



pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

ANNUAL CSBG SYMPOSIUM

April 17 – 19, 2018

CSBG DIRECTIVES – 2018 UPDATES

CSBG Directives were last updated in January 2016

Revisions are focused on:

- Clarifications from the federal Office of Community Services (OCS),
- Changes in reporting as a result of the CSBG Annual Report and COPOS enhancements, and
- Feedback from the CSBG network

Revised CSBG Directives are anticipated by July 2018

CSBG DIRECTIVES – 2018 UPDATES

C2018-01 Administrative Procedures for CSBG Grants

- ✓ Updated language in several sections to better match the Federal CSBG legislation and CSBG Organizational Standards
 - ❑ Specifying frequency of board review of by-laws
 - ❑ Clarifying tripartite board composition
- ✓ Specifications about frequency of ROMA training for board, agency staff, and subcontractors
- ✓ Updated conflict of interest and non-discrimination policies to match DCED requirements

CSBG DIRECTIVES – 2018 UPDATES

C2018-02 Governing Boards for Private Entities

- ✓ Updated purpose and description of tripartite board sectors and composition
- ✓ Added code of ethics and board meeting requirements sections to align with C2018-01
- ✓ Reformatted the sections for clarity and readability

CSBG DIRECTIVES – 2018 UPDATES

C2018-03 Administrative Boards for Public Entities

- ✓ Revised and clarified the Selection of Administrative Boards section
- ✓ Added specific information about tripartite board composition by sector
- ✓ Clarified language and corrected errors for accuracy and readability

CSBG DIRECTIVES – 2018 UPDATES

C2018-04 Income Eligibility Determination

- ✓ Updated language in several sections to better match the Federal CSBG legislation and CSBG Organizational Standards, clarifying:
 - ❑ How funds are used for administrative purposes based on client income eligibility
 - ❑ Documentation that must be included in files for client self-declaration of income
- ✓ Updates to what should be included and excluded in income determinations.
- ✓ Expectation of what the agency should do if client cannot provide proof of eligibility at intake.

CSBG DIRECTIVES – 2018 UPDATES

C2018-05 Reporting Requirements

- ✓ Includes recognition of the Community Organization and Planning Outcomes System (COPOS) as the official system of record

- ✓ Extensive revisions to replace former Information Survey (IS) process with new CSBG Annual Report requirements
 - Module 2
 - Module 3
 - Module 4

CSBG DIRECTIVES – 2018 UPDATES

C2018-05 Reporting Requirements (continued)

- ✓ Reporting Schedule
 - Targets/baselines
 - Quarterly and annual outcomes and achievements

- ✓ Organizational Standards
- ✓ Tripartite Board and Key Agency Staff
- ✓ Fiscal Status Report
- ✓ Updates property inventory reporting

CSBG DIRECTIVES – 2018 UPDATES

C2018-06 Monitoring Procedures

- ✓ Revisions to monitoring tools such as Pre-Monitoring Questionnaire, Desk Monitoring Tool, and On-Site Monitoring Tool
- ✓ Grouping of questions is improved, revisions to language for clarity and readability, outdated questions removed
- ✓ Desk monitoring enhanced emphasis on tripartite board including composition, meetings, minutes, governance, by-laws, and personnel policies.
- ✓ CSBG discretionary grant monitoring section added

CSBG DIRECTIVES – 2018 UPDATES

C2018-06 Monitoring Procedures (continued)

- ✓ Corrective actions
- ✓ Technical Assistance Plans (TAP)
- ✓ Quality Improvement Plans (QIP)
- ✓ Integration with forthcoming Risk Assessment processes (CSBG Directive C2018-08)

CSBG DIRECTIVES – 2018 UPDATES

C2018-07 Organizational Standards

- ✓ Updates to language to emphasize Organizational Standards are now fully implemented and mandatory rather than ramping up
- ✓ Documentation to support compliance must be uploaded to COPOS, the official system of record
- ✓ Revisions to language for clarity and readability

CSBG DIRECTIVES – 2018 UPDATES

C2018-08 Risk Assessment (forthcoming)

- ✓ Continuous process of assessing risk
- ✓ Ensure federal awards are spent properly
- ✓ Identify areas where resources such as training, technical assistance, and monitoring should be directed
- ✓ Considers monitoring, audits, agency history and changes



CSBG DIRECTIVES – 2018 UPDATES

C2018-08 Risk Assessment (forthcoming)

✓ Some factors and categories include:

- Financial stability
- Quality management systems
- Board compliance
- Past program performance
- Monitoring and audits
- Timeliness and accuracy of reporting



CSBG DIRECTIVES – 2018 UPDATES

C2018-09 Results Oriented Management and Accountability (ROMA) Next Generation (forthcoming)

- ✓ ROMA performance management framework is a federal CSBG requirement
 - Requirements for ROMA training and implementation
 - Roles such as NCRI and NCRT
 - Who can conduct ROMA training
 - Frequency of training
 - Applicability to agency, tripartite board, and subcontractors

CSBG DIRECTIVES – 2018 UPDATES

Additional CSBG-related directives:

No changes at the current time -

- ✓ CW2016-01 Procurement, Bidding, and Subcontracting Procedures (revised July 2016)
- ✓ CW2017-02 Management of WAP/CSBG Property (revised July 2017)
- ✓ CW2017-03 Annual Financial Reconciliations (revised July 2017)
- ✓ CW2014-04 Taxation of Materials (revised September 2014)

CSBG DIRECTIVES – 2018 UPDATES

Additional CSBG-related directives:

No changes at the current time -

- ✓ FMC2014-01(2) Federal Program Invoices and Fiscal Status Reports for Weatherization Grants and CSBG Grants (currently under review)
- ✓ FMC2014-02(1) Federal Program “Zero” Dollar Contracts (currently under review)
- ✓ FMC2014-03(2) Contract Amendments and Budget Modifications (revised December 2017)
- ✓ FMC2016-02 Indirect Cost Support for Federally Funded Grants (currently under review)