APPLICATION CHECKLIST

Arkansas Community Services Block Grant – FY 2024 Discretionary Funds Application

	Checklist Item				
	This Checklist w/Page Numbers Identified				
Section 1	Application Cover Sheet – Completed & Signed (2 Signatures)				
Section 2					
	2.1 Project Description				
	2.2 Relationship to CSBG Purposes				
	2.3 Key Personnel				
	2.4 Other Resources				
	2.5 Timeline				
Section 3					
	3.1 Introduction				
	3.2 Entity Capacity				
	3.3 Evidence of Community Action Agency Designation Status				
Section 4					
	4.1a Budget Summary (PDF Format)				
	4.1b Worksheet for CSBG Expenses				
	4.2 Budget Narrative				
	4.3 Indirect Cost Rate Agreement and/or Cost Allocation Plan				
Section 5					
	Single Audit Certification				
	Assurances for CSBG Applications (2 Signatures)				

Grant Application for Discretionary Awards Under the Arkansas Community Services Block Grant (CSBG) Federal Fiscal Year 2024 Funds

SECTION 1 - COVER SHEET

1.1 Federal Identifying Information

Federal Awarding Agency: Department of Health and Human Services

Assistance Listing Number (ALN) 93.569

ALN Title: Community Services Block Grant

Check which grant initiative:

□ Innovative Youth Projects

Educational Scholarships

CAA Capacity Building: Certification Training and Conference Trainings

□ Statewide Training and Technical Assistance – network training for 15 community action agencies

□ Software and system upgrades

1.2 Applicant Information								
Entity's Legal Name:								
Street Address:	Street Address:							
City:	City:							
Website:								
State: Arkansas	Zip					+ 4:		
UEI Number:					EIN:			
Administrative Office - Hours of								
Operation -			Open:				Close:	

1.3 Contact Person for Matters Involving this Application			
Name:		Position:	
Business			
Phone:		Email:	

1.4 Certification

This application for Federal fiscal year 2024 discretionary funding from the Arkansas Community Services Block Grant has been authorized by the governing body of the organization named above.

Attest:

Executive Director	Board Chair
Date	Date

SECTIO	DN 2 - PROPOSED PROJECT
2.1	Provide a description of the proposed project. The project summary must include a
	description of how CSBG funds will be used to support the project.
2.2	Define how the proposed project relates to the purposes of the CSBG authorizing legislation.
2.3	Identify key personnel to be involved in the proposed project, including the project director.
2.5	Identify the percentage of time that each key position will devote to the project.
2.4	Discuss other resources (volunteers, in-kind, agency personnel, partnerships, additional
	funding, etc.) that will support the project.
2.5	Project timeline

2.6 If a continuing project, include success stories from previous year project

SECTION 3 - ENTITY SUMMARY

3.1 Introduction

3.1a Entity Mission Statement

3.1b Entity Vision Statement (if applicable)

3.1c Entity Overview

3.2 Entity Capacity

3.2a Describe entity attributes that contribute to its ability to **successfully execute** the project. The description should include the applicant's experience with providing similar services as described in the RFA.

3.2b Describe applicant's experience with the Community Services Block Grant or similar federal grants.

3.2c	How will project performance be assessed, analyzed, reported, and adjusted throughout the term of the project by the applicant?
3.2d	Once grant funds are expended, how does the entity intend to continue the project and/or sustain gains made because of the project?

3.4 ****Non-Community Action Applicants****

3.4a Is your organization designated as an Arkansas Community Action Agency?

3.4B If no to 3.4a, does your organization have formal partnerships or MOUs with an Arkansas Community Action Agency? Attach copy of the MOU or formal partnership agreement.

SECTION 4 - BUDGET

4.1 Budget Workbook

Insert the completed applicable worksheets contained within the FY 2024 budget workbook.

4.2 Budget Narrative – CSBG Direct Expense

4.2 Provide a detailed description of the proposed use of CSBG funds

SECTION 5 – CERTIFICATIONS AND CSBG ASSURANCES

CSBG Sub-Recipient Single Audit Certification

Arkansas Department of Human Services DCO/OCGS (DHS/OPGM) and its subrecipients are subject to the requirements of the Office of Management and Budget Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. DHS/OPGM is required to monitor subrecipients of Federal awards and determine whether they have met the audit requirements. Accordingly, and to update our records, please complete this Audit Certification.

- 1. Our Single Audit, for the fiscal year ended ______, has been completed. The schedule of findings and questioned costs relating to a federal award(s) provided to our organization disclosed no audit findings and the summary schedule of prior audit findings, if included, indicates correction.
- 2. Our Single Audit for fiscal year ended ______, has been completed and

_____The schedule of findings and questioned costs disclosed an audit finding(s) relating to a federal award(s) provided to our organization, **and/or**

The summary schedule of prior audit findings reported on the status of an audit finding(s) relating to a federal award(s) provided to our institution and does not indicate correction.

Please reference below the specific audit finding(s) noted in the audit report or summary schedule of prior audit findings.

Finding reference number(s) ______

3. Our Single Audit for the fiscal year ended _____, has not been completed.

We expect the audit report to be available by ______ at which time we will submit a copy of the completed audit via email to the Arkansas Department of Human Services, Office of Payment Integrity and Quality Assurance at DHSAudit@arkansas.gov.

I certify that the above information is true and correct and all relevant material findings contained in audit report/statement have been disclosed.

Signature

Title

Organization

Date