



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

FY2021 Community Services Block Grant (CSBG) State Plan Letter of Intent

Given the extended due date for the CSBG State Plan, Groups B and C are required to submit a Letter of Intent confirming their intentions for the Federal Fiscal Year (FFY) 2021 CSBG State Plan per the requirements in [CSBG Action Transmittal \(AT\) 2020-06](#). The requirements for the Letter of Intent are described below.

General Requirements

- Due Date:** September 1, 2020
- Addressee:** Clarence Carter
Administration for Children and Families
Office of Community Services
Attention: Acting Director Clarence Carter
330 C St SW
Washington, D.C. 20201
- Submit Via:** OLDC as an attachment to the SF-424M
- Must Be Signed By:** Authorized Official as designated in the designation letter

Letter of Intent Requirements by Submission Group

Group A

Group A is not required to submit a letter of intent as they have already met the requirements for the FFY2021 CSBG State Plan.

Group B

Group B has two options for their FFY2021 CSBG State Plan submission:

- **Option 1: 'Pro Forma' FFY2021 CSBG State Plan.**
 - OCS will consider the FFY2020 plan, submitted September 1, 2019, as a 'Pro Forma' FFY2021 CSBG State Plan.
 - States may choose this option if there are no changes to the allocation rate of funds or changes to the eligible entities within the state.

Letter of Intent Content:

If the state is choosing this option, within the Letter of Intent note that the state is choosing to use their FFY2020 CSBG State Plan as a 'Pro Forma' FFY2021 CSBG State Plan. Additionally, the state must confirm within the Letter of Intent that there were no changes to the allocation rate or the list of eligible entities as provided within the FFY2020 CSBG State Plan.

- **Option 2: New FFY2021 CSBG State Plan.**
 - States must submit a new CSBG State Plan by December 1, 2020 if there are changes to the allocation rate or changes to the eligible entities within the state.
 - For the purposes of this 'Pro Forma' state plan process, changes to the eligible entities through a de-designation process does not constitute a change to the allocation formula, if the successor entity receives the same allocation.
 - The state reserves the option to submit a new FFY2021 CSBG State Plan even if there is no change to the allocation rate or eligible entities.

Letter of Intent Content:

If the state is choosing this option, within the Letter of Intent note that the state is choosing to submit a New FFY2021 CSBG State Plan by December 1, 2020 and why the state is submitting a new plan. If the list of eligible entities changed within the state, please explain those changes within the Letter of Intent¹. If the allocation rate changed, please explain how and why the rate is changing.

¹ Please also update the CSBG Eligible Entity Master List prior to initializing your FFY2021 CSBG State Plan.

Group C

Group C is required to submit a new FFY2021 CSBG State Plan by December 1, 2020.

Letter of Intent Content:

The Letter of Intent must confirm that they are submitting a FFY2021 CSBG State Plan² that meets all the requirements as specified in the [CSBG-AT-2020-08](#) by December 1, 2020.

² If there are changes to the CSBG Eligible Entity Master List, please revise prior to initializing the CSBG State Plan.