**To:** Josh Brammer

Office of Information and Regulatory Affairs (OIRA)

 Office of Management and Budget (OMB)

**From:** M. Monique Alcantara

Office of Community Services (OCS)

 Administration for Children and Families (ACF)

**Date:** May 4, 2020

**Subject:** NonSubstantive Change Request – Community Services Block Grant (CSBG) Program Model Plan Applications (OMB #0970-0382)

This memo requests approval of nonsubstantive changes to the approved information collection, Community Services Block Grant (CSBG) Program Model Plan Applications (OMB #0970-0382).

***Background***

The Office of Community Services (OCS) recently received CARES Act supplemental money through the Community Services Block Grant (CSBG) program. CSBG grantees will need to submit a state plan application to apply for supplemental funding.

***Overview of Requested Changes***

The supplemental state plan application is based on the approved standard CSBG State Plan (0970-0382) application. The main difference is that the application for the supplemental has fewer questions/less information.

***Time Sensitivities***

The supplemental funds have to be released as quickly as possible, and the form needs to be built in the On-Line Data Collection system (OLDC), which means OCS needs the supplementary state plan application ready for grantees by **early the week of May 11th.**