

## FFY 2020 CSBG Application Instructions

### All CSBG application forms must be completed and submitted online via the Web Grants System

1. Using your User ID and Password, log on to Web Grants System via the internet at <https://webgrants.utah.gov/index.do> (if you have not used Web Grants before, select “Register” and follow the instructions to obtain your User ID and Password)
2. After Logging on, select “**Apply for Grants**”
3. Select under the “Title” Column, FY20 Community Services Block Grant
4. Select “**Apply**” on the right hand side of the page.

### There are 6 components to the CSBG application:

1. General Information—you will complete on accessing the opportunity
2. Application Questionnaire (3 sections: applicant information, application questionnaire, and application attachments)
3. Contract Work Plan
4. Request to Subcontract
5. Certification of Assurances
6. CSBG Budget

This guide provides step-by-step instructions for each section.

### CSBG Applicant Questionnaire

#### Part I: Applicant Information

1. **Legal Name:** enter the legal name of your agency
2. **Nonprofit:** answer yes or no as to whether or not your agency is a nonprofit/501c3
3. **AOG:** answer yes or no as to whether or not your agency is an AOG
4. **Physical Address:** provide the physical street address of your agency
5. **Mailing Address:** provide if mailing address is different from physical address
6. **City/State/Zip:** provide requested information
7. **Counties:** list all counties your agency serves.
8. **Primary Contact:** identify primary contact for this program. This individual needs to be registered on webgrants.
9. **Contact phone:** enter phone for contact
10. **Contact email:** enter email for contact
11. **EIN#:** enter agency’s EIN number
12. **DUNS#:** enter agency’s DUNS number
13. **Click SAVE**

#### Part II: Application Questionnaire

1. As you work through the following questions, it is strongly suggested that you click “SAVE” frequently.
2. Use the guide below to respond to the various questions in the form.  
**Questions 1 thru 4, & 8:** self-explanatory Board Governance related questions  
**Question 5:** Explain your agency’s process in developing your work plans. Please include when you meet (board meetings, strategic planning retreats, etc.), what processes you use to assess needs in your service area (studies, public forums, surveys, etc.), and who is involved in the planning process. Please include details on how the 3 Year Community Needs Assessment will inform your program planning processes and how your agency uses ROMA based logic models. Character limit for response: 2000.  
**Question 6:** List any funding source that has performed a fiscal or programmatic monitoring visit during the last fiscal year and through the date of application. Character limit for response: 1000.

**Question 7:** Explain the training & technical assistance and capacity building needs your agency has identified as being a high priority and what plans you have to address those needs. Please include training needs for both board members and staff. Character limit for response: 2000.

**Question 9:** List in order of priority the most beneficial projects for your agency that have been funded from CSBG Discretionary Funding. Character limit for response: 1000.

**Question 10:** List in order of priority any new activities you would propose to be funded from CSBG Discretionary Funding. Character limit for response: 1000.

**Question 11:** List all the agency's top priorities for which were identified as a result of your community surveys, forums and 3-Year Community Needs Assessment. Character limit for response: 2000.

**Question 12:** List agency partners who will work with your agency on the programs designed to address the agency's priorities. Character limit for response: 1000.

**Question 13:** Describe how the agency has or plans to implement the organizational standards and how the changes enhance program delivery to move people out of poverty. Character limit for response: 2000.

**Question 14:** Is your agency required to register with the Office of Lt. Governor, S.B. 28 and S.B. 29 that passed in the 2019 legislative session? Yes/No If yes, you will need to attach proof of registry as an attachment in the next section. Per Utah Nonprofit Association:

“Any nonprofit required to file an accounting report with the State Auditor must register with the state. Accounting reports to the State Auditor are required when a nonprofit has accepted or used more than a total of \$25,000 or more in federal, state, or local government money in their fiscal year. This \$25,000 also includes any money originally given to a state or local government which then passed the money to a nonprofit.”

### **Part III: Application Attachments**

1. Click on the name of each attachment and upload your agency's corresponding document.
2. Private CAAs are required to upload all requested attachments.
3. Public CAAs are required to upload all except proof of current charitable solicitations permit and proof of 501c3 designation by IRS
4. New attachment request—per Question 14—if your agency is required to register with the Office of the Lt. Governor, attach proof.
5. Use the “Browse” function to find the correct file on your computer drive.
6. Click on the file you want to upload, then select, “**Attach file**”
7. Complete this process for each of the required attachments.
8. When finished with Questionnaire—Click “Save”
9. Click “Back” to view the menu of components for the application

### **Contract Work Plan**

1. Select “**Contract Work Plan**” from the Components menu.
2. Click on “**Add**” at the top of the page.

**Note: you will need to enter information about each program separately. Once you have entered information for the first program, select “Add” and repeat this process for as many programs as are operated under your tripartite board. You should include all programs overseen by your tripartite board.**

3. **Program Name:** Enter your agency's program name (i.e. Emergency Assistance)
4. **Brief Program Description:** A short narrative (i.e. direct emergency assistance to low-income individuals and/or households)
5. **National Indicator:** Enter the corresponding National Indicator that will be used to report outcomes for each program. You may use multiple indicators if necessary.
6. **New Program:** Enter “Yes” if this is a new program for the upcoming Federal Fiscal Year. Otherwise, leave blank.

7. **CSBG Funds:** Enter the amount of CSBG Funds you propose to use for this program. Remember this is your whole agency operation under the tripartite board, so there may be NO CSBG Funds being used.
8. Click on **“Save”**
9. Select **“Add”** and repeat process for as many programs as you need to enter.
10. Upon entering in all of your programs, click on **“Save”**, then **“Continue”**.

### **Request to Sub-Contract**

1. Select **“Request to Subcontract”** from the Components menu.
2. If you have no subcontracts—simply mark as complete and continue to next section.
3. Select **“Add”** in the top portion of the screen.
4. Complete this form for each of your proposed subcontract agreements. In the space provided, enter a Brief Program Project Description regarding the services to be provided by the subcontractor. It should be a short narrative, such as “Provide Emergency Shelter”, or “Teach ESL Classes”. Under the column headed CSBG Funds, indicate the amount of CSBG funds to be used in each activity conducted by the subcontractor.
5. Click on **“Save”**
6. Repeat the process if you have additional subcontractors.
7. Select **“Continue”**

### **Certification of Assurances**

1. Select **“Certification of Assurances”** from the Components menu.
2. This is an updated list of Federal assurances for the Community Services Block Grant. Please read over the assurances and check the box at the top of the page when finished.
3. Click on **“Save”**

### **CSBG Program Budget**

1. Select **“CSBG Budget”** from the menu.
2. Please describe what you are requesting in the budget lines in the budget narrative, including description of expected FTEs, consultants and specific request for unclassified other.
3. Salaries and Fringe—enter combined total of salaries and fringe from program and program administrative staff that directly charge to CSBG. (Indirect staff costs and/or admin pool should not be charged here but be part of the Unclassified Other budget line item).
4. Consultants/Contracts: Subcontracts must be approved by SCSO and included as part of the application—“Request to Subcontract”. Other 3<sup>rd</sup> party payments (allowable per CSBG rules, regulations, and guidelines) may be included here and should be included in your budget narrative.
5. Direct Client Services-- Enter expected budget need for this line
6. Communications-- Enter expected budget need for this line
7. Consumable Supplies-- Enter expected budget need for this line
8. Rental/Lease/Purchase of Equipment-- Enter expected budget need for this line
9. Space Cost-- Enter expected budget need for this line
10. Unclassified Other: Enter expected budget need for this line Note: the budget description should include specific breakdown (activity and amounts) for the Unclassified Other budget line request.
11. Completely fill out this entire form for your CSBG Funds. Once completed, select **“Save”**

You should now have check marks next to each component under the “Complete?” column of the main application Components page. Now, it’s time to review your application prior to submitting.

Click on **“Application Details”** to review your completed application.

**NOTE: National Indicators listed on the Work Plan Summary should be referenced within the CSBG National Goals as well.**

If you need to make any corrections, close the preview screen and simply select the component you want to change from the Application Components menu. Click on “**Edit**” at the top of the page, make any necessary corrections, and then click on “**Save**”. Complete the remaining steps as listed above for each of the components you want to revise.

When the application is to your satisfaction, all you have to do is click on “**SUBMIT**” from the application menu screen. **WARNING:** Once you click on “Submit”, you will no longer be able to edit your application. If you subsequently discover that revisions need to be made, you will need to contact SCSO and request that your application be put in “correcting” status.

Your CSBG application must be completed and submitted online by **Friday August 30, 2019**. Should you have any questions, please call and I’ll be happy to assist you

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