

**From:** [dos.sm.DCS.ARU](mailto:dos.sm.DCS.ARU)  
**To:** [Undisclosed recipients:](#)  
**Subject:** CSBG Discretionary Opportunity  
**Date:** Wednesday, August 3, 2022 1:52:42 PM  
**Attachments:** [2022 Attach B Discretionary Grant.xls](#)  
[2022 Attach C Discretionary Grant.docx](#)

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Good afternoon,

DCS is offering agencies up to \$45,000 in CSBG discretionary funds to be used for the following:

- Enhancing agency IT systems including: database enhancements, agency security, updated computers, computer software, computer network security, network expansion, enhancement to operate remotely.
- Beneficiary Cost including: rental and utility payments, security deposits, clothing, food, transportation assistance (gas cards), baby formula, diapers, personal hygiene products, milk cards, one month of medical prescriptions cost, and car repairs that take place before 9/30/2022.
- Back-to-school elementary -high school; backpacks, supplies (notebooks, folders, pens, pencils, assorted art supplies, calculators, sneakers, uniforms, clothing, bus passes for the month of September), school lunch program payments for the month of September, computer tablets and chrome books.
- Back-to-school for college students; backpacks, supplies (notebooks, folders, pens, pencils, assorted art supplies, calculators, sneakers, uniforms, clothing, bus passes for the month of August and September), books, tuition (lab fee, housing fee, meal plans for the month of September), computer tablets and chrome books.
- CSBG staff trainings; organizational standards, NASCSP conference, NYSCAA conference, ROMA trainings, board trainings, organizational capacity trainings, topics related to CSBG, Uniform Guidance, Sexual harassment, cultural and diversity training.

Eligible costs are those costs that are incurred to directly support the activity described above. This includes supplies, equipment, training/conference fees, and personal services and fringe.

**The Contract term and period of funding will be August 1, 2022, through September 30, 2022.**

**By participating in this discretionary grant opportunity, you hereby attest that, in addition to this funding, your agency will spend the CSBG CARES Act funding in full by September 30, 2022.**

This will be a reimbursement-based contract and there will be no advances made.

All requests for funding must be received by close of business on Tuesday, August 9, 2022, to your assigned program analyst and the ARU mailbox ([dos.sm.DCS.ARU@dos.ny.gov](mailto:dos.sm.DCS.ARU@dos.ny.gov)). **Requests received after this date will not be considered and no extensions will be granted.** A request consists of a completed Budget (Attachment B) and Workplan (Attachment C).

Upon application approval by your assigned Program Analyst and Program Supervisor, the Department of State (DOS), Division of Community Services (DCS); Administrative Review Unit (ARU) will then issue your contract package. Upon receipt of contract package, please return completed forms within a week of receipt to [dos.sm.ARU@dos.ny.gov](mailto:dos.sm.ARU@dos.ny.gov).

Agencies are permitted to submit one reimbursement voucher for this program and no payments will be incurred on any cost after September 30, 2022. All services (e.g., trainings) must be purchased and delivered on or before September 30, 2022. All goods (e.g., hardware) must be paid for on or before September 30, 2022.

All reimbursement vouchers and supporting documentation must be submitted to DOS/DCS by November 14, 2022. Reimbursement vouchers submitted after this date will not be accepted.

## **Manuel A. Rosa**

Director, Division of Community Services

### **New York State Department of State**

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