The staff checked will be sorted first in the list of available staff. This section will be copied during the grant copy process.
  15. Grant Program – **Developmental Framework** – Will be utilized with partnerships are listed with a program. The Developmental Framework documents the collaboration between the partner and CAA. CAAs and OCA have the ability to be notified when a product is approaching or passed the completion date. This section will not be copied during the grant copy process.
  16. Grant Program – **Activities** - The beneficiary type default value is “Member.” CAAs will create Activities based on program and reporting needs for the CSP program. There are OCEAN reports that show activities accomplished by the customer. Activities may or may not serve as verifications for the Program Milestones. This section will be copied during the grant copy process.
  17. Grant Program – **Benefits** – The beneficiary type default value is “Member.” CAAs will create Benefits based on program and reporting needs for the CSP program. There are OCEAN reports that show benefits accomplished by the customer. Benefits may or may not serve as verifications for the Program Milestones. This section will be copied during the grant copy process.
    - a. The Framework code for ROMA Goals 6.1 and 6.2 may be bundled. The framework code may be chosen at the benefit level.
    - b. The Auto Add option allows for benefits to be added to the client’s application when an application is created.
    - c. The Unlimited option has no limitations on quantity.
    - d. The Location of Eligibility allows the benefits to be eligible based on county.
    - e. The Eligibility Timeframe allows the distribution of benefits by the quantity of the benefit for the time period Week, Month and Year.
    - f. A benefit may have more than one program funding source associated to it.

- g. Benefit distribution may be validated based on start and end dates.
- h. CSP inventory tracks the number of items available for distribution. **Important:** If CSP inventory is selected, the inventory must be > 0 for the client to receive the benefit. CSP Inventory items are added under the menu items Utility Manager/Inventory/CSP Inventory.
- i. Benefits may be tracked by quantity and amount

18. Grant Program – **Milestone** – The framework for the client to enroll and achieve success with a program. This section will be copied during the grant copy process.

- a. There are two milestone based on the ROMA Goal selected for the program.
  - i. Milestone (Customer Milestone)
    - 1. ROMA Goals #1 and 6.3 (Child and Family Development)
    - 2. Verifications show how clients achieve milestones
    - 3. Verifications equal activities and/or benefits.
    - 4. OCEAN Programs will automatically populate milestones accomplished based on the verifications the client receives on the CSP Applications.
    - 5. External Programs will manually update the milestones accomplished.
  - ii. Organization Milestone
    - 1. ROMA Goals #2, 3 and 5
    - 2. Always External Programs
- b. Milestone Automation is the tracking of client accomplishments through OCEAN CSP Applications and the automation of Actual results reported on the quarterly ROMA Workplans.
- c. Only ROMA Goals #1 and 6 are able to use milestone automation to automatically report the actuals results on the quarterly ROMA Workplans. This will apply to the Customer Funnel and the Benefit Funnel. The automation of milestones is not available for ROMA Goals 2, 3 and 5 (Organization Funnel).
- d. Only OCEAN programs may use milestone automation. External programs will manually update their Actual results on the quarterly ROMA Workplans.
- e. Milestone Automation may be set-up for OCEAN programs.
  - i. List the Milestones associated with the program (Enrollment thru Completion)
  - ii. Associate an Activity and/or Benefit to a milestone by checking the applicable verification(s).
    - 1. The verification(s) selected for the milestone will be required in a CSP application in order for the milestone to be accomplished.
    - 2. If there are multiple verifications listed for a milestone, all verifications will need to be met before the milestone is accomplished.
    - 3. Milestones may have multiple activities and/or benefits.
  - iii. Milestones should have unique verifications so multiple milestones are not accomplished at the same time. This is a good reporting practice and essential for accurate results.
  - iv. External programs will have milestones but will **not** have verifications in OCEAN. If a program is not going to take an OCEAN application then activities and benefits are not required.
- f. Refer to the document, “OCEAN Business Processes” for more information about OCEAN versus External programs and Milestone Automation.

19. Grant Program – **Goal Details** – Lists the milestones and quarterly projections. This section will be copied during the grant copy process.
  - a. CAAs will choose the Milestones that are mapped to the reporting measures.
  - b. On the Goal Details page of the program, milestones are mapped to the reporting measures. The CAAs will decide which milestones represent the reporting measures.
    - i. The Goal Details page will list the milestone in the funnel along with their verifications.
    - ii. Any milestone may be mapped to a reporting measure. CAAs should be careful if multiple milestones are mapped to a reporting measure not to create duplication.
    - iii. In practice, most programs only have one milestone mapped to the reporting measure.
    - iv. **Tip:** If a program has multiple milestones that could lead to achieving success with a program, a generic milestone is recommended so it may be mapped to measure associated with achieving success. The specific milestones may still be used for reporting purposes but would not be mapped the measure associated with achieving success.
    - v. Milestones have a blank option to choose from so they are not mapped to the reporting measures.
    - vi. External programs will map there milestones to the reporting measure the same as OCEAN programs.
  - c. Projections and actual results are entered in the funnels on the Goal Details page and will appear in the reporting measures based on which milestones are mapped to the reporting measures. The only exception is with the reporting measure “Money received by customers as Payments, Credits or Savings” for ROMA Goal #1, these projections and actuals will be entered directly in the reporting measure.
  - d. OCEAN program actual results will automatically be reported in the quarterly ROMA Workplans based on the verifications entered on the CSP applications.
  - e. External program actual results will be manually entered in the quarterly ROMA Workplans.
20. Grant Program – **Documents** – A document type for budget will be required if CSBG funds are utilized for a program. A document type for waiver will be required if a waiver type is selected on the CSP Specifics page under the Eligibility Configuration. To add a document, click the “Add Document” and select the file to upload along with the file type and description. Click the trash can to delete a document.
  - a. Questions concerning determination of income eligibility for programs funded in whole or in part by CSBG should be directed to the agency’s field representative at the Office of Community Assistance.
21. Grant Program – **Comments** – CAAs are able to add comments for all grant applications programs.
22. Grant Application – **Budget Details** – The Direct and Indirect Cost categories are entered at the composite level. The individual CSP budgets were replaced with the composite level budget. The Direct and Indirect Cost categories must equal the CSBG allocation in order to submit the CSBG Grant. The Salary Summary section will copy the person, position and # of months, but will not copy the salaries during the grant copy process.
  - a. Salary Summary Tab
    - i. The Salary for Grant Period is the two-year salary including CSBG and other resources.
    - ii. The CSBG portion of the salary will be entered in the budget cost category for 1.1 Salaries/Wages.

- b. Budget Tab
  - i. The **Budget** categories are broken down into Direct and Indirect Costs. To modify a budget item, click on the Details button to the right of the page for the category you want to edit. To add a budget detail, click the “Add New Budget Detail.” To delete or edit a budget detail, click on the red X to delete and the pencil to edit.
  - ii. The Budget Total represents the Total CSBG Allocation.
  - iii. The Budget Allocated represents the CSP programs allocated CSBG dollars.
    - 1. If the budget allocated does not equal the CSBG allocation, then there are CSBG dollars not allocated to the CSP programs. All CSBG dollars need to be allocated.
  - iv. The Budget Remaining represents the amount of CSBG dollars not allocated in the budget categories.

23. Grant Application – **Grant Application Documents** – The required documents, assurances and grant instructions are listed here. You can click the View button to open the report. You can print the document or **save** it to your computer.
- a. After you have entered the information on the document, you can upload the document to OCEAN. Click on Attach and you will get a Document Upload window. Locate the file on your PC or network and upload the file. Enter the file type and a description of the file.
  - b. **Important:** OCEAN will not allow you to complete your CSBG Application Grant until all of the required documents are attached.
  - c. All OCA and CAA correspondences will be list under the section “Add Document.”

24. **Grant Application Checklist** – The Budget reports, Program Set-Up, ROMA Workplan and reports to print all documents are located here.
- a. OCA Form 301 – Cover Page
  - b. OCA Form 106 – Budget Summary - Justification For Adjusting Budget
  - c. OCA Form 107 – Grantee Total Agency Funding By Program
  - d. OCA Form 108 – Salaries and Wages, Itemization of Cost Category 1.1
  - e. OCA Form 110 – Fringe Benefits
  - f. OCA Form 112 – Consultants And Contracts Itemization Of Cost Category
  - g. OCA Form 114 – Travel Itemization Of Cost Category
  - h. OCA Form 116 – Space Costs Itemization Of Cost Category
  - i. OCA Form 118 – Consumable Supplies Costs Itemization Of Cost Category
  - j. OCA Form 120 – Equipment Costs Itemization Of Cost Category
  - k. OCA Form 122 – Other Direct Costs Itemization Of Cost Category

25. **Grant Application Review** – Shows the internal workflow for the grant application and any special conditions.

26. Grant Application – **Revision** – List all grant revisions. To open a previous revision, click on the pencil to open the revision. The Grant Application status displays which revision you are viewing.

27. Grant Application – **Comments** – Section for OCA and CAA to enter grant comments.

28. Grant Application Revisions – CAAs may need to make changes to their grants at some point during the two-year grant period. OCEAN allows agencies to make any changes to their grant during a revision. A color coding system has been added to grant revision so the changes made in the revision are easily identifiable to OCA Field Unit.

a. Yellow = Inserts/Updates/Deletes

- i. If you are looking at the program list, you may see programs highlighted in yellow. This represents that a change was made, but there may be different colors when you open the program depending on how the program was updated.
- ii. Blue = Updates
- iii. Red = Deletes
- iv. Green = New
- v. White – No Change