



The CSBG Tribal Administrator Handbook: A Guide to Successful Program Administration

May 4, 2022



Welcome and Introductions



Workshop Objectives

- To provide an overview of the CSBG Tribal Administrator Handbook project.
- To introduce the draft outline for feedback from the CSBG Tribal Network.
- To discuss topics of interest for further information & inclusion in the final tool.



The Project



Tribal Administrator Handbook

- A comprehensive guide for CSBG Tribal Administrators that outlines the programmatic expectations, policies, and procedures of CSBG.



The Goals

- Orientation for New Staff
- Quick Reference for Questions & Research
- Ongoing Resource That Can Be Updated
- Accessible Tool that is Easy to Use



Help is always available

- OCS Tribal Team: csbgtribes@acf.hhs.gov
- Lux Tribal TTA Team: tribalta@luxcg.com
- CSBG Online Tribal Resource Center:
csbgtribalta.com



OCS Tribal Team



- **Isaac Davis**, Program Specialist
Isaac.Davis@acf.hhs.gov
(202) 401-5335
- **Lindsey Chatfield**, Program Specialist
Lindsay.Chatfield@acf.hhs.gov
(202) 401-5384
- **Judith Jacques**, Program Specialist
Judith.Jacques@acf.hhs.gov
(720) 695-3396
- **Jane Golden**, Tribal Liaison
Jane.Golden@acf.hhs.gov
(202) 401-9380

Lux Tribal TTA Team



- **Nicole Oxendine**, Vice President
Nicole.Oxendine@luxcg.com
(301) 244-3557
- **Patrick Strickland**, Senior Advisor
Patrick.Strickland@luxcg.com
(301) 798-7688
- **Monica Toya**, Program Associate
Monica.Toya@luxcg.com
(240) 885-5753
- **Erica Smith**, Program Associate
Erica.Smith@luxcg.com
(240) 660-3717



The Outline



Table of Contents

- Contacts & Support for CSBG Tribal Grant Recipients
- CSBG Overview
- Successful CSBG Program Implementation
- Assessment of Needs & Resources
- CSBG Tribal Plan & Application
- Service Delivery & Grant Management
- Evaluation & Reporting
- On-Line Data Collection (OLDC) System



Contacts & Support

- [OCS Tribal Team](#)
- [Lux Tribal TTA Team](#)
- [CSBG Online Tribal Resource Center](#)



CSBG Overview Topics

- CSBG Mission, Purpose & History
- CSBG Core Services
- CSBG Tribal Network
- National Network of CSBG Partners
- Public Law 102-477





CSBG Overview Resources

- [CSBG Core Services](#)
- [CSBG Tribal Grant Recipient Directory](#)
- [CSBG Tribal Grant Recipient Spotlights](#)



CSBG Support & Overview Questions

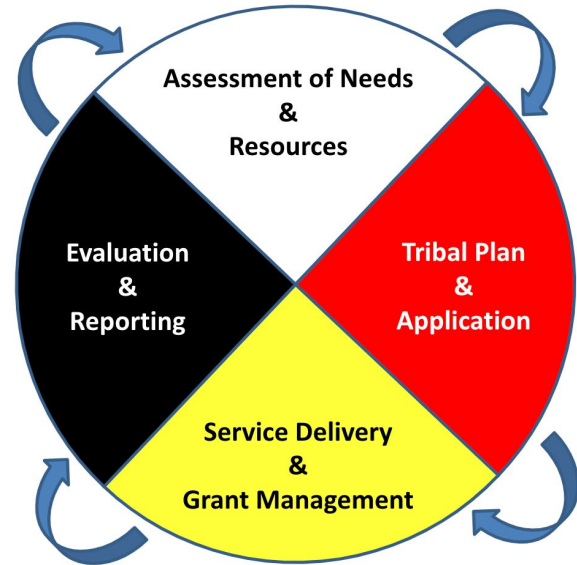
- What additional information would be helpful to you as a Tribal administrator?
- What resources have you found most helpful?
- What additional resources might be useful?



Successful Program Implementation

Successful Program Implementation Topics

- CSBG Program Cycle
- CSBG Tribal Network
- CSBG Core Services



Successful Program Implementation Resources



- [CSBG Program Cycle](#)
- [Assessment of Needs and Resources](#)
- [CSBG Tribal Plan & Application](#)
- [Service Delivery & Grant Management](#)
- [Evaluation & Reporting](#)

Assessment of Needs and Resources Topics



- Tribal Population and Poverty Data
- Community Needs Assessment



Assessment of Needs and Resources Resources



- [CSBG Community Needs Assessment Webinar](#)
- [National Community Action Partnership \(NCAP\): Community Needs Assessment Resource Guide](#)
- [Community Toolbox: Developing a Plan for Assessing Local Needs and Resources](#)

CSBG Tribal Plan & Application Topics



- CSBG Tribal Plan Requirements
- CSBG Tribal Plan Development
- CSBG Tribal Plan & Application Fillable-PDF Tool
- Online Submission



CSBG Tribal Plan & Application Resources



- [OCS Action Transmittal Instructions](#)
- [CSBG Tribal Online Resource Center: CSBG Tribal Plan & Application Page](#)
- [CSBG Tribal Plan & Application Training Guide Webinar](#)
- [CSBG Tribal Plan & Application Fillable-PDF Tool](#)
- [On-Line Data Collection \(OLDC\) Instructions](#)
- [Tools & Templates](#)

Service Delivery & Grant Management Topics



- Notice of Award Letters
- Disbursement of Funds
- Usage of Funds
- Fiscal Deadlines



Service Delivery & Grant Management Resources



- [Office of Grants Management Webinar](#)
- New OGM Resources coming!

Evaluation & Reporting Topics

- CSBG Annual Report Requirements
- CSBG Annual Report Development
- CSBG Annual Report Fillable-PDF Tool
- Online Submission



Evaluation & Reporting Resources



- [OCS Action Transmittal Instructions](#)
- [CSBG Annual Report Training Webinar](#)
- [CSBG Annual Report Fillable-PDF Tool](#)
- [CSBG Annual Report OLDC Submission Step-by-Step Instructions](#)
- [Tools & Templates](#)

Online Data Collection (OLDC) System Topics



- Online Submission Requirements
- OLDC Assistance and Technical Support

Online Data Collection (OLDC) System Resources



- [A Guide to the OLDC System Webinar](#)
- [OLDC Step-by-Step Tribal Plan OLDC Submission Instructions](#)
- [OLDC Step-by-Step Annual Report Submission Instructions](#)
- [OLDC Access Form](#)

Successful Program Implementation Questions



- What additional information would be helpful to you as a Tribal administrator?
- What resources have you found most helpful?
- What additional resources might be useful?



General Feedback Questions

- Are there additional topics or types of information you would find helpful?
- What would make the tool most useful & accessible to you?
- What current TTA resources do you find most helpful?



**Thank you for
your feedback!**