



ADMINISTRATION FOR
CHILDREN & FAMILIES

**COMMUNITY SERVICES BLOCK GRANT (CSBG)
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM**

FY20 CSBG Tribal CARES Act Plan

Fillable-PDF Tool for Tribes & Tribal Organizations

Updated 9/8/2020



**Administration for Children & Families
Office of Community Services**

Lux Consulting Group, Inc. is proud to serve Native American communities as the Community Services Block Grant (CSBG) Tribal Training & Technical Assistance Program provider. This publication was created by Lux Consulting Group, Inc. in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number #GS-10F-0328T/75P00119F80215. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.

Instructions

The CSBG Tribal CARES Act Plan Fillable-PDF Tool is provided as a technical assistance tool to assist grantees in producing the CSBG Tribal CARES Act Plan as required in the Coronavirus Aid, Relief, and Economic Security Act, 2020, Public Law 116-36.

For the CSBG Action Transmittal, "Application for Fiscal Year 2020 CSBG CARES Act Supplemental Funds," CSBG-AT-2020-09, see [Action Transmittal: Application for Fiscal Year 2020 CSBG CARES Act Supplemental Funds](#).

For more information about the CSBG CARES Act Supplemental Administrative Guidance, see [Information Memorandum \(IM\) 2020-158](#).

For more information about the CSBG Immediate Guidance on COVID-19 Response, see [Information Memorandum \(IM\) 2020-157](#).

As you work through the application, remember that help is available anytime from the CSBG Tribal T/TA team at tribalta@luxcg.com or (301) 244-3557.

A few important notes:

- 1. Download this Fillable-PDF Tool onto your computer and save it before you open it in Adobe Acrobat to begin working on it. Loss of data will occur if the tool is not downloaded, saved, and opened in the Adobe Acrobat program prior to entering data.**
2. Grantees who submitted a one- or two-year CSBG Tribal Plan in FY20 received CSBG CARES Act supplemental funding and are required to submit a CSBG Tribal CARES Act Plan with information specific to CSBG CARES Act supplemental funding by September 30, 2020.
3. Where signatures are required, wait until the entire application is fully complete before adding signatures.
4. All boxes on the form require data entry or the form will not be saved properly. If there is a box that is not applicable to your organization, please indicate "N/A" for not applicable in the box.

OLDC Access

Current CSBG Grant Administrators: Login to the [OLDC System](#) and confirm that CSBG is listed as one of your programs. If you are unable to log in or do not have CSBG listed as one of your programs, complete an [OLDC Access Form](#) and submit to Niki Frazier, OCS Senior Records Specialist/Project Lead, at nikita.frazier@acf.hhs.gov.

New CSBG Grant Administrators: To gain access to the [OLDC System](#), new administrators of current CSBG grantees must complete an [OLDC Access Form](#) and email it to Niki Frazier, OCS Senior Records Specialist/Project Lead, at nikita.frazier@acf.hhs.gov.

For more information on accessing the OLDC System, please review our Guide to the OLDC System webinar and materials.

CSBG Tribal CARES Act Plan

SF-424M Form

All grantees must complete an updated SF-424M Form with their CSBG Tribal CARES Act Plan submission.

- The Tribe or Tribal Organization will complete the electronic SF-424M form in the OLDC system.

Section 1 - CSBG Tribal Administrative Information/Transmittal Letter

Provide the following information in relation to the Tribe or Tribal Organization designated to administer CSBG.

The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.

1.1 Name of Tribe or Tribal Organization:

Kenaitze Indian Tribe

1.2 Authorized Tribal Official to receive the CSBG Grant Award: Contact information for the Authorized Tribal Official (Chairperson/Chief/CEO) who is to receive the CSBG Grant Award is as follows:

1.2.a Authorized Tribal Official Name:

Wayne D. Wilson, Jr.

1.2.b Authorized Tribal Official Title:

Tribal Council Chair

1.2.c Street Address:

P. O. Box 988

1.2.d City, State, Zip Code:

Kenai, Alaska 99611

1.2.e Telephone:

907-335-7200

1.2.f Fax:

1-855-335-8865

1.2.g Email:

wwilson@kenaitze.org

1.2.h Website:

www.kenaitze.org

1.3 Tribal CSBG Program Contact Person: Individual designated within the Tribe or Tribal Organization to take the lead in administering the Community Services Block Grant and serve as the primary contact on all programmatic activities. The Tribal Program Contact Person information is as follows:

1.3.a CSBG Program Contact Person Name:

Maria Guerra

1.3.b CSBG Program Contact Person Title:

Na'ini Family & Social Services Director

1.3.c Street Address:

1001 Mission Ave. Ste. B

1.3.d City, State, Zip Code:

Kenai, Alaska 99611

1.3.e Telephone:

907-335-7600

1.3.f Fax:

907-202-8359

1.3.g Email:

mguerra@kenaitze.org

1.4 Delegation of Authority: *Is this Tribe or Tribal Organization's Authorized Tribal Official (Chairperson/Chief/CEO) delegating signature authority to any other individual to sign assurances, certifications, and other required CSBG documents on their behalf?*

- No, Chairperson/Chief/CEO does not delegate authority to another individual.
- Yes, Chairperson/Chief/CEO does delegate authority to another individual. If yes, signature authority is delegated to the following additional Authorized Tribal Official:

1.4.a Name of Authorized Official:

Dawn Nelson

1.4.b Title of Authorized Official:

Executive Director of Tribal Administration

1.4.c Telephone Number:

907-335-7200

1.4.d Email:

dnelson@kenaitze.org

1.5 Statement of Assurance Regarding Tribal & Administrative Status:

I hereby affirm that the following remain the same as those documented in our approved FY2020 CSBG Tribal Plan:

1.5.a Federal or State recognition status

1.5.b Tribal CSBG administrative structure

1.5.c Tribal resolutions endorsing the Tribe or Tribal Organization to apply for CSBG funding on their behalf (for applicants representing more than one Tribe.)

1.6 Statement Regarding Certifications, Programmatic, Administrative and Fiscal Assurances, and Assurance on Limitations:

All CSBG CARES Act supplemental funding is subject to the signed certifications; programmatic, administrative, and fiscal assurances; and assurance on limitations included in the FY20 CSBG Tribal Plan:

1.6.a Yes, the Tribe or Tribal Organization affirms that the certifications; programmatic, administrative, fiscal assurances, and assurance on limitations will be followed and adhered to.

1.7 Chairperson/Chief/CEO Signature for CSBG Tribal Administrative Information/Transmittal Letter:

1.7.a Name of Tribe or Tribal Organization:

Kenaitze Indian Tribe

1.7.b Chairperson / Chief / CEO Name:

Wayne D. Wilson, Jr.

1.7.c Chairperson / Chief / CEO Title:

Tribal Council Chair

1.7.d Chairperson / Chief / CEO Signature:

A handwritten signature in blue ink that reads "Wayne D. Wilson, Jr." with a stylized flourish at the end.

Reminder:

- *Wait until the entire CSBG Tribal CARES Act Plan is fully complete before adding signature.*

Section 2 - CSBG Tribal CARES Act Plan Public Review

2.1 CSBG Tribal CARES Act Plan Public Review:

Notes:

- *Evidence must be provided that the CSBG Tribal CARES Act Plan was made publicly available for review and comment (e.g. via the Tribe or Tribal Organization's website) for a reasonable timeframe. (OCS recommends a minimum of 10 business days.)*
- *Evidence must also be provided that the Tribe or Tribal Organization specifically notified stakeholders that the CSBG Tribal CARES Act Plan was available for public review and comment.*

2.1.a Yes, the Tribe or Tribal Organization made the CSBG Tribal CARES Act Plan publicly available for review and comment for a minimum of 10 business days.

2.1.b Public Review Details:

| Method of Public Review | Dates |
|--|--|
| <p><i>Describe the means by which the CSBG Tribal CARES Act Plan was made available for public review and comment.</i></p> | <p><i>Enter a range of dates. (mm/dd/yyyy to mm/dd/yyyy)</i></p> |
| <p>Kenaitze Indian Tribe Facebook Page Hardcopy provided for pick up in our office @ 1001 Mission Ave. Kenai, AK 99611</p> | <p>09/14/2020 - 09/28/2020</p> |

2.1.c Notification to Stakeholders:

| Notification Method | Dates |
|---|---|
| <p><i>Describe the means by which stakeholders were notified that the CSBG Tribal CARES Act Plan was available for public review and comment.</i></p> | <p><i>Enter dates. (mm/dd/yyyy)</i></p> |
| <p>Kenaitze Indian Tribe Facebook Page</p> | <p>09/14/2020 - 09/28/2020</p> |

Section 3 - Individual and Community Income Eligibility Requirements

Notes:

- CSBG CARES Act requires that services be provided to those who meet specific CSBG income guidelines (not to exceed 200% of the FPL).
- [Information Memorandum \(IM\) 2020-157](#): Immediate Guidance on COVID-19 Response clarified that Tribes and Tribal organizations have substantial discretion in defining the procedures for determining if an individual or family meets the eligibility requirements for CSBG, including the timeframes for review and necessary documentation appropriate to the services or strategies being implemented. CSBG grantees were encouraged to review existing procedures and establish emergency procedures, if appropriate, to streamline the eligibility determination process for the duration of the national public health emergency.

3.1 Describe policies and/or procedures for determining eligibility.

In accordance with our current established and approved Community Services Block Grant will be our primary to ensure consistency. For the purpose of this tool, additions will be up to 200% poverty and COVID 19 related suggestions, mandates or other to meet/exceed the overall programmatic assurances of the Community Services Block Grant.

Alaska Native/American Indian
Reside in Service Area
Income Eligible

Reside within the Service Area: Cohoe, Cooper Landing, Kalifornsky, Kasilof, Kenai, Nikiski, Salamatof, Soldotna, and Sterling.

They must provide a State Issued ID for all adults (over 18) in the household, Verification of Children (under 18) by Birth Certificate, Immunization Record, or School Record. Alternate forms of identification will be accepted to include but not limited to a prison ID card, passport, or letter from an agency to verify individual, copies from bank institutions or other agencies, State of Alaska Client Inquiry (CLIN) from the State of Alaska Eligibility Information System (EIS).

Alaska Native/American Indian - verification of a Certificate of Degree of Indian Blood (CDIB), Tribal Card or letter from a federally recognized tribe.

Proof of Net Income not to exceed 200% of Federal Poverty Level for the State of Alaska. Income that does not count are Food Stamps, Alaska Permanent Dividend Fund, Disabled Veteran Benefits or Alaska Native/American Indian Dividend distributions. Others not counted include but not limited to General Assistance benefits, Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC), loans, cash gifts, Workforce Investment Opportunities Act (WIOA), child support, foster care payments, other social services grants/funds, legal settlements, insurance payments, reimbursements, or income tax refunds.

Income: includes but not limited to pay stub (s), social security award letter, bank statement, tax statement, zero or no income statement, and/or unemployment insurance letter. Income is calculated the month prior or 30 days prior to the date of the application and/or the most recent award letter or paystubs. Paystubs for working individuals/families. Social Security benefits can be verified by the award letter or bank statement. Household members who do not have income will sign a no income statement or a self-certification statement. A release of information can be used to obtain income for internal/external agencies. For self-employed household members, previous year tax return or a self-employment worksheet will be filled out and used to calculate income as follows: collect 3 months of income statements, add together for a total and divide the total by 3 to obtain a monthly average. For seasonally employed applicants: a seasonal employment form will be completed showing annual seasonal income. Annual seasonal income will be divided by 12 (months) to determine. Income is counted for everyone 18 and older. Alaska Native / American Indian dividend distribution will not be considered as income.

The Intake and Community Services Block Grant Internal Process states the purpose is to ensure homeless and low income families have access to essential needs to keep them safe and healthy within the Kenaitze Indian Tribe Service Area.

3.2 Describe policies and/or procedures when individual income verification is not possible or practical.

A self certification written income or no income statement is acceptable complete with signature and date.

Self-Declaration of No Income

Un'ina Name:

This is to certify the income status for the above named individual. Income includes but is not limited to:

-
-

expenses. This also includes any withdrawals of cash from the business or profession for your personal use.

-
-

disability and other similar types of periodic payments.

-

and worker's compensation.

-

food stamps, and childcare.

-

residing in the dwelling.

-

exposure to hostile fire.

I certify, under penalty of perjury, that I do not have any income from any source at this time.

Un'ina Signature:

Kenaitze Indian Tribe Staff Verification:

I understand that third-party verification is the preferred method of certifying income for assistance. I understand self-declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

Kenaitze Indian Tribe Staff Signature:

The FY 20 HHS Alaska Poverty Guidelines are as follows up to 200%:

1 - \$2,600.00

2 - \$3,522.00

3 - \$4,443.00

4 - \$5,365.00

5 - \$6,287.00

6 - \$7,208.00

7 - \$8,130.00

3.3 Describe how the Tribe or Tribal Organization ensures that services target and benefit low-income communities, for those services that provide a community-wide benefit.

Kenaitze Indian Tribe's service area is defined as Soldotna, Sterling, Kenai, Nikiski, Salmatof, Cohoe and all areas north of the Kasilof River, South of Point Possession, along the Western Waterfront and East to include Cooper Landing.

An intake is scheduled and completed by the Social Services Intake Technician. The intake is reviewed for needs and then warm transferred to internal programs or external agencies that best meet the needs of the un'ina (those who come to us). The intake is warm transferred to the Social Services Specialist for processing. The Community Services Block grant is available on the Kenaitze Indian Tribe website, the public hearing flyer was posted from Cooper Landing to Kasilof to Nikiski for FY 20 - 21.
Public review and comment closes on September 29, 2020 for this application.

Telephonic and email intakes have increased and are available to be submitted in writing, mail, email, over the phone, fax or drop off.

Section 4 - Purpose of Funds

4.1 Provide a description of the activities supported with CARES Act supplemental funds, including activities that will address **at least one** of the following three areas (4.1.a, 4.1.b, and 4.1.c, as applicable):

4.1.a

- 1) Assisting low-income families and individuals in: (i.) removing obstacles that block the achievement of self-sufficiency; (ii.) secure and retain meaningful employment; (iii.) attain adequate literacy and education; (iv.) make better use of available income; (v.) obtain and maintain adequate housing; (vi.) obtain emergency assistance; and/or (vii.) achieve greater participation in the affairs of the communities.

Provide a description of activities that assist low-income families/individuals in removing obstacles. (If you are not providing this service or this description, indicate "N/A" for not applicable.)

In accordance with our current established and approved Community Services Block Grant will be our primary to ensure consistency. For the purpose of this tool, additions will be up to 200% poverty and COVID 19 related suggestions, mandates or other to meet/exceed the overall programmatic assurances of the Community Services Block Grant.

Items to adhere to the following:

State of Alaska COVID - 19 Health Mandates
 Kenai Peninsula Borough School District
 City of Kenai
 City of Soldotna
 Kenai Peninsula Borough

In particular -
 babysitter training
 Professional development classes
 Education support for furniture, supplies or other in the home
 Food Boxes
 Cash assistance program
 cleaning kits
 laundry cards
 Shower cards
 Up to 30 day emergency housing, hotel, motel, room stays.
 Gas Cards
 Transportation via waterway, road or air to access health or safety.
 Thermometers
 Luggage
 Storage costs
 beds
 water & sewer
 Utility
 wood
 propane
 mattress
 Mattress Covers
 lice kits
 bed bug kits
 washcloths
 Bed and bath linens
 Air purifiers - with filters
 Masks
 Gloves
 Sanitizer
 Laundry Soap
 Safes for paperwork
 Internet services for school
 any items to support educational opportunities
 First Aid kits

4.1.b

- 2) Addressing the needs of youth in low-income communities through youth development programs.

Provide a description of activities that address the needs of youth in low-income communities. (If you are not providing this service or this description, indicate "N/A" for not applicable.)

In accordance with our current established and approved Community Services Block Grant will be our primary to ensure consistency. For the purpose of this tool, additions will be up to 200% poverty and COVID 19 related suggestions, mandates or other to meet/exceed the overall programmatic assurances of the Community Services Block Grant.

The activities may include participation, support or referrals to connect un'ina. Kenaitze Indian Tribe Yaghanen (a safe place) Program provides activities/services to children from preschool to 12 grade. This program addresses prevention and early intervention. The program is open to all within the community. Some of the programs are offered to all ages such as study hall, Jabila'na Dance and healthy choices. The intertribal Drum is available from 1st grade to 12th grade and learning the traditional Dena'ina drumming, songs combined occasionally with dance. The Native Youth Olympics is culture, strength, endurance, team work, leadership, focused energy, confidence building, cultural competency and so many other attributes in a sport that is known throughout Alaska. Native Youth Olympics is a competitive sport to include practice and competitions occur throughout the year. Teams throughout Alaska gather and compete. Mentors and coaches, past top winners and teams share their knowledge, skills and abilities during this shared time. Many of the games created are passed on and designed as survival skills. Events include the one foot high kick, scissor jump and seal hop to name a few. Praise, cheers and acknowledgment are shared by the audience. Community members, staff and community agencies support the teams. Those who have mastered the skill are congratulated by all in attendance and achieve more than a medal. Cultural camps are designed for older youth from 9th to 12 grades as space is limited. Camps include harvesting for girls, moose hunting for boys, and the others involve archaeological and fish camp. Study hall and tutoring is also available to increase academic success.

The Kenaitze Indian Tribe after-school program for 5-10 year olds is offered at the Early Childhood Center. Secured for Alaska Native/American Indian and Head Start alumni. Supportive services are for the family as a whole and warm transfers are shared between departments.

Our behavioral health program is open to the community. The areas cover a wide array of services to include screening, crisis intervention, case management, counseling, individual service providers, and youth summer program and suicide awareness/prevention.

4.1.c

- 3) Making more effective use of, and coordinating with, other programs related to the purposes of the CSBG Act.

Provide a description of activities that coordinate with other programs communities related to the purpose of the CSBG Act. (If you are not providing this service or this description, indicate "N/A" for not applicable.)

In accordance with our current established and approved Community Services Block Grant will be our primary to ensure consistency. For the purpose of this tool, additions will be up to 200% poverty and COVID 19 related suggestions, mandates or other to meet/exceed the overall programmatic assurances of the Community Services Block Grant.

Fill out the State of Alaska applications for Public Assistance and fax for un'ina.

Our intake application captures basic demographic information, housing status, income, household composition and needs. A release of information accompanies the intake application. During the intake questions that are verbally addressed include food, clothing, shelter and/or utilities at a minimum unless otherwise specified. If an individual is in need of food, resources are provided that include the State of Alaska Food Stamp application, WIC (Women, Infants and Children) community resource listing, food pantries list and information for the Kenai Peninsula Food Bank, Salvation Army and other programs.

Share with local programs by attending meetings, trainings, or other community events either internally or externally.

Kenaitze Indian Tribe Na'ini Social Services Program administers the Bureau of Indian Affairs Welfare Assistance Program that includes burial, general, and emergency assistance. Attend local community meetings to enhance awareness of current and upcoming programs/services. Additionally, the Low-Income Home Energy Assistance Program offers heating assistance benefits.

4.2 Linkages to Fill Service Gaps: *Provide a description of how funds were utilized to develop linkages to fill identified gaps in services. For example, through the provision of information, referrals, case management, and follow up consultations. (If you are not providing this description, indicate "N/A" for not applicable.)*

In accordance with our current established and approved Community Services Block Grant will be our primary to ensure consistency. For the purpose of this tool, additions will be up to 200% poverty and COVID 19 related suggestions, mandates or other to meet/exceed the overall programmatic assurances of the Community Services Block Grant.

Relationship building across agencies, vendors and programs are encouraged to best meet the needs of an individual/family. Looking at the whole individual/family needs.

The Community Inter-agency meeting consists of other organizations that target and benefit low income communities such as Women, Infants and Children (WIC), Kenai Public Health, Kenai Peninsula College, Peninsula Community Health Services, Access Alaska, Kenai Vet Center, Frontier Community Services to name a few. Information is shared across programs as a resource and referral and program specifications, eligibility and applications, brochures and cards. Meeting discussion from child care, head start, crisis center, persons with a disability services, food pantries, educational opportunities, Medicaid, Medicare, clothing, shelter, transportation and/or nursing home transition. Program services offered range from birth to death.

Warm transfers (referrals) will be sent internally to other programs or walked to programs that best meet the needs of un'ina. Other internal resources include but not limited to education and career development, medical, dental and behavioral health, Tyotkas elder program, early head start/head start, transportation or other. External resources may include the State of Alaska Public Assistance, Women, Infants and Children (WIC), Kenai Public Health, Kenai Food Bank, Alaska Housing, The LeeShore Center (women's crisis center), Alaska Housing Finance Corporation or other.

4.3 Public-Private Resource Coordination: *Provide a description of how funds will be coordinated with other public and private resources. (If you are not providing this description, indicate "N/A" for not applicable.)*

Support the local Office of Children Services Program with items to include but not limited to: books, toys, child furniture, batteries, bean bags/chairs, puzzles, diapers, wipes, strollers, car seats, blankets, diaper changing pads, diaper bags, toy boxes and theme box items. This will benefit all children within the local office of children services. This will provide a safe and comfortable setting for children and caretakers.

Reach out to the other agencies such as the Salvation Army, Love Inc., WIC, Child Care, Office of Children Services, local Boy and Girls Scout Troop or other external agencies to collaborate services or coordinate other resources available. Continue to do warm transfers internally and externally. Review other options for community resource handbooks or list and have readily available.

4.4 Innovative Community and Neighborhood-based Initiatives: *Provide a description of how funds will be used to support innovative and neighborhood-based initiatives. (If you are not providing this description, indicate "N/A" for not applicable.)*

Project Homeless Connect is an annual event hosted by The Homeless Action Coalition. The event receives in kind, cash donations and have volunteers as well as a variety of community agencies together in one space to offer information or services to the homeless population. The event is held in December and transportation is provided to those in need. January was the 8th Project Homeless Connect event. The LeeShore Center (women's crisis center) compiles an annual report and the data is reviewed and shared with other internal programs. Planning meetings start in August. Please note that this may change as new initiatives or others changes may arise.

The Early Childhood Center celebrates "Dad's take your child to school day" and shares father's time bulletins. Continued support is offered to father's. Collaboration for a parent event to support the initiative.

Signature

Review and confirm that you have provided all of the necessary information. It is also helpful to save your PDF again. Once all answers are complete, the signature of the Tribe or Tribal Organization's Authorized Official can be added to the following section:

- Section 1, Item 1.7.d

End of Form

Once the signature has been added, save your final signed PDF file. It is ready to be uploaded to the [OLDC System](#) as part of your official CSBG Tribal CARES Act Plan submission.