SAMPLE HANDBOOK

Community Services Block Grant (CSBG) Policies and Procedures

[Your organization's name]

Written from CSBG Act (42 U.S.C. 9901 et seq.) and 45 CFR Part 96, checked November 10, 2026.

How to use this sample

Replace the bracketed name with your organization's. Change the job titles to the ones you use. Have the people who do the work read each section and correct anything that does not match how you operate. Then have your director or board approve it and sign the last page.

This is a sample, not legal advice. It follows the federal regulation. Your grant agreement and your funder's manual can add or tighten requirements, and they control where they differ.

Introduction

This handbook explains the policies and procedures our organization uses to manage Community Services Block Grant (CSBG) funds. We are an eligible entity, which is the CSBG Act's term for a local agency, usually a Community Action Agency, that the state has designated to receive CSBG funds. The money comes from the federal Office of Community Services (OCS) to our state, and the state CSBG office grants it to us. Three kinds of rules appear in this handbook. The statute is the CSBG Act. The regulations are 45 CFR Part 96 and the parts of 2 CFR Part 200 that apply to block grants. OCS Information Memoranda are guidance, not regulation, and we say so when we rely on one. Each section states our policy, lists the steps our staff and board follow, and names what the section rests on. Where the state CSBG office sets a number, a form or a deadline, we follow our state agreement and the state's CSBG manual. If this handbook and our agreement ever differ, the agreement and the law control. The executive director reviews this handbook each year and whenever the rules change.

What the program expects in writing

- A tripartite board (or, for a public agency, another mechanism the state has approved) (42 U.S.C. 9910; 42 U.S.C. 9902(1))
- Written procedures for the democratic selection of board members who represent low-income people (42 U.S.C. 9910(a)(2)(B); Organizational Standard 5.2 (OCS Information Memorandum 138))
- A procedure for low-income people and community or religious organizations to petition for adequate representation on the board (42 U.S.C. 9908(b)(10))
- A community action plan that includes a community needs assessment (42 U.S.C. 9908(b)(11))
- An income eligibility procedure that uses the limit our state has chosen (42 U.S.C. 9902(2))
- A performance measurement system such as ROMA, with outcome data reported to the state (42 U.S.C. 9917(a)(1); 42 U.S.C. 9908(b)(12))
- Written rules for deciding whether a cost is allowable and for splitting shared costs (42 U.S.C. 9916(a)(1)(B); 2 CFR 200.101(e)(1); 2 CFR 200.403; 2 CFR 200.405)
- Time records that show the work staff actually did (2 CFR 200.430(g))
- A policy that keeps CSBG programs out of political activity, rides to the polls and voter registration (42 U.S.C. 9918(b))
- A nondiscrimination policy (42 U.S.C. 9918(c))
- A step for telling single custodial parents about child support services and referring them (42 U.S.C. 9919(b))
- A single audit for any fiscal year in which we spend $1,000,000 or more in federal awards (2 CFR 200.501(a); 45 CFR 96.31)

1. Tripartite board composition and governance

OUR POLICY

We administer our CSBG program through a tripartite board, which means a board made up of three groups. For a private nonprofit, one third of the members are elected public officials or their representatives, at least one third are chosen through democratic selection procedures to represent low-income people in the neighborhoods we serve, and the rest come from business, industry, labor, religious, law enforcement, education or other major groups in the community. If too few elected officials are available and willing to serve, appointed public officials or their representatives may fill those seats. A public agency uses a board with at least one third low-income representatives who live in the neighborhood served, or another mechanism the state specifies. The board takes a full part in developing, planning, carrying out and evaluating the program. The Act does not set term limits or meeting schedules, so our bylaws do.

WHAT WE DO

1. The board chair keeps a current roster that shows each member's sector, the seat the member fills, how the member was selected and when the term ends.
2. The board secretary runs the selection of low-income representatives under our written democratic selection procedure, such as an election or a public forum, and keeps the notices and results on file.
3. The board chair confirms that a member chosen to represent a specific neighborhood lives in that neighborhood.
4. The executive director tells the board and the state CSBG office about any vacancy that puts a sector below its required share, and the board fills the seat within the time our bylaws and the state allow.
5. The board secretary accepts written petitions from low-income individuals, community organizations and religious organizations that believe they are not adequately represented, and puts each one on the agenda of the next regular board meeting.
6. The board chair sends the petitioner a written answer after the board votes and keeps the petition, the minutes and the answer on file.
7. The executive director gives each new member an orientation, a copy of the bylaws and the conflict of interest policy to sign, on the schedule the state's Organizational Standards set.
8. The board secretary records attendance, quorum and votes in the minutes of every meeting, including the board's review of program plans, budgets and results.

Rules this covers: 42 U.S.C. 9902(1); 42 U.S.C. 9908(b)(10); 42 U.S.C. 9909(a)(2); 42 U.S.C. 9910(a); 42 U.S.C. 9910(b); OCS Information Memorandum 82, Tripartite Boards (guidance); OCS Information Memorandum 138, Organizational Standards 5.1 to 5.9 (guidance)

2. Client eligibility, income verification and intake

OUR POLICY

We use CSBG funds to serve low-income individuals and families. The Act defines the poverty line as the official federal poverty line and makes it a test of eligibility. It lets a state raise the line to no more than 125 percent of the official poverty line. Congress has also allowed a temporary higher cap in annual spending laws: for services paid for with fiscal year 2025 and 2026 CSBG funds, a state may use 200 percent in place of 125 percent, and OCS has said the same applies, where the state permits, to fiscal year 2027 funds released under the continuing resolution. This higher cap depends on each year's appropriations law and can end. In every case the state CSBG office chooses the limit, so we use the percentage in our state's plan and agreement. The Act does not say how income is counted or documented, so we follow the state's rules for that as well.

WHAT WE DO

1. The program director keeps the state's current income limit and the current federal poverty guidelines in the intake manual and updates both when the state issues a change.
2. The intake worker records household size and income for each applicant, counting the income sources and using the look-back period the state defines.
3. The intake worker collects the proof of income the state accepts, such as pay stubs or benefit letters, and uses a signed self-declaration only where the state allows it.
4. The intake worker follows the state's rule for services where proof of income for each person is not practical, such as a food pantry or a community-wide project.
5. The intake worker tells each custodial parent in a single-parent family about child support services and refers eligible parents to the state or local child support office.
6. The intake worker writes the reason in the record when an applicant is found not eligible and offers a referral to other help.
7. The program director reviews a sample of client files on a regular schedule and has missing documents added.
8. The program director confirms the income limit with the state CSBG office at the start of each federal fiscal year, because the temporary 200 percent cap depends on that year's funding law.

Rules this covers: 42 U.S.C. 9902(2); 42 U.S.C. 9908(b)(1); 42 U.S.C. 9919(b); Public Law 119-75 (Consolidated Appropriations Act, 2026), CSBG income eligibility proviso; OCS, CSBG Continuing Resolution Funding Release FY27 (October 23, 2026)

3. Community needs assessment and community action plan

OUR POLICY

We plan our work from what the community tells us it needs. As a condition of funding, the state must get from us a community action plan that includes a community needs assessment for the area we serve. The Act lets us coordinate that assessment with needs assessments done for other programs. The Act does not say how often the assessment is redone. The state sets the schedule, and the Organizational Standards that most states use look for an assessment and report issued within the past 3 years. Our plan describes our service delivery system, how we fill gaps through information, referrals, case management and follow-up, how CSBG is coordinated with other public and private resources, and how we support innovative community and neighborhood-based initiatives.

WHAT WE DO

1. The program director leads the community needs assessment on the schedule the state sets.
2. The program director gathers numbers and first-hand input, including information collected directly from low-income people and from community, faith-based, private, public and education partners.
3. The program director includes current poverty data for our service area by gender, age and race or ethnicity, and writes up key findings on the causes and conditions of poverty.
4. The executive director presents the completed assessment to the board, and the board votes to accept it and records the vote in the minutes.
5. The program director writes the community action plan from the assessment, with outcomes we can measure, in the format the state provides.
6. The executive director submits the community action plan to the state CSBG office by the state's deadline, after the board has reviewed it.
7. The executive director gives the board an update at least once a year on how the strategies in the plan are working.

Rules this covers: 42 U.S.C. 9908(b)(3); 42 U.S.C. 9908(b)(11); 42 U.S.C. 9910(a)(1); OCS Information Memorandum 138, Organizational Standards 1.2, 2.2, 3.1 to 3.5 and 4.2 to 4.4 (guidance)

4. Allowable and prohibited uses of CSBG funds

OUR POLICY

We use CSBG funds for the purposes in the Act: reducing poverty, revitalizing low-income communities, and helping low-income families and individuals become self-sufficient. That covers a wide range of services, such as help with employment, education, better use of income, housing, emergency needs and nutrition, as well as work that links and coordinates other programs. The Act also sets firm limits. CSBG grant funds may not be used to buy or improve land, or to buy, build or permanently improve a building or other facility, except for low-cost home weatherization or other energy-related home repairs. Only the federal government can waive that limit, and only at the state's request. CSBG programs may not be carried on in a way that supports or is identified with partisan or nonpartisan political activity, rides to the polls or similar help in an election, or any voter registration activity. No one may be excluded from, denied the benefits of, or discriminated against in a CSBG-funded program because of race, color, national origin or sex, and federal laws on age and disability discrimination also apply.

WHAT WE DO

1. The program director checks each planned activity against the purposes of the Act and our community action plan before it goes into the CSBG budget.
2. The finance manager does not charge CSBG for buying land or buildings, construction or permanent improvements, and sends any such question to the state CSBG office in writing before money is spent.
3. The executive director makes sure CSBG funds, CSBG-funded staff time and CSBG-funded services are not used for political activity, transportation to the polls or voter registration, and trains staff on this rule each year.
4. The executive director gets advice on which employees are covered by the federal Hatch Act, because the CSBG Act treats an agency that receives CSBG assistance as a state or local agency under that law.
5. The program director posts our nondiscrimination policy where clients can see it and logs and answers every discrimination complaint under our complaint procedure.
6. The program director of a religious organization keeps CSBG funds from being spent on sectarian worship, instruction or proselytization.
7. The program director makes sure emergency supplies, food and related services are available when needed to counter hunger and malnutrition among low-income people, as our agreement with the state provides.
8. The executive director asks the state CSBG office in writing before starting any activity that is not in our approved plan or budget.

Rules this covers: 42 U.S.C. 9901; 42 U.S.C. 9908(b)(1); 42 U.S.C. 9908(b)(4); 42 U.S.C. 9918(a); 42 U.S.C. 9918(b); 42 U.S.C. 9918(c); 42 U.S.C. 9920(c); 45 CFR 96.18; OCS Information Memorandum 81, Updated Guidance on Voter Registration Activities (guidance)

5. Financial management and cost allocation

OUR POLICY

CSBG is a block grant, and its fiscal rules differ from those of most federal grants. Under 45 CFR 96.30, the state obligates and spends block grant funds under the laws and procedures it uses for its own money, and its accounting has to trace funds far enough to show they were not used in violation of the Act. The federal Uniform Guidance (2 CFR Part 200, which HHS adopts at 2 CFR 300.106) applies only in part. Under 2 CFR 200.101(e), Subparts C and D, which include the financial management, procurement and record retention standards, do not apply to CSBG, except for a few sections that govern the state as a pass-through entity. Subpart E, the cost principles, does apply to subrecipients of CSBG funds, because the Act requires the state to make sure federal cost and accounting standards apply to them. Subpart F, the audit rules, also applies. Our state agreement fills the rest of the picture, and many states write the wider Uniform Guidance standards into it, so we read the agreement first. We charge a cost to CSBG only if it is necessary, reasonable, allocable to the program and documented.

WHAT WE DO

1. The finance manager sets up a separate fund or cost center for each CSBG grant year, with accounts that match the budget lines in our state agreement.
2. The finance manager tests each cost against the federal cost principles and our agreement before it is charged, and keeps the invoice, approval and proof of payment.
3. The finance manager splits shared costs such as rent, phones and insurance using the method in our written cost allocation plan, for example square footage or staff time.
4. The finance manager charges indirect costs (overhead that cannot be tied to one program) using our federally negotiated rate or, if we have none and choose it, the de minimis rate of up to 15 percent of modified total direct costs, and stays within any administrative cost limit the state sets.
5. The finance manager labels costs as direct program costs or administrative costs for CSBG reporting in the way the state instructs, which generally follows OCS guidance.
6. The finance manager tracks the period in which each year's CSBG funds may be obligated and spent under the Act, the current appropriations law and our state agreement, and tells the executive director early about any funds at risk of going unused.
7. The finance manager prepares each reimbursement or cash request on the state's schedule with the ledger and supporting documents, and the executive director reviews and signs it.
8. The finance manager gives the board a budget-to-actual report by program and a balance sheet at each regular meeting, and the board approves an organization-wide budget each year.

Rules this covers: 42 U.S.C. 9907(a)(2); 42 U.S.C. 9907(a)(3); 42 U.S.C. 9916(a)(1); 45 CFR 96.30(a); 2 CFR 200.101(e)(1); 2 CFR 200.403; 2 CFR 200.404; 2 CFR 200.405; 2 CFR 200.414(f); 2 CFR 300.106; Public Law 119-75 (Consolidated Appropriations Act, 2026), CSBG carryover proviso; OCS Information Memorandum 37, Definition and Allowability of Direct and Administrative Cost (guidance); OCS Information Memorandum 138, Organizational Standards 8.7, 8.9, 8.10 and 8.12 (guidance)

6. Timekeeping and payroll charges

OUR POLICY

Staff pay charged to CSBG is based on records of the work actually done. The federal cost principles require records that are backed by internal controls, are part of our official records, reflect all of the work an employee is paid for, and support how pay is split when an employee works on more than one grant or activity. Budget estimates alone do not qualify as support. They may be used for interim accounting only if they are reasonable and are reviewed after the fact and corrected.

WHAT WE DO

1. The program director has each employee paid in whole or in part with CSBG funds keep a timesheet that shows all hours worked, split by program and activity.
2. The program director reviews and approves each timesheet after the pay period ends and before payroll is charged to grants.
3. The finance manager charges salaries and benefits to CSBG from approved timesheets.
4. The finance manager compares any payroll first booked from budget estimates with the actual time records on a regular schedule and corrects the difference so the final charge is accurate.
5. The finance manager keeps a record of the total hours worked each day for every nonexempt employee, as the wage and hour rules require.
6. The executive director keeps a time record that splits administrative work from work on specific programs when the executive director's pay is charged to more than one cost center.
7. The finance manager files timesheets, payroll registers and any correcting entries with the grant records.

Rules this covers: 42 U.S.C. 9916(a)(1)(B); 2 CFR 200.101(e)(1); 2 CFR 200.430(g)

7. Procurement and conflicts of interest

OUR POLICY

We buy goods and services through fair, documented steps. The federal procurement standards in 2 CFR 200.317 to 200.327 are in Subpart D of the Uniform Guidance, which does not apply to CSBG by its own terms, so the procurement rules we follow are the ones in our state agreement, in state law and in our own board-approved policy. Many states require the federal standards by contract, and our policy is written to meet them. The cost principles still apply to every purchase, so each price has to be reasonable. No employee, officer or board member takes part in a decision when they, their family or a business tied to them could gain from it. We disclose potential conflicts of interest in writing to the state, as 2 CFR 200.112 requires of subrecipients.

WHAT WE DO

1. The finance manager follows our written procurement policy, which sets the steps for small purchases, purchases that need price quotes, and purchases that need sealed bids or proposals.
2. The finance manager sets the dollar thresholds in the policy no higher than state law and our state agreement allow.
3. The program director gets price quotes for purchases above our small purchase limit and keeps the quotes.

4 The finance manager keeps a file for each purchase that shows the method used, why the vendor was chosen and the basis for the price.
5 The finance manager confirms, before signing a contract expected to be $25,000 or more, that the vendor is not suspended or debarred from federal work, by checking SAM.gov, collecting a certification or adding a clause to the contract.
6 The executive director has each board member sign the conflict of interest policy on the schedule the state's Organizational Standards set, and has staff who take part in purchasing sign it as well.
7 The executive director reports any potential conflict of interest to the state CSBG office in writing as soon as it comes up, and the person involved steps out of the decision.
8 The board reviews the procurement policy on the schedule the state's Organizational Standards set and records the review in the minutes.

Rules this covers: 2 CFR 200.101(e)(1); 2 CFR 200.112; 2 CFR 200.404; 2 CFR 180.220; 2 CFR 180.300; 45 CFR 96.30(a); OCS Information Memorandum 138, Organizational Standards 5.6 and 8.11 (guidance)

8. Performance management and reporting

OUR POLICY

We measure what our services achieve, not only how many people we serve. The Act requires each state to take part in a performance measurement system and to make sure all eligible entities take part too. The system named in the Act is ROMA, which stands for Results Oriented Management and Accountability. ROMA is a cycle of assessing needs, planning, carrying out services, measuring results and evaluating them. Each state sends OCS a CSBG Annual Report on measured performance, spending and the number and characteristics of the people served, built from data collected from eligible entities. The Annual Report has four modules. The state completes Module 1. Eligible entities complete Module 2 (agency expenditures, capacity and resources), Module 3 (community level) and Module 4 (individual and family level), and the state reviews them. For the fiscal year 2025 report, OCS required Modules 1, 2 and 4, listed Module 3 as recommended, and set the state's deadline at March 31, 2026. Our own due dates and data system are set by the state.

WHAT WE DO

1 The program director sets outcome targets in the community action plan and tracks them in the data system the state requires or approves.
2 The intake worker records each client's demographic information and the services received at the time of service.
3 The program director runs a data quality check on a regular schedule and has staff fix missing or duplicate entries.
4 The finance manager reports CSBG spending by the categories the Annual Report uses, including administrative costs and funds spent on direct delivery of services.
5 The program director submits our Annual Report data to the state CSBG office by the state's deadline, after the executive director has reviewed it.
6 The executive director presents an analysis of our outcomes to the board at least once a year, with any program changes the results call for.
7 The executive director arranges ROMA training for staff and board members and uses a ROMA-certified trainer or the equivalent when the state's standards call for one.

Rules this covers: 42 U.S.C. 9908(b)(12); 42 U.S.C. 9917(a); 42 U.S.C. 9917(b)(1); OCS Information Memorandum 152, CSBG Annual Report (guidance); OCS Action Transmittal ACF-OCS-CSBG-AT-26-02, FY25 CSBG Annual Report Submission; OCS Information Memorandum 138, Organizational Standards 4.3 and 9.1 to 9.4 (guidance)

9. State monitoring, corrective action and funding protections

OUR POLICY

We cooperate fully with state monitoring. The Act requires the state to conduct a full onsite review of each eligible entity at least once during each 3-year period, an onsite review of a newly designated entity right after its first year of funding, follow-up reviews with prompt return visits when an entity does not meet the state's goals, standards and requirements, and other reviews as appropriate, including when another federal, state or local grant has been terminated for cause. If the state finds a deficiency, the Act requires it to tell us what has to be corrected, require the correction, and offer training and technical assistance if appropriate. The state may allow us to develop and carry out a quality improvement plan within 60 days of being told of the deficiency, and it must approve the plan or give its reasons for not approving it within 30 days of receiving it. The state may not terminate our CSBG funding, or reduce it below our proportional share of the prior year's funding, unless it gives us notice and an opportunity for a hearing on the record and finds cause. We may ask the Secretary of Health and Human Services to review that decision.

WHAT WE DO

1. The executive director names one staff contact for each monitoring review and gives state monitors the records and staff time they ask for.
2. The program director keeps a monitoring binder up to date through the year with board rosters and minutes, policies, the community action plan, client file samples and reports.
3. The executive director shares each monitoring report with the full board at its next regular meeting.
4. The executive director sends the state a written response to every finding by the state's deadline, stating the fix, the person responsible and the completion date.
5. The executive director asks the state for training and technical assistance when a finding calls for skills or resources we lack.
6. The executive director submits any quality improvement plan the state allows within 60 days of being told of the deficiency, after the board has approved it.
7. The board chair requests a hearing in writing if the state gives notice that it intends to terminate or reduce our funding for cause.
8. The board chair sends any request for federal review to OCS in writing within 30 days of the state's notice of its final decision.

Rules this covers: 42 U.S.C. 9908(b)(8); 42 U.S.C. 9908(c); 42 U.S.C. 9914(a); 42 U.S.C. 9915(a); 42 U.S.C. 9915(b); 42 U.S.C. 9915(c); 45 CFR 96.92; OCS Information Memorandum 116, Corrective Action, Termination, or Reduction of Funding (guidance)

10. CSBG Organizational Standards

OUR POLICY

The CSBG Organizational Standards are what states use to assess whether eligible entities have the capacity to run their programs well. They come from OCS Information Memorandum 138, which is federal guidance, not a statute or a regulation. In that memorandum OCS told states to establish organizational standards and report on them, and recommended a set developed by a Center of Excellence: 58 standards for private nonprofit entities and 50 for public entities, in nine categories. The categories are consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis. A state may use these standards, modify them or adopt its own. The standards bind us through our state's plan, rules and agreement, so we follow the version our state has adopted. The state assesses the standards each year, and we aim to meet every one.

WHAT WE DO

1. The executive director keeps a copy of the standards our state has adopted and assigns each standard to a staff member or board committee.
2. The program director keeps a file of evidence for each standard, such as minutes, policies, plans and reports, with the date each item was last completed.
3. The executive director keeps a calendar of the standards that have a time frame, such as the community assessment, strategic plan, bylaws review, risk assessment and board training, and schedules each one before it lapses.
4. The executive director completes the state's self-assessment or other assessment tool by the state's deadline and reports the results to the board.
5. The board chair makes sure board-level standards are met, including the yearly performance appraisal of the executive director and the yearly review and approval of the executive director's pay.
6. The finance manager makes sure the financial standards are met, including on-time payroll tax filings, a completed IRS Form 990 made available to the board, and a review of fiscal policies on the schedule the standards set.
7. The executive director agrees a technical assistance plan with the state for any standard we do not meet and reports progress to the board until it is met.

Rules this covers: 42 U.S.C. 9914(a); 42 U.S.C. 9908(d); OCS Information Memorandum 138, State Establishment of Organizational Standards for CSBG Eligible Entities (guidance)

11. Record retention, access and audits

OUR POLICY

We keep records that let the state and federal reviewers see that CSBG funds were used as the Act requires. Neither the CSBG Act nor 45 CFR Part 96 sets a record retention period for eligible entities. The federal three-year period in 2 CFR 200.334 is in Subpart D of the Uniform Guidance, which does not apply to CSBG by its own terms. So the period we follow is the one in our state agreement and state law. Where they are silent, we keep CSBG records for at least three years after the final financial report for the grant year, and longer when an audit, claim or lawsuit is open. We have a single audit for any fiscal year in which we spend $1,000,000 or more in federal awards from all sources. We give the state, HHS, the Comptroller General and independent auditors access to our records.

WHAT WE DO

1. The finance manager keeps a written record retention and destruction schedule that uses the period in our state agreement, and never less than three years after the final financial report.
2. The finance manager holds any record tied to an open audit, monitoring finding, claim or lawsuit until the matter is closed, even if the schedule would allow it to be destroyed.
3. The program director keeps client files, board records and performance data secure and limits access to staff who need them for their work.
4. The finance manager adds up federal spending from all sources at the end of each fiscal year and arranges a single audit when the total is $1,000,000 or more.
5. The finance manager makes sure the audit report is submitted within 30 days after we receive it or nine months after the end of the fiscal year, whichever is earlier, and sends a copy to the state CSBG office as our agreement requires.
6. The board receives the audit from the auditor, votes to accept it, and reviews how each finding from the prior year was handled.
7. The executive director sends the state a corrective action plan for any audit finding that involves CSBG funds, by the state's deadline.
8. The executive director gives state and federal reviewers and independent auditors access to our books, documents and financial statements when they make a reasonable request.

Rules this covers: 42 U.S.C. 9916(a)(1)(D); 42 U.S.C. 9916(a)(2); 45 CFR 96.30(a); 45 CFR 96.31; 2 CFR 200.101(e)(1); 2 CFR 200.334; 2 CFR 200.501(a); 2 CFR 200.512(a); OCS Information Memorandum 138, Organizational Standards 8.1 to 8.4 and 8.13 (guidance)

Adoption

This handbook was reviewed and adopted by our organization on the date below. We review it once a year and whenever the grant agreement or the regulation changes.

Adopted by: _____ Title: _____

Signature: _____ Date: _____

Sources

- CSBG Act, 42 U.S.C. 9901 et seq.: The statute, as published by the Office of the Law Revision Counsel. The sections used here are 9901, 9902, 9907 to 9910 and 9914 to 9920. https://uscode.house.gov/us/usc/t42/s9901/
- 45 CFR Part 96: The HHS block grant regulation, including fiscal and administrative requirements (96.30), audits (96.31) and the CSBG rule on termination of funding (96.92). https://www.ecfr.gov/current/title-45/part-96
- 2 CFR Part 200: The federal Uniform Guidance. Section 200.101(e) says which parts apply to CSBG: the cost principles in Subpart E for subrecipients and the audit rules in Subpart F, but not most of Subparts C and D. https://www.ecfr.gov/current/title-2/part-200
- 2 CFR Part 300: The HHS regulation that adopts 2 CFR Part 200 for HHS awards (300.106). It replaced the earlier HHS grant rules at 45 CFR Part 75. https://www.ecfr.gov/current/title-2/part-300
- 2 CFR Part 180: The federal suspension and debarment rules, including which contracts are covered (180.220) and how to check a vendor (180.300). https://www.ecfr.gov/current/title-2/part-180
- Public Law 119-75, Consolidated Appropriations Act, 2026: The spending law whose CSBG paragraph lets states use 200 percent in place of 125 percent of the poverty line for fiscal year 2025 and 2026 funds, and lets unspent funds stay with an eligible entity for the next fiscal year. https://www.govinfo.gov/content/pkg/PLAW-119publ75/html/PLAW-119publ75.htm
- OCS: CSBG Continuing Resolution Funding Release FY27: The OCS notice of October 23, 2026, which says the 200 percent income limit may continue, where the state permits, for services provided with fiscal year 2027 CSBG funds. https://acf.gov/ocs/policy-guidance/CSBG-Continuing-Resolution-Funding-Release-FY27
- OCS Information Memorandum 138: Organizational Standards: The 2015 guidance that told states to establish organizational standards for eligible entities, with the full list of standards for private and public entities. ACF now keeps this page in its archive for reference. https://acf.gov/archive/ocs/policy-guidance/csbg-im-138-state-establishment-organizational-standards-csbg-eligible
- OCS Information Memorandum 116: Corrective Action, Termination, or Reduction of Funding: Guidance on the steps a state takes before it can terminate or reduce an eligible entity's funding for cause, including the hearing and federal review.

https://acf.gov/ocs/policy-guidance/csbg-im-116-corrective-action-termination-or-reduction-funding

- OCS Information Memorandum 82: Tripartite Boards: Guidance on the makeup, role and responsibilities of tripartite boards. It states that it is not binding on state or local agencies. https://acf.gov/ocs/policy-guidance/csbg-im-82-tripartite-boards
- OCS Information Memorandum 81: Voter Registration Activities: Guidance stating that voter registration activities are prohibited under the CSBG Act. https://acf.gov/ocs/policy-guidance/csbg-im-81-updated-guidance-voter-registration-activities
- OCS Information Memorandum 37: Direct and Administrative Costs: Guidance on how to label costs as direct program costs or administrative costs for CSBG reporting. https://acf.gov/ocs/policy-guidance/csbg-im-37-definition-and-allowability-direct-and-administrative-cost-block
- OCS Information Memorandum 152: CSBG Annual Report: The 2017 guidance that introduced the four-module CSBG Annual Report. ACF now keeps this page in its archive for reference. https://acf.gov/archive/ocs/policy-guidance/csbg-im-152-annual-report
- OCS Action Transmittal AT-26-02: FY25 CSBG Annual Report Submission: The most recent OCS instructions to states on the Annual Report, with the required modules and the March 31, 2026 deadline. https://acf.gov/ocs/policy-guidance/acf-ocs-csbg-26-02-annual-report-submission-fy25
- OCS: Community Services Block Grant: The federal program page, with links to policy guidance, laws and regulations, and state contacts. https://acf.gov/ocs/programs-services/csbg