



COMMUNITY SERVICES BLOCK GRANT PROGRAM



Fiscal Year 2026 Grant Application Guidance

Territory of American Samoa



Prospective Applicants:
Public Agencies
Non-Profit Organizations

Designated State Lead Agency: Department of Commerce
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SECTION I:

INTRODUCTION

A. PROGRAM AUTHORITY AND ELIGIBILITY

This document is provided to assist prospective applicants who are eligible for funds under the Community Services Block Grant Act to assemble and prepare their Federal Fiscal Year 2026 grant proposal/application. Funding for the CSBG program is authorized by Public Law 105- 285, which amends Subtitle B of the CSBG Act, 42 U.S.C. 9901 *et seq.*

B. PURPOSE OF FUNDS

Subtitle B of the CSBG Act provides financial assistance to the States, Territories, and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully sufficient [particularly families who are attempting to transition off a State program carried out under part A of Title IV of the Social Security Act (42 U.S.C. 601 *et seq.*)] and to accomplish these goals through objectives/activities enumerated in the CSBG Act.

C. FUNDAMENTAL PROGRAM PRINCIPLES/ASSURANCES/CERTIFICATIONS

As part of the annual application and plan required by Section 676 of the CSBG Act, as amended (42 U.S.C. 9901 *et seq.*), the designee (*id est.* the director of the Department of Commerce) of the chief executive officer of the State (*i.e.* the Governor of the Territory of American Samoa) hereby agrees to the Assurances in Section 676 of the Act, to *wit*:

PROGRAMMATIC ASSURANCES

1. Funds made available through the grant or allotment will be used:
 - a. To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*), homeless families and individual's migrant or seasonal farm workers, and elderly low-income individuals and families and a description of how such activities enable the families and individuals to
 - i. remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A. of title IV of the Social Security Act);
 - ii. secure and retain meaningful employment;
 - iii. attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives.
 - iv. make better use of available income;
 - v. obtain and maintain adequate housing and a suitable living environment;
 - vi. obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots

intervention in urban areas, develop methodologies for widespread replication, and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

- b. To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs), and after-school child care programs; and
 - c. To make more effective use of, and to coordinate with, other programs related to the purposes of Subtitle B of the CSBG Act (including State welfare reform efforts).
2. The State will provide a description of how the State intends to use discretionary funds made available from the remainder of the grant of allotment described in Section 675C(b) of the Act in accordance with the community services block program (Subtitle B); The State will also provide neighborhood-based initiatives related to the purposes of the community services block grant program under Subtitle B.
3. The State will provide information provided by eligible entities in the State, including –
 - a. a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;
 - b. a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultants;
 - c. a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and
 - d. a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant under Subtitle B which may include fatherhood initiatives and other initiatives with goals of strengthening families and encouraging effective parenting.
4. Eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.
5. The State and the eligible entities in the State will coordinate, and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

6. The State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.
7. The State will permit and cooperate with Federal investigations undertaken in accordance with Section 678D of the Act.
8. The State will assure that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the CSBG program make under Subtitle B Will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.
9. The State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups and community organizations.
10. The State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.
11. The State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under Subtitle B of the Act for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community need assessment for the community served, which may be coordinated with community needs assessment conducted for other programs.
12. The State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.
13. The State will provide information describing how the State will carry out these assurances.

ADMINISTRATIVE ASSURANCES

The State further agrees to the following, as required by the Act:

1. To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the CSBG program prepared in accordance with and containing the information described in Section 676 of the Act.
2. To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants for the purposes described in Section 672 of the Act to eligible entities and to make such funds available to eligible entities for obligation during the

fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds enumerated below.

3. In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the CSBG program under Subtitle B.
4. To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under Section 675B for administrative expenses, including monitoring activities.
5. If applicable, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families.
6. That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State plan.
7. That the chief executive officer of the State will designate, and appropriate State agency for purposes of carrying out State community services block grant program activities.
8. To hold at least one legislative hearing every three years in conjunction with the development of the State plan.
9. That each plan or revised State plan developed under Subtitle B will be made available for public inspection in such a manner as will facilitate review of and comment on the plan.
10. To conduct the following reviews of eligible entities:
 - a. full onsite review of each such entity at least once during each three-year period;
 - b. an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the CSBG program;
 - c. follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - d. Other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the CSBG program-Subtitle B) terminated for cause.
11. In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan; to provide services under the CSBG program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act to:

- a. inform the entity of the deficiency to be corrected;
 - b. require the entity to correct the deficiency;
 - c. offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - d. at the discretion of the State offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - e. after provided adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency.
12. To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
13. To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the CSBG program.
14. To participate, by October 1, 2004, and ensure that all eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA).
15. To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under Section 678E(a)(2) of the Act.
16. To comply with the prohibition against use of CSBG funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
17. To ensure that programs assisted by CSBG funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office, any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election or any voter registration activity.
18. To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of or be subjected to discrimination under, any program or activity funded in whole or in part with CSBG funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 *et seq.*) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), or title II of the American with Disabilities Act of 1990 (42 U.S.C. 12131 *et seq.*) shall also apply to any such program or activity.
19. To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent

with the Establishment Clause of the First Amendment of the U.S. Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the CSBG program on the basis that the organization has a religious character, and not to require a religious organization to alter its form of internal governance except as provided under Section 676B or to remove religious art, icons, scriptures or other symbols in order to provide assistance under the CSBG program.

OTHER ADMINISTRATIVE CERTIFICATIONS

The State also certifies the following:

1. To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of CSBG program funds.
2. To comply with requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any sub awards, which contain provisions for children's services and that all sub grantees shall certify accordingly.

D. AVAILABILITY OF FEDERAL FUNDS

Each eligible applicant may apply for a grant in CSBG funds. Total FY 2026 CSBG funding is not definite due to current reauthorization of CSBG legislation. To ensure timely notification, grantees should forward any personnel, address, or telephone changes as soon as possible whenever such changes occur to the CSBG Manager, Department of Commerce, Pago Plaza, 2nd floor, RM#223: Telephone: 633-5155; Fax: 633-4195; Email: csbg@doc.as.gov

E. OVERVIEW OF APPLICATION GUIDANCE FOR FY 2026

The Fiscal Year 2026 Grant Application Guidance contains application instructions for funds awarded under Subtitle B of the CSBG Act. In addition to this Section I Introduction, the Guidance includes:

- **Section II:** General Instructions for Filing the FY2026 Application
- **Section III:** Instructions for Preparation of the FY2026 Grant Application

SECTION II:

FILING THE FY2026 GRANT APPLICATION

A. APPLICATION DEADLINE, AWARD NOTIFICATION, AND FILING INSTRUCTIONS

CSBG applicants must submit their applications by 12:00 PM (Samoa Time), **Friday, August 28th, 2026.**

The applications are to be submitted electronically to the CSBG program email at csbg@doc.as.gov
Please address your application title page to:

Sebastian Briski
CSBG Program Manager
Department of Commerce
Pago Plaza, Rm#223
American Samoa Government
Pago Pago, AS 96799

For further information about this grant application process or any other CSBG related matters, please contact Sebastian Briski or Dorothy Siatunuu, at 633-5155 or by electronic mail at csbg@doc.as.gov.

B. GENERAL INFORMATION

All applications submitted for CSBG funding consideration will be screened as to completeness, appropriateness, and relevance in *re* CSBG aims. Although federally required of eligible entities only, a community action plan and needs assessment will nonetheless be compulsory elements of each application and proposal. It is essential that each application/proposal include a format-specific narrative. Additionally, applications will need to be organized around the concept of Results Oriented Management and Accountability Next Generation (ROMA NG). Refer to Appendix I for more information on ROMA NG.

The following must be adhered to:

- Application must be in English
- Use Times New Roman, Font: 12
- Text may be either single or double spaced
- Submit Table of Contents, as indicated in the Applications Checklist
- Number all pages of the application consecutively
- Include complete name, address and contact number(s) or email address of applying agency or organization.

Applicants are urged to consider the following recommendations:

- 1) Follow the written instructions in the Guidance carefully and completely.
- 2) Use the Checklist to organize the application, to plan and monitor application preparation and to verify completion of all materials before submission.
- 3) Provide accurate and honest information, such as candid accounts of problems and creative ways to address them.
- 4) If you omit any required information or data, explain why.
- 5) Your application should be self-explanatory.
- 6) Prepare the application with the reader in mind.
- 7) Carefully proofread your application.
- 8) Failure to submit requested information or data will be viewed as unresponsive to the application and may result in the rejection of your application.

A. APPLICATION CHECKLIST

If you want to receive CSBG funds, it is vital that your application be complete, legible, and easily understandable. Many applications are denied because they do not respond fully to the criteria set out in the CSBG Act or they provide skimpy justification and/or documentation of their program needs,

missions, objectives, activities, and system of program merit assessment.

The following checklist is provided to ensure that all required information is included with the application. Applicants should follow the checklist to organize and present the information required.

- _____ Title Page
- _____ Table of Contents
- _____ Program Narrative
- _____ Needs Assessment
- _____ Action Plan
- _____ Financial Information and Itemized Budget
- _____ Copy of 501(c)3
- _____ Board Composition Letter
- _____ Accomplishments and Results/Data (*Applicable only to current subgrantees*)
- _____ Submit to CSBG Program by 12:00pm on **Friday, August 28th, 2026..**

SECTION III:

INSTRUCTIONS FOR THE PREPARATION OF THE FY 2026 CSBG GRANT APPLICATION

Section III is organized to follow the logical framework within which CSBG activities occur and to provide attention to key purposes and aims of the CSBG Act.

A. PROGRAM NARRATIVE

Your program narrative should contain a compelling case, which justifies funding the proposed project during the current grant cycle. You should discuss the merit of the proposed project from a programmatic perspective and specifically how it advances the national goals (Refer to Appendix I).

B. NEEDS ASSESSMENT

Your application must provide documented needs assessment (either performed by applicant or other credible entity) warranting the proposed program. Your application must contain detailed statistical information supporting the need and worth of the proposed program.

C. ACTION PLAN

Your application should contain vision/mission statements, necessary levels of achievement, and activities to attain them. In addition, there must be a performance and outcome evaluation system such as ROMA NG adopted to measure program success (Refer to Appendix I).

D. BUDGET

Your application must contain detailed budgetary information. Budget items must be categorized into specific object classes such as Personnel, Supplies and Equipment, and Contractual, and etc.

B. ACCOMPLISHMENTS AND RESULTS (*Applicable only to current sub-grantees*)

Briefly list or summarize your organization's accomplishments and results within the current CSBG fiscal year (October 1, 2025 to September 30, 2026).

APPENDIX I - RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY NEXT GENERATION (ROMA NG)

The Results Oriented Management and Accountability Next Generation, or ROMA NG, is a performance-based initiative designed to preserve the anti-poverty focus of CSBG activities and to promote greater effectiveness among state and local agencies receiving CSBG funds.

ROMA Next Generation is a system of identifying needs through a needs assessment, developing objectives and goals to address these needs, and creating the ability to define outputs and measure the outcomes resulting from the implementation of goals and objectives. In other words, it is the ability of an organization to measure results of its performance through measurable outcomes. These measurable outcomes will help quantify results and achievements produced by CSBG. For instance, it is to the advantage of organizations to provide detailed information on how many individuals and families will be served, why or what type of services being provided, and who benefits by its programs in terms of income classification and demographics as well as methods utilized to arrive at this data.

The ROMA NG Framework has three national goals and three focus areas as stated below, and these national goals should guide an organization's goals and objectives of programs provided. The main focus areas are directly addressed by the program's national goals.

National Goals

- 1) Individuals and families with low incomes are stable and achieve economic security**
- 2) Communities where people with low incomes live are healthy and offer economic opportunity**
- 3) People with low incomes are engaged and active in building opportunities in their communities**

Focus Areas

- 1) Family stability and self-sufficiency
- 2) Agency capacity
- 3) Community revitalization

It will certainly help to develop some performance indicators that revolve around CSBG's national goals, and these performance indicators will enable an entity to relate and tie together all facets of its programs as they relate to the ROMA NG cycle. The cycle starts with an assessment of needs (i.e. community needs & resources and agency data), develop plans and strategies to address the needs (or perhaps the most critical needs), implement those plans and strategies, observe and report progress or results of implementation, and then evaluate results and progress through data analysis (and data collection) and compare with program benchmarks.