

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: June 17, 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. As a result, OCS updated the CSBG State Plan information collection to include an application for CSBG grantees to apply for supplemental funding. Since approval of the supplementary application, OCS has identified minor revisions to improve the submission process and cause less burden to the grantee. Additionally, some errors were found in the original text.

Overview of Requested Changes

The following is a summary of the revisions to improve the submission process and to address minor errors in the originally approved text.

1. Title page added
2. **Section 5, Page 8:** technological revision – a second radio button was added to allow the grantee to submit the plan. The previously approved version would have resulted in the grantee having to check the box even if the statement was not true.
3. **Section 5, Page 9:** technological revision – radio buttons were added to allow the grantee to provide a negative response. The previously approved would have resulted in the grantee having to provide a response even if there were no special circumstances made. This reduces the burden for states that have a negative response.
4. **Section 7, Page 12:** Corrected the CSBG Act citation
5. **Section 12, page 20:**
 - a. **12.1a** – updated the responses to clearly show “no” and “yes”.
 - b. **12.2** – the original responses were copied from 12.1a. This was an oversight. Language was revised for accuracy.
 - c. **12.3** – the original responses were copied from 12.1a. This was an oversight. Language was revised for accuracy.

6. **Section 14, pages 22 – 28:** There is language throughout that refers to “disaster supplemental”, however this language should read “CSBG CARES Supplemental”. Language was revised for accuracy.
7. **Section 14, pages 23 – 25:** Questions 14.2 – 14.3d were numbered incorrectly. Numbering was revised for accuracy.
8. **Section 14, page 25:** A duplicate question was deleted.

Time Sensitivities

OCS needs the supplementary state plan application ready for grantees as soon as possible, so review and response as soon as possible is appreciated.