

## **CSBG State Plan**

**Program Name:** Community Services Block Grant

**Grantee Name:** NEW HAMPSHIRE DEPARTMENT OF HEALTH & HUMAN SERVICES

**Report Name:** CSBG State Plan

**Report Period:** 10/01/2024 to 09/30/2025

**Report Status:** Submitted

### **Report Sections**

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# CSBG Cover Page (SF-424M)

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)				Form Approved OMB No: 0970-0382 Expires: 09/30/2025							
<b>COVER PAGE</b>											
<b>* 1.a. Type of Submission:</b> <input type="radio"/> Application <input type="radio"/> Plan <input checked="" type="radio"/> Other (2 Year)		<b>* 1.b. Frequency:</b> <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)		<b>* 1.c. Consolidated Application/Plan/Funding Request?</b> Explanation:							
		<b>2. Date Received:</b>		<b>* 1.d. Version:</b> <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update							
		<b>3. Applicant Identifier:</b>		<b>State Use Only:</b>							
		<b>4a. Federal Entity Identifier:</b>		<b>5. Date Received By State:</b>							
		<b>4b. Federal Award Identifier:</b>		<b>6. State Application Identifier:</b>							
<b>7. APPLICANT INFORMATION</b>											
<b>* a. Legal Name:</b> State of New Hampshire Department of Health & Human Services											
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 1026000618B2			<b>* c. Organizational DUNS:</b> 011040545								
<b>* d. Address:</b>											
* Street 1:	129 Pleasant St.		Street 2:								
* City:	Concord		County:	Merrimack							
* State:	NH		Province:								
* Country:	United States		* Zip / Postal Code:	03301 - 6505							
<b>e. Organizational Unit:</b>											
<b>Department Name:</b> Department of Health and Human Services			<b>Division Name:</b> Division of Economic and Housing Stability								
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>											
Prefix:	* First Name: Marc		Middle Name:	* Last Name: Tremblay							
Suffix:	Title: Grant Administrator		Organizational Affiliation:								
* Telephone Number: (603) 271-9319	Fax Number (603) 271-4637		* Email: marc.r.tremblay@dhhs.nh.gov								
<b>* 8a. TYPE OF APPLICANT:</b> A: State Government											
<b>b. Additional Description:</b>											
<b>* 9. Name of Federal Agency:</b>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">Catalog of Federal Domestic Assistance Number:</td> <td style="width: 33%; text-align: center;">CFDA Title:</td> </tr> <tr> <td>10. CFDA Numbers and Titles</td> <td style="text-align: center;">93569</td> <td style="text-align: center;">Community Services Block Grant</td> </tr> </table>							Catalog of Federal Domestic Assistance Number:	CFDA Title:	10. CFDA Numbers and Titles	93569	Community Services Block Grant
	Catalog of Federal Domestic Assistance Number:	CFDA Title:									
10. CFDA Numbers and Titles	93569	Community Services Block Grant									
<b>11. Descriptive Title of Applicant's Project</b>											
<b>12. Areas Affected by Funding:</b>											
<b>13. CONGRESSIONAL DISTRICTS OF:</b>											
<b>* a. Applicant</b> NH			<b>b. Program/Project:</b> State-wide								
Attach an additional list of Program/Project Congressional Districts if needed.											
<b>14. FUNDING PERIOD:</b>			<b>15. ESTIMATED FUNDING:</b>								
a. Start Date:	b. End Date:	* a. Federal (\$): \$0		b. Match (\$): \$0							
<b>* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?</b>											
a. This submission was made available to the State under the Executive Order 12372											
Process for Review on :											
b. Program is subject to E.O. 12372 but has not been selected by State for review.											

c. Program is not covered by E.O. 12372.

\* 17. Is The Applicant Delinquent On Any Federal Debt?

☐ YES

☒ NO

Explanation:

18. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**\*\*I Agree** ☒

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official

18c. Telephone (area code, number and extension)

18d. Email Address

18b. Signature of Authorized Certifying Official



18e. Date Report Submitted (Month, Day, Year)

08/29/2024

**Attach supporting documents as specified in agency instructions.**

# Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:09/30/2025	
<b>SECTION 1</b> <b>CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</b>			
<b>1.1. Identify whether this is a One-Year or a Two-Year Plan</b>		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
<b>1.1a. Provide the federal fiscal years this plan covers:</b>		Year One 2025	Year Two 2026
<b>1.2. Lead Agency and Authorized Official:</b> Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.  <i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have been changed [Check all that apply]			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
<b>1.2a. Lead agency</b>		Department of Health and Human Services (DHHS)	
<b>1.2b. Cabinet or administrative department of this lead agency</b> <i>[Check one and provide a narrative where applicable]</i>			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Community Services Department			
<input type="radio"/> Governors Office			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input checked="" type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Other, describe			
<b>1.2c. Cabinet or Administrative Department Name:</b> Provide the name of the cabinet or administrative department of the CSBG authorized official		NH Department of Health and Human Services, Division of Economic & Housing Stability	
<b>1.2d. Authorized Official of the Lead Agency</b>			
<b>Name:</b> Karen Hebert		<b>Title:</b> Director, Division of Economic & Housing Stability	
<b>1.2e. Street Address</b>		129 Pleasant St.	
<b>1.2f. City</b>		Concord	<b>1.2g. State</b> NH
		<b>1.2h. Zip</b> 03301	
<b>1.2i. Telephone number</b> 603 223 - 4822 ext. N/A		<b>1.2j. Fax number</b> 603 271 - 4637	
<b>1.2k. Email address</b> Karen.E.Hebert@dhh.nh.gov		<b>1.2l. Lead agency website</b> http://www.dhhs.nh.gov	
<b>1.3. Designation Letter:</b>  Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
<b>1.4. CSBG Point of Contact:</b> provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.			
Has Information regarding to the state point of contact has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			

<b>If yes, select the fields that have changed [check all the apply]</b>			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>		<input type="checkbox"/>	Website

<b>1.4a. Agency Name</b>			
<b>1.4b Point of Contact Name</b>			
Name:		Title:	
1.4c. Street Address			
1.4d. City		1.4e. State	1.4f. Zip
1.4g. Telephone Number - ext.		1.4h. Fax Number -	
1.4i. Email Address		1.4j. Agency Website	

**1.5. Provide the following information in relation to the State Community Action Association.**

There is currently a state Community Action Association within the state. ☒ Yes ☐ No

Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? ☐ Yes ☒ No

**If yes, select the fields that have been changed [Check all the apply]**

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director
<input type="checkbox"/>	City	<input type="checkbox"/>	State
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead

<b>1.5a. Agency Name</b>			
<b>1.5b. Executive Director or Point of Contact</b>			
Name:		Title:	
1.5c. Street Address			
1.5d. City		1.5e. State	1.5f. Zip
1.5g. Telephone number - ext.		1.5h. Fax number -	
1.5i. Email Address		1.5j. State Association Website	

**1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead** ☐ Yes ☒ No

## Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 2 State Legislation and Regulation

**2.1. CSBG State Legislation:**

State has a statute authorizing CSBG ☐ Yes ☒ No

**2.2. CSBG State Regulation:**

State has regulations for CSBG ☐ Yes ☒ No

**2.3. Legislation/Regulation Document:** *Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.*

**2.4. State Authority:**

*Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:*

**2.4a. Authorizing Legislation:** State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year ☐ Yes ☒ No

**2.4b. Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year ☐ Yes ☒ No

## Section 3: State Plan Development and Statewide Goals

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

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### SECTION 3

#### State Plan Development and Statewide Goals

#### 3.1. CSBG Lead Agency Mission and Responsibilities:

***Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.***

DHHS Mission Statement: To join communities and families in providing opportunities for citizens to achieve health and independence. Responsibilities - To meet the health needs of New Hampshire citizens: The Department of Health and Human Services recognizes its responsibility to improve access to health care, to ensure its quality and to control costs through improved purchasing, planning and organization of health care services. The Department will work to prevent disease and to protect and improve the health and safety of all citizens through regulatory and health promotion efforts. To meet the basic human needs of New Hampshire citizens: The Department has a responsibility to provide financial, medical and emergency assistance and employment support services to those in need, in order to assist individuals in reaching self-sufficiency. To provide treatment and support services to those who have unique needs including disabilities, mental illness, special health care needs or substance abuse problems: The Department has a responsibility to ensure access to quality community-based services for eligible individuals. To protect and care for New Hampshire's most vulnerable citizens: The Department has a special responsibility to support those who, due to age, disability or circumstance, are at risk and in need of protection. CSBG falls within the Division of Economic and Housing Stability at DHHS. The Mission of DEHS is to advance the health, economic, and social wellbeing of individuals, families, and communities.

#### 3.2. State Plan Goals:

***Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.***

***(Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.1.)***

New Hampshire's primary goal for CSBG is to expand support to the eligible entities to assist them in meeting all organizational standards. This support will include T/TA, regularly scheduled meetings with each of the entities to discuss progress, challenges and next steps as well as on-site reviews and random visits.

#### 3.3. State Plan Development:

***Indicate the information and input the state accessed to develop this State Plan.***

##### 3.3a. Analysis of state-level tools *[Check all that apply applies and provide additional information where applicable]*

☒ State Performance Indicators and/or National Performance Indicators (NPIs)

☐ U.S. Census data

☒ State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)

☒ Monitoring Visits/Assessments

☐ Tools Not Identified Above (specify)

##### 3.3b. Analysis of local-level tools *[Check all that applies and provide additional information where applicable]*

☒ Eligible Entity Community Needs Assessments

☒ Eligible Entity Community Action Plans

☒ Public Hearings/Workshops

☐ Tools Not Identified Above (e.g., State required reports)[specify]

##### 3.3c. Consultation with *[Check all that applies applies and provide additional information where applicable]*

☒ Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)

☒ State Association

☒ National Association for State Community Services Programs (NASCSPP)

☐ Community Action Partnership (NCAP)

☐ Community Action Program Legal Services (CAPLAW)

☐ CSBG Tribal Training and Technical Assistance (T/TA) provider

☒ Regional Performance Innovation Consortium (RPIC)

☐ Association for Nationally Certified ROMA Trainers (ANCRT)

☒ Federal CSBG Office

☐ Organizations not identified above [Specify]

<b>3.4. Eligible Entity Involvement</b>			
<b>3.4a. State Plan Development</b> Describe the specific steps the State took in developing the State Plan to involve the eligible entities.			
<i>(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)</i>			
<p>The State and entity members met through NHCAP Meetings to obtain their views and input on various sections of the State Plan. On August 19, 2024, the plan was sent to the Executive Directors and CSBG contacts at the eligible entities and NHCAP requesting any questions or comments from them, and their staff, be provided by August 22, 2024. There were several contacts with the CAAs on observations and recommendations. There were no additional questions or comments during the public comment period.</p>			
<b>3.4b. Performance Management Adjustment:</b> Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:			
<p>1) encourage eligible entity participation and  2) ensure the State Plan reflects input from eligible entities?</p>			
<p>Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.  If the State is not making any adjustments, provide further detail.</p>			
<i>(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)</i>			
<p>In addition to the discussions on the State Plan, a draft was submitted to the all the CAAs senior staff prior to the Public Hearing date of 8/26/24 requesting and encouraging feedback. Multiple suggestions were made based on the original draft; most of which were incorporated into a revised draft. That revised draft was again sent to all the CAAs senior staff requesting additional feedback. All CAAs were encouraged to attend the Public Hearing to learn directly of any concerns or feedback the Public and other stakeholders might have.</p>			
<b>3.5. Eligible Entity Overall Satisfaction:</b>			
Provide the State's target for eligible entity Overall Satisfaction during the performance period:			
<b>Year One</b>	80	<b>Year Two</b>	80
<p><b>Instructional Note:</b> The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.  <i>(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)</i></p>			

## Section 4: CSBG Hearing Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 4 CSBG Hearing Requirements

#### 4.1. Public Inspection:

Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

Pursuant to the requirement of § 676(e)(2) of the federal CSBG Act, the draft 2023-2024 New Hampshire CSBG State Plan was posted on the New Hampshire official website <https://www.dhhs.nh.gov/dphs/index.htm>, with notice posted in the New Hampshire Register on July 25, 2024. Eligible entities and stakeholders were informed of opportunities to provide comments through these public notices.

#### 4.2. Public Notice/Hearing:

Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under Section 676(a)(2)(B) of the CSBG Act.

On July 25, 2024, through August 25, 2024, a Public Notice was posted on the New Hampshire DHHS Website <https://www.dhhs.nh.gov/newsevents/public-notices>, for a hearing to held on Monday August 26, 2024, from 12:00 1:00 PM. CAAs were notified through personal contact, NHCAP Meetings and emails encouraging participation at the Public Hearing. CAAs were also encouraged to notify their partners and stakeholders of the Public Hearing.

#### 4.3. Public and Legislative Hearings:

In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/26/2024	Virtual	Public	<input type="checkbox"/>
2	09/25/2024	LOB, Room 205-207, Concord, NH	Legislative	<input type="checkbox"/>

**NOTE :** States can add rows as needed for each hearing as needed

#### 4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.

<https://www.dhhs.nh.gov/news-and-media/public-hearing-community-services-block-grant-csbg>

## Section 5: CSBG Eligible Entities

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

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### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

In the table below, indicate whether each eligible entity in the state, is public or private, the type(s) of entity, and the geographical area served by the entity.

*Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.*

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Community Action Program Belknap-Merrimack Counties Inc	Belknap County, Merrimack County	Non-Profit	Community Action Agency
2	Southern New Hampshire Services Inc.	Hillsborough County, Rockingham County	Non-Profit	Community Action Agency
3	Southwestern Community Services Inc	Cheshire County, Sullivan County	Non-Profit	Community Action Agency
4	Community Action Partnership of Strafford County	Strafford County	Non-Profit	Community Action Agency
5	Tri-County Community Action Program Inc	Carroll County, Coos County, Grafton County	Non-Profit	Community Action Agency

**5.2. Total number of CSBG eligible entities 5**

**5.3. Changes to Eligible Entities List:**

Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

- ☐ Designation and/or Re-Designation  
☐ De-Designations and/or Voluntary Relinquishments  
☐ Mergers  
☒ No Changes to Eligible Entities List

**5.3a. Designation and Re-Designation:** Identify any new entities that have beendesignated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year.Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

**5.3b. Designation and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete

**5.3c. Mergers:** In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

## Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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### SECTION 6 Organizational Standards for Eligible Entities

**Note:** Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

**6.1. Choice of Standards:** Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period

☒ COE CSBG Organizational Standards ☐ Modified version of COE CSBG Organizational Standards ☐ Alternative set of Organizational Standards

**6.1a. Modified Organizational Standards:** In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

**6.1b. Alternative Organizational Standards:** If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

**6.1c. Alternative Organizational Standards Changes:** If using an alternative set of organizational standards:

- 1) provide any changes from the last set provided during the previous State Plan submission;
- 2) describe the reasons for using alternative standards; and
- 3) describe how they are at least as rigorous as the COE- developed standards

☐ There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

**6.2. Implementation:** Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. *[Check all that apply and narrative where applicable]*

- ☐ Regulation
- ☐ Policy
- ☒ Contracts with eligible entities
- ☐ Other, describe:

**6.3. Organizational Standards Assessment:** Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). *[Check all that apply.]*

- ☐ Peer-to-peer review (*with validation by the State or state-authorized third party*)
- ☒ Self-assessment (*with validation by the State or state-authorized third party*)
- ☐ Self-assessment/peer review with state risk analysis
- ☐ State-authorized third party validation
- ☒ Regular, on-site CSBG monitoring
- ☐ Other

**6.3a. Assessment Process:** Describe the planned assessment process.

Each Eligible Entity has a designated staff member to be the contact working with the CSBG State staff. Questions and concerns are discussed via phone calls, email, agency visits, and meetings, and then shared with the network. NH Organizational Standards Assessment/Verification Process: This is the first step to establish where an EE stands regarding the standards. The process will be continuous and evolving as will the opportunity for input. The designated agency staff would gather the documentation to verify the completion of each standard. The CSBG Coordinator will assess and verify the CSBG Organizational Standards with the designated agency staff. Using the assessment tool along with the COE Developed CSBG Organizational Standards Technical Assistance Guides, the CSBG Coordinator will review and record the documentation and/or questions for each of the standards. The CSBG Coordinator and the designated agency staff will meet and review the assessment tool. Through this process the technical assistance plan and the completion timetable will be completed. The CSBG Coordinator will finalize the assessment tool, the technical assistance plan and the completion timetable and send them to the designated agency staff to review before the final package is sent to the agency ED/CEO. Any assistance will be provided per the technical assistance plan. The CSBG Coordinator and designated agency staff will communicate regarding the process as required by the timetable.

**6.4. Eligible Entity Exemptions:** Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? ☐ Yes ☒ No

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption			
Total Number of Exempt Entities: 0			
CSBG Eligible Entity	Description / Justification	Delete	
6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period			
Year One	70%	Year Two	70%
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.</i>			

## Section 7: State Use of Funds

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	<b>Form Approved</b> <b>OMB No: 0970-0382</b> <b>Expires: 09/30/2025</b>		
<b>SECTION 7</b> <b>State Use of Funds</b>			
<b>Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]</b>			
<b>7.1. Formula:</b> Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.			
<input checked="" type="radio"/> Historic			
<input type="radio"/> Base + Formula			
<input type="radio"/> Formula Alone			
<input type="radio"/> Formula with Variables			
<input type="radio"/> Hold Harmless + Formula			
<input type="radio"/> Other			
<b>7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.</b> The allocation of funds: The allocation formula for CSBG funds agreed upon by the CAPs and the State is based on population and poverty levels derived from Census figures, with consideration given to rural communities in light of changing demographics, etc. The number of individuals below the federal poverty level by county is added to determine the base, equaling total number of individuals in NH below the federal poverty level. Each of the number of individuals below the federal poverty level by county is divided by the base resulting in a percentage by county of individuals below the federal poverty level. If appropriate, counties are added together to determine the percentage for each of CAA. Only one CAA in NH covers a single county. Three of the CAAs cover 2 counties, and the last CAA covers 3 counties. NH built the allocation formula described above into an excel spreadsheet using the specific counties covered by each CAA.			
<b>7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
<b>7.2. Planned Allocation:</b> Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.			
Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.			
Year One	90.00%	Year Two	90.00%
<b>Planned CSBG 90 Percent Funds</b>			
<b>CSBG Eligible Entity</b>	<b>Year One Funding Amount \$</b>	<b>Delete</b>	
Community Action Program Belknap-Merrimack Counties Inc	\$500,246		
Southern New Hampshire Services Inc.	\$1,568,788		
Southwestern Community Services Inc	\$439,434		
Community Action Partnership of Strafford County	\$418,079		
Tri-County Community Action Program Inc	\$693,177		
<b>Total</b>	<b>\$3,619,724</b>		
<b>CSBG Eligible Entity Year Two</b>			
<b>CSBG Eligible Entity</b>	<b>Year Two Funding Amount \$</b>	<b>Delete</b>	
Community Action Program Belknap-Merrimack Counties Inc	\$500,246		
Southern New Hampshire Services Inc.	\$1,568,788		
Southwestern Community Services Inc	\$439,434		
Community Action Partnership of Strafford County	\$418,079		
Tri-County Community Action Program Inc	\$693,177		
<b>Total</b>	<b>\$3,619,724</b>		
<b>7.3. Distribution Process:</b> Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).			
This contracting process is completed prior to the start of the Federal Fiscal Year. The State contracting process: The State will deliver to the Eligible Entities the following forms to be completed and signed by an individual authorized by the Board of the agency: 1. The Agreement (Form P-37) to be signed by a board authorized individual listed in the Certificate of Vote and notarized; 2. Exhibit A Scope of Services; 3. Exhibit B Contract Price; 4. Exhibit C Special Provisions; 5. Exhibit C-1 Additional Special Provisions; 6. Standard Exhibit D Certification regarding Drug-Free Workplace Requirements; 7. Standard Exhibit E Certification regarding Lobbying; 8. Standard Exhibit F Certification regarding Debarment, Suspension, and Other			

Responsibility Matters Primary Covered Transactions; 9. Standard Exhibit G Certification Regarding the Americans with Disabilities Act Compliance; 10. Standard Exhibit H Certification Environmental Tobacco Smoke; 11. Standard Exhibit I Health Insurance Portability and Accountability Act & Standards for Privacy and Security of Individually Identifiable Health Information; and 12. Standard Exhibit J - Certification Regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance. The Eligible Entity, after executing the contract, will return to the State the contract package with the following documents: 1. Certificate of Vote; 2. The latest Agency Year Ending Financial Audit; 3. The agency's statement of purpose or mission statement; 4. A list of key administrative personnel; 5. The resumes of each individual listed in 4; 6. A current list of the board of directors; 7. The Certificate of Good Standing, Registration or Authorization; and 8. Certificate of Insurance for General Liability and Workers Comp. Upon return, the package is given to the Contract Unit. The time table for each of the next steps are: Department review and Commissioner signing at least 2 weeks; Attorney General at least 2 weeks; Admin Services 2 weeks before the next scheduled Governor & Council meeting. After the contract or amendment is approved by G & C it is assigned a PO number and entered into the state accounting system so payments can be processed. A copy of the executed contract/amendment is sent to the Eligible Entity.

**7.3a Distribution Method:** Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

☒ Reimbursement

☐ Advance

☐ Hybrid

☐ Other

**7.4. Distribution Timeframe:**

Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☒ Yes

☐ No

**7.4a. Distribution Consistency:** If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

*Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.*

**7.5. Distribution of Funds Performance Management Adjustment:**

Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

*Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.*

The NH DHHS Bureau of Contracts and Procurement has a full time Grants Administrator who is responsible for ensuring DHHS compliance with the Subrecipient Monitoring Policy. The Grants Administrator has provided training to all Division directors and Bureau Chiefs on the new policy and procedures. It is the policy of the Department to apply the same procedures for subrecipient determination, risk assessment, and monitoring to all legal agreements, regardless of funding source. The Department monitors contracts to ensure subrecipients provide the required goods or services to the public in accordance with contract provisions and applicable laws or rules. This policy is designed to assist Department staff with interpreting and applying the risk-based monitoring requirements of the Federal Uniform Guidance. This policy does not establish department-wide standards for general contract monitoring and assumes the program is monitoring contracts in accordance with Federal award requirements and best practices.

#### Administrative Funds [Section 675C(b)(2) of the CSBG Act]

*Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.*

**7.6. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

Year One (0.00%)	5.00	Year Two (0.00%)	5.00
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**7.7. State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan

Year One	1.00	Year Two	1.00
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**7.8. State FTEs:** Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

Year One	1.00	Year Two	1.00
----------	------	----------	------

**7.9. Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? ☒ Yes ☐ No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
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#### Use of Remainder/Discretionary Funds (See Section 675C(b)(1) of the CSBG Act)

*Note: This response will link to the corresponding assurance, Item 14.2.*

*If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may*

<b>allocate the funds to the main category with which the activity is associated.</b>		
<b>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</b>		
<b>Remainder/Discretionary Fund Uses</b>	<b>Year One Planned \$</b>	<b>Brief description of services/activities and/or activities</b>
7.9a. Training/technical assistance to eligible entities	\$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$201,096.00	It has been agreed by both the CAAs and the State that discretionary funds are to fund innovative projects and/or the expansion of an existing program. The CAA must submit a proposal, and the State must approve the submitted plan prior to reimbursement of funds. The proposal must contain a projected outcome that will be reported at the conclusion of the project. The State reserves the right to reject any project or any part of a proposal. The State will work with the CAA if the State does not approve a project.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
<b>Total</b>	<b>\$201,096.00</b>	
<b>Remainder/Discretionary Fund Uses</b>	<b>Year Two Planned \$</b>	<b>Brief description of services/activities</b>
7.9a. Training/technical assistance to eligible entities	\$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$201,096.00	It has been agreed by both the CAAs and the State that discretionary funds are to fund innovative projects and/or the expansion of an existing program. The CAA must submit a proposal, and the State must approve the submitted plan prior to reimbursement of funds. The proposal must contain a projected outcome that will be reported at the conclusion of the project. The State reserves the right to reject any project or any part of a proposal. The State will work with the CAA if the State does not approve a project.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
<b>Total</b>	<b>\$201,096.00</b>	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. [Check all that apply and narrative where applicable]		
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)		
<input type="checkbox"/> The state partially carries out some activities		
<input checked="" type="checkbox"/> CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) 5		
<input type="checkbox"/> Other community-based organizations		
<input type="checkbox"/> State Community Action association		
<input type="checkbox"/> Regional CSBG technical assistance provider(s)		
<input type="checkbox"/> National technical assistance provider(s)		

<input type="checkbox"/> Individual consultant(s)
<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other
<b>Note: <i>This response will link to the corresponding CSBG assurance, item 14.2.</i></b>
<b>7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:</b> Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.
<b>Note: <i>This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.</i></b>
The State of NH will receive requests from the CAAs for use of any available discretionary funds. Criteria for approval will consider at a minimum, opportunities for new initiatives which may develop as a result of community partnerships, focused state work or emerging situations. Community Needs Assessments and public feedback will also be considered.

## Section 8: State Training and Technical Assistance

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

**Form Approved**  
**OMB No: 0970-0382**  
**Expires:09/30/2025**

### SECTION 8 State Training and Technical Assistance

**8.1. Training and Technical Assistance Plan:** Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. The T/TA plan should include all planned CSBG T/TA activities funded through the administrative or remainder/discretionary funds of this CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

*Note: This information is associated with State Accountability Measure 3Scand pre-populates the Annual Report, Module 1, Table F.1.*

#### Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All quarters	Both	Reporting	

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All quarters	Both	Reporting	

**8.1a. Training and Technical Assistance Budget:** The planned budget for the training and technical assistance plan (*as indicated in the Remainder/Discretionary Funds table in item 7.9*):

Year One	\$0	Year Two	\$0
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**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The State does not plan to adjust the training and technical assistance plan under this State Plan as compared to past plans. The training and technical assistance the State plan to provide is the annual New England Community Action Partnership Conference and paying the software CSST maintenance and hosting costs.

**8.2. Organizational Standards Technical Assistance:** Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate? ☐ Yes ☒ No

*Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.*

**8.2a. Address Unmet Organizational Standards:** Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. NH CAP Organizational Standards process: NHs 5 CAP agencies are collecting the Organizational Standards documents in binders. At the on-site review, the state will review and record the documents on the OS Tracking Form noting any questions. The state and the agency staff will review the OS Tracking Form together updating the form as needed. The state will record the OS Tracking Form electronically and compile a list of unresolved questions. Both will be emailed to the agency for a final review. The state will update any additional information received from the agency and issue a final OS Tracking Form by email to the agency. The state will create an annual NH Summary Organizational Standards worksheet. This will show what standards are unmet. The steps to assist agencies with an unmet standard, the state will: 1. share what process and/or documentation the other agencies used to meet this standard; 2. facilitate interagency assistant; 3. arrange a statewide meeting to discuss any standard that all agencies need assistance with; 4. when the CAA working group meets the Organizational Standards are the agenda and the group shares any questions and what is working and what is not. 5. work with the state association to plan and conduct appropriate training and technical assistance for individual or all agencies. In addition to these efforts, the State will participate in at least quarterly calls with OCS to ensure DHHS staff are properly trained on the organizational standards.

**8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

- ☐ All T/TA is conducted by the state
- ☐ CSBG eligible entities (*if checked, provide the expected number of CSBG eligible entities to receive funds*)
- ☐ Other community-based organizations
- ☒ State Community Action association
- ☒ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☒ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other

**8.4. CSBG-Funded T/TA Performance Management Adjustment:** Describe adjustments the state made to the training and technical assistance

plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

*Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form*

Through more frequent and open conversations, the state is addressing issues as they arise either through the CSBG Staff research or referring to the appropriate T/TA provider.

## Section 9: State Linkages and Communication

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

**Form Approved**  
**OMB No:0970-0382**  
**Expires:09/30/2025**

### SECTION 9 State Linkages and Communication

***Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).***

**9.1. State Linkages and Coordination at the State Level:**

Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

***Describe additional information as needed.***

***Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa andand pre-populates the Annual Report, Module 1, Item G.1.***

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | State Low Income Home Energy Assistance Program (LIHEAP) office |
| <input checked="" type="checkbox"/> | State Weatherization office                                     |
| <input checked="" type="checkbox"/> | State Temporary Assistance for Needy Families (TANF) office     |
| <input checked="" type="checkbox"/> | Head Start State Collaboration offices                          |
| <input type="checkbox"/>            | State public health office                                      |
| <input type="checkbox"/>            | State education department                                      |
| <input type="checkbox"/>            | State Workforce Innovation and Opportunity Act (WIOA) agency    |
| <input checked="" type="checkbox"/> | State budget office   |
| <input checked="" type="checkbox"/> | Supplemental Nutrition Assistance Program (SNAP)                |
| <input type="checkbox"/>            | State child welfare office                                      |
| <input checked="" type="checkbox"/> | State housing office  |
| <input type="checkbox"/>            | Other   |

**9.2. State Linkages and Coordination at the Local Level:**

Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) - (6))

***Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6., and pre-populates the Annual Report, Module 1, Item G.2.***

As of July 1, 2021, CSBG was moved under the Deputy Director for the Division of Economic and Housing Stability (DEHS). The Deputy Director organized a monthly team that includes CSBG, the Bureau of Family Assistance (TANF, SNAP, Medicaid eligibility), the Bureau of Child Development and Head Start Collaboration, the Family Resource Center administrator, and the Bureau of Employment Supports, with a goal of working more cohesively towards our shared goal of reducing poverty, ending the Cliff Effect, and helping our families achieve self-sufficiency. Each of these program areas work closely with the CAAs in each region to implement programs, improve collaboration, and streamline services for families. After a couple of meetings, the Deputy Director took another position, and the team disbanded. The CSBG Office will work with the new Deputy Director to reconstitute this team. The CAAs and DHHS co-lead NHs chapter of the Whole Family Approach to Jobs. Membership includes state and federal partners, CAAs, other non-profits, business leaders, and families with lived experience.

**9.3. Eligible Entity Linkages and Coordination**

**9.3a. State Assurance of Eligible Entity Linkages and Coordination:** Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

***Note: This response will link to the corresponding CSBG assurance, item 14.5.and pre-populates the Annual Report, Module 1, Item G.3a.***

By co-leading the NH Chapter of the Whole Family Approach to Jobs workgroup, DHHS and the CAAs are working together with a diverse group of stakeholders to identify gaps in services and coordination. The CAA directors have regular weekly calls where they identify challenges with effective service delivery. DHHS staff are invited to these calls when significant issues arise that need additional support.

**9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:**  
Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

***Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.***

Eligible Entities work with the private sector, state, county and local governments, other nonprofits and the Community Action Network to reduce the causes of poverty. Through private donations, sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to coordinate services with agencies within their service delivery areas. The Eligible Entities have representation on numerous boards and committees. They work in conjunction with other social service organizations. The state assures this by reviewing what is reported on the NPI 4.1 Partnerships.

**9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:**

Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? ☐ Yes ☒ No

*Note: This response will link to the corresponding CSBG assurance, item 14.5.*

**9.4a. WIOA Combined Plan:** If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

**9.4b. Employment and Training Activities:** If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

The State's largest CAA contracts with the State to operate the WIOA contract statewide. This work does include the support of the other four CAAs who provide support including space, collaboration regarding resources and clients that are eligible for services. The State's largest CAA also operates in partnership with the State the NH Employment Program (NHEP) which serves TANF recipients exclusively. The staffing of that program includes agency staff and state employees. This program is also statewide, and the same support and collaboration of the other CAAs as is provided for the WIOA program.

**9.5. Emergency Energy Crisis Intervention:**

Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).

*Note: This response will link to the corresponding CSBG assurance, item 14.6.*

The Community Action Agencies are the subgrantees of the Low-Income Home Energy Assistance Program (LIHEAP) in NH. The LIHEAP contracts contains the emergency energy crisis intervention element of LIHEAP. The State CSBG office works closely with the State LIHEAP office.

**9.6. Faith-based Organizations, Charitable Groups, Community Organizations:**

Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.

*Note: this response will link to the corresponding assurance, item 14.9.*

Through the annual Community Action Plan and the Annual Report, the Eligible Entities provide documentation of the coordination and partnership with other organization. The State will also monitor CAAs on a regular basis to ensure compliance with this assurance.

**9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:**

Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

*Note: this response will link to the corresponding assurance, item 14.3c.*

The annual Community Action Plan submitted by the Eligible Entities to the state list all funding sources; federal, state, public, private and CSBG. By reviewing the Community Action Plan and monitoring the agencies, the CSBG Coordinator determines that the Eligible Entities are coordinating funds between the funding sources. The State CSBG Administrator has regularly scheduled meetings with the CAAs as well as ad hoc meetings to monitor and determine if they are following their Community Action Plans. Also, the State CSBG Administrator reviews all invoices submitted for reimbursement. Part of the review process is to determine if CAAs are coordinating their funds according to their Community Action Plans. Those plans include the coordination and collaboration of all the various funding sources - federal, state, public, private and CSBG.

**9.8. Coordination among Eligible Entities and State Community Action Association:**

Describe state activities for supporting coordination among the eligible entities and the state community action association.

*Note: This information will pre-populate the Annual Report, Module 1, Item G.5.*

The NH Community Action Association does not have paid staff. The CAAs share in the operation of the association. The State and the Association have a good working relationship. The CSBG Coordinator regularly attends the Association meetings. NHCAP is run with volunteers. Each CAA's ED is a member and CSBG Administrator is a partner. The association also contracts with a consultant to help coordinate and track association projects, reports and other business requirements.

**9.9. Communication with Eligible Entities and the State Community Action Association:**

In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

**Communication Plan**

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Annually		
State Plan Development	As needed		
Organizational Standards Progress	Quarterly		
State Accountability Measures Progress	As needed		
Community Needs Assessments/ Community Action Plans	Upon Request		Community Needs Assessment is completed Triennially Community

			Action Plans are completed annually.
State Monitoring Plans and Policies	As needed		
Training and Technical Assistance (T/TA) Plans	As needed		T/TA is provided through the NHCAA using a vendor - CSST
ROMA and Performance Management	As needed		
State Interagency Coordination	Triennial		
CSBG Legislative/Programmatic Updates	As needed		
Tripartite Board Requirements	Annually		

**9.10. Feedback to Eligible Entities and State Community Action Association:**

Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

***Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6***

The state accountability measures survey results are sent to the Eligible Entities and State Community Action Association. Accountability measures are built into state contracts and will be reviewed with each individual CAA during annual contract monitoring. Overall CSBG accountability measures will be reviewed with the local entities and CAAs during annual meetings coordinated by DHHS in partnership with the CAAs. All CAAs have signed new contracts effective 10/1/24.

**9.11. Communication Plan Performance Management Adjustment:**

Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

***Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.***

In 2021 the State of NH DHHS moved CSBG to the Deputy Director for the Division of Economic and Housing Stability. This change improved the communication plan between the State and the CAAs by having a more comprehensive team at DHHS working with the CAAs on planning and implementation of CSBG funding. By formalizing quarterly meetings between the Division of Economic and Housing Stability and the CAAs, regular agendas are created to address all aspects of CSBG administration, including soliciting and providing feedback between DHHS and the CAAs. Public hearing and legislative hearings will be conducted in partnership, and feedback will be considered as a group. The group will also utilize the existing partnership between DHHS and the CAAs through the Whole Families Approach to Jobs NH Chapter, which has a broad membership including state and federal partners, non-profits, business partners, and people with lived experience. The CSBG Administrator is new as of 4/21/23. There are no plans to make any adjustments until the current accountability measures can be completely implemented and then reviewed to determine if adjustments need to be made.

## Section 10: Monitoring, Corrective Action, and Fiscal Controls

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Administration for Children and Families**  
**Community Services Block Grant (CSBG)**

**Form Approved**  
**OMB No: 0970-0382**  
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### SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

#### Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act )

**10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.**

**This is an estimated schedule to assist states in planning. States may indicate "no review" for entities the state does not plan to monitor in the performance period.**

***Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.***

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Action Program Belknap-Merrimack Counties Inc	Full On-site	Onsite Review	FY1 Q2	02/07/2024	02/27/2024	
2	Southern New Hampshire Services Inc.	No review					
3	Southwestern Community Services Inc	Full On-site	Onsite Review	FY1 Q3	04/24/2024	05/24/2024	
4	Community Action Partnership of Strafford County	No review					
5	Tri-County Community Action Program Inc	No review					
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Action Program Belknap-Merrimack Counties Inc	No review					
2	Southern New Hampshire Services Inc.	No review					
3	Southwestern Community Services Inc	No review					
4	Community Action Partnership of Strafford County	Full On-site	Onsite Review	FY2 Q2	04/02/2024	05/02/2024	
5	Tri-County Community Action Program Inc	Full On-site	Onsite Review	FY2 Q3	05/22/2024	06/13/2024	

**10.2. Monitoring Policies:**

**Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.**

**10.3. Initial Monitoring Reports:**

**According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?**

***Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.***

30

#### Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act )

**10.4. Closing Findings:**

**Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? ☒ Yes ☐ No**

**10.4a. Closing Findings Procedures: If no describe state procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.**

**10.5. Quality Improvement Plans (QIPs):**

**Provide the number of eligible entities currently on QIPs, if applicable.**

***Note: The QIP information is associated with State Accountability Measures 4Sc.***

0
<b>10.6. Reporting of QIPs:</b> Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP
<i>Note: This item is associated with State Accountability Measures 4Sa(iii).</i>
Any eligible entity with an approved QIP will be reported to OCS within 30 calendar days.
<b>10.7. Assurance on Funding Reduction or Termination:</b> The state assures,"that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated 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 the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided inSection 678C(b)" per Section 676(b)(8). <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Note: This response will link with the corresponding assurance under item 14.8.</i>
<b>Policies on Eligible Entity Designation, De-designation, and Re-designation</b>
<b>10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.</b>
<b>10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public</b> Designation or Re-designation of New Eligible Entity Procedure: If any area of the State ceases to be served by an eligible entity, the governor may decide to solicit applications and designate a new eligible entity. The following criteria will be used: A private nonprofit organization that is geographically located in the services area or a current private nonprofit eligible entity that is geographically located in an adjoining county that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements such as the tripartite board, the CSBG assurances and the CSBG goals and purposes. Priority, in granting designation, will be given to eligible entities that are providing related services in the area consistent with a community-needs assessment. If no private, nonprofit organization is identified or determined to be qualified then the governor may select an appropriate political subdivision of the State to serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision must meet the criteria list above.
<b>10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.</b>
<b>10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public</b> Termination or Reduction of Funding Procedure: The State makes an assurance that any eligible entity in the State that received CSBG funding in the previous fiscal year will not have its funding terminated or reduced below the proportional share received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction. In a termination or reduction of funding, the term cause includes (A) a statewide redistribution of funds provided through a community services block grant in response to 1. the results of the most recently available census or other appropriate data; 2. the designation of a new eligible entity; or 3. severe economic dislocation; or (B) the failure of an eligible entity to comply with the terms of the CSBG state contract, CSBG State plan, or to meet a State requirement. If the State determines there is a deficiency, on the basis of a final decision in a program monitoring or a cause(s) listed above, the State will: (1) inform the entity of the deficiency to be corrected; (2) require the entity to correct the deficiency; (3)(A) offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to the US HHS Secretary a report describing the training and technical assistance offered; or (B) if the State determines that such training and technical assistance are not appropriate, prepare and submit to the US HHS Secretary a report stating the reasons for the determination; (4)(A) at the discretion of the State (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), allow the entity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan to correct such deficiency within a reasonable period of time, as determined by the State; and (B) not later than 30 days after receiving from an eligible entity a proposed quality improvement plan, either approve such proposed plan or specify the reasons why the proposed plan cannot be approved; and (5) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding under CSBG of the eligible entity unless the entity corrects the deficiency. A determination to terminate the designation or reduce the funding of an eligible entity is reviewable by the US HHS Secretary. The US HHS Secretary shall, upon request, review such a determination. The review shall be completed not later than 90 days after the Secretary receives from the State all necessary documentation relating to the determination to terminate the designation or reduce the funding. If the review is not completed within 90 days, the determination of the State shall become final at the end of the 90th day. Whenever a State terminates or reduces the funding of an eligible entity prior to the completion of the process described above and the US HHS Secretary's review as required, the Secretary is authorized to provide financial assistance under this subtitle to the eligible entity affected until the violation is corrected. In such a case, the CSBG grant allocation for the State for the earliest appropriate fiscal year shall be reduced by an amount equal to the funds provided under directly to such eligible entity.
<b>10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10.10a. If Yes, provide the citation(s) of the law and/or regulation.</b>
<b>10.10b. If No, describe State procedures for re-designation of existing eligible entities.</b> Designation or Re-designation of New Eligible Entity Procedure If any area of the State ceases to be served by an eligible entity, the governor may decide to solicit applications and designate a new eligible entity. The following criteria will be used: A private nonprofit organization that is geographically located in the services area or a current private nonprofit eligible entity that is geographically located in an adjoining county that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements such as the tripartite board, the CSBG assurances and the CSBG goals and purposes. Priority, in granting designation, will be given to eligible entities that are providing related services in the area consistent with a community-needs assessment. If no private, nonprofit organization is identified or determined to be qualified then the governor may select an appropriate political subdivision of the State serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision must meet the criteria list above.
<b>Fiscal Controls and Audits and Cooperation Assurance</b>
<b>10.11. Fiscal Controls and Accounting:</b> Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

Procedure: Federal Filing for Community Services Block Grant (CSBG) Updated: 6/22/2016 Information: The Community Services Block Grant Federal Filing is completed on an annual basis. The reporting period ends on 9/30/xxxx and a SF-425 must be filed by 12/30/xxxx (90 days) for each open grant year. Responsibility: Business Administrator III File and Location: R: Finance Cost Allocation EXPRPTS CSBG Instructions: Open the prior years CSBG 425s FFYxx 9-30-xxxx file. Do a save as for the current date. Retrieve quarterly column reports for QE 12/31, 3/31, 6/30 & 9/30 a full federal fiscal year. Column reports for the Child Abuse Federal Grant can be found at: R: Finance Allocation Reports State Fiscal Year - Quarterly Reports QE - 4500 CSBG Column. Do a Move or Copy to bring column reports into file. Use the column reports to populate the CAP SUMMARY tab. The top portion of the worksheet adds all the federal costs incurred for the year. Key each QE federal total from the column report into the CAP SUMMARY worksheet. Please see below for reference. The next section of the CAP SUMMARY worksheet will calculate available balances for each open grant year. Key the current annual expense, calculated above, in the appropriate row for each open grant year. You may wish to check with the Financial Manager responsible for the CSBG grant to determine how much of the annual expense is allocated to each open grant year. Please see below for reference.

**10.12. Single Audit Management Decisions:**

Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

***Note: This information is associated with State Accountability Measure 4Sd.***

The CSBG Administrator uses the information in the Federal Audit Clearinghouse (FAC) database as evidence to verify that the eligible entities have no audit findings and that the required audit was performed. Upon review of eligible entity single audits with audit findings, the CSBG Coordinator contacts the eligible entity to find the status of the findings and working with the entity develops a plan to resolve the findings. CAAs are not required to submit single audits to DHHS. They are obtained from the FAC Website.

**10.13. Assurance on Federal Investigations:**

The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. ☒ Yes ☐ No

***Note: This response will link with the corresponding assurance, Item 14.7.***

**10.13a. Federal Investigations Policies:** Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? ☒ Yes ☐ No

**10.13b. Closing Findings Procedures:** If no, describe state procedures for permitting and cooperating with federal investigations.

**10.14. Monitoring Procedures Performance Management Adjustment:**

Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

***Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.***

The State of NH DHHS conducts a detailed risk analysis prior to entering into contracts with any vendor. Guided by the Subrecipient Monitoring Policy of the DHHS Bureau of Contracts and Procurement, each CAA must complete a detailed Risk Analysis prior to entering into a contract with DHHS. The purpose of this policy is to ensure that vendors who contract with the Department of Health and Human Services are properly monitored proportional to their risk of noncompliance with contractual and regulatory requirements to ensure the desired contractual outcome(s); to ensure the Departments compliance with the requirements of the Federal Uniform Guidance governing subrecipient monitoring (see 2 CFR 200.331 & 332) for Federal funding; and set these Federal Uniform Guidance requirements governing subrecipient monitoring as standards to be applied to all funding sources. The Subrecipient Monitoring policy is supplemental to any federal monitoring requirements and creates DHHS policies to outline who is responsible for following the federal monitoring policies. The Risk Analysis provides additional monitoring activities based on any identified risks, and those monitoring requirements are built into the contracts with the CAAs. In addition, the CSBG Administrator conducts random monitoring on one or more specific standards with eligible entities.

## Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 11 Eligible Entity Tripartite Board

**11.1. Tripartite Board Verification:** Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act *[Check all that applies and narrative where applicable]*

- ☐ Attend Board meetings
- ☐ Organizational Standards Assessment
- ☐ Monitoring
- ☒ Review copies of Board meeting minutes
- ☒ Track Board vacancies/composition
- ☐ Other

**11.2. Tripartite Board Updates:** Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc., *[Select one and narrative where applicable]*

- ☐ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☒ As it Occurs
- ☐ Other

**11.3. Tripartite Board Representation Assurance:** Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act

*Note: This response will link with the corresponding assurance, item 14.10.*

The State has the written procedures from each eligible entity regarding the process by which individuals or organizations can petition for adequate representation on the eligible entities Tripartite Board. Annually, the State requires the eligible entities submit any changes to their written procedures.

**11.4. Tripartite Board Alternative Representation:** Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. ☐ Yes ☒ No

**11.4a. Tripartite Board Alternative Mechanism:** If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.

## Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 12 Individual and Community Income Eligibility Requirements

#### 12.1. Required Income Eligibility:

Provide the income eligibility threshold for services in the state.

*[Check one item below.]*

☐ 125% of the HHS poverty line ☒ X% of the HHS poverty line (fill in the threshold) ☐ Varies by eligible entity

200% % *[Response Option: numeric field]*

#### 12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

CSBG funds awarded to the eligible entities are utilized primarily for program support and rarely used for direct client services. To validate the appropriate use of CSBG funds for the targeted population, New Hampshire compares the percentage of CSBG funds to total funds the eligible entity expended on the any program CSBG Funds are requested for; that percentage is compared to the percentage of clients at or below 200 percent of poverty line (or the current allowable threshold permitted by the grant) to the total number of clients served by the eligible entity. This comparison produces a comparable factor for determining that the targeted population benefited from the CSBG funds awarded to the eligible entity. If CSBG Funds are used for direct client support, the CAA is required to provide documentation of the individuals eligibility.

#### 12.2. Income Eligibility for General/Short-Term Services:

Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical),An example of these services is emergency food assistance.

New Hampshire does not use the CSBG funding for direct client services. Thus, the CSBG funding cannot be tracked to individual clients. CSBG funds awarded to the eligible entities are utilized for program support. The state does not monitor client files or documentation or calculation of income.

#### 12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

The State ensures eligible entities' services target and benefit communities with low-income as follows The Community-targeted Services are discussed and reviewed by the CSBG Administrator at the time of agency monitoring to ensure eligible entities' services target and benefit communities with low-income. If funds are requested for any new programs, that program is discussed and reviewed with the eligible entity and the CSBG Administrator prior to expenditures being approved.

## Section 13: Results Oriented Management and Accountability (ROMA) System

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 13 Results Oriented Management and Accountability (ROMA) System

#### 13.1. Performance Measurement System:

Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

**Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item I.1.**

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

#### 13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

ACCOUNTABILITY AND REPORTING REQUIREMENTS (678E) (1) PERFORMANCE MEASUREMENT. Eligible entities will participate in a performance measurement system, which satisfies CSBG requirements. EVALUATION OF RESULTS. Result Oriented Management and Accountability (ROMA) is an inter-agency initiative promoting outcome-based strategies for community, state and federal programs managed by a Community Services Block Grant Eligible Entity. Designed by the Office of Community Services Monitoring and Assessment Task Force in response to the 1993 Government Performance and Results Act (GPRA), ROMA provides a flexible architecture of three national goals that the CSBG network strives towards. THE DIVERSITY OF COMMUNITY ACTION. As required by law, each local agency must identify, organize and respond to the antipoverty needs of its particular service area. Using different programs, funding sources and partnerships, agencies meet the broad statutory goals of the Community Services Block Grant Act - family development, self-sufficiency and community revitalization. Reporting of national performance indicators is an important component of the broader community action initiative to use results-focused management principles to revitalize and strengthen the entire Community Services Network. ANNUAL REPORT. Eligible entities will participate annually in preparing the statewide report, which is called the CSBG Annual Report. The Annual Report shall include the performance measurement system, an accounting of the expenditure of CSBG funds, including an accounting of funds spent on administrative costs, and funds spent by eligible entities on the direct delivery of local services, and shall include information on the number of and characteristics of clients served by the network, based on data collected from the CAAs. The structure of the CSBG Annual Report is as follows: Module 1: Information on the State administration of CSBG funding, including the distribution of funds to eligible entities, state administrative funds, discretionary and T/TA funds, progress in eligible entities meeting the Organizational Standards, and the States progress in meeting the various accountability measures. Modules 2,3 and 4 are completed by the eligible entities. Module 2 includes information on funds spent on the delivery of local services and administration. Module 3 includes information on the implementation and results achieved for community-level strategies. Module 4 includes information on services provided to individuals and families, demographic characteristics of people served by eligible entities, and the results of these services.

#### 13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

#### 13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

**Note: This response will also link to the corresponding assurance, Item 14.12.**

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Others

Most federal programs have outcomes that have to be reported to the funding source, the agencies will report those outcomes under the NPIs.

#### 13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.

**Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.**

The New England Community Action Partnership Annual Conference, which NH CSBG Training and Technical Assistance funds support, has ROMA and ROMA NG workshops. The state also pays the hosting and maintenance fees for the statewide software, empowOR, which will track program outcomes. Each Eligible Entity has designated a staff member to be the ROMA contact. A committee coordinated by the NH Community Action Association meets to standardize as much as possible statewide ROMA tracking and reporting, and to have a forum for the Certified ROMA trainers and ROMA implementers to meet and exchange ideas and information.

#### 13.4. Eligible Entity Use of Data:

Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?

**Note: This response will also link to the corresponding assurance, Item 14.12.**

The state will review the eligible entities processes for analyzing program outcomes as part of the Organizational Standards review. At the networks working group meeting, the members will review and discuss the differences between the agencies and to work towards a network wide process for each of the common programs.

#### Community Action Plans and Needs Assessments

#### 13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of

CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>
The State sends an email of the items that must be submitted to the State as the requirement of the Community Action Plan for receiving CSBG funding. This requirement is also included in the CSBG contract.
<b>13.6. Community Needs Assessment:</b> Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>
The State sends an email of the items that must be submitted to the State as the requirement of the Community Action Plan for receiving CSBG funding. This requirement is also included in the CSBG contract.

## Section 14: CSBG Programmatic Assurances and Information Narrative

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 14 CSBG Programmatic Assurance and Information Narrative (Section 676(b) of the CSBG Act)

#### 14.1 Use of Funds Supporting Local Activities

##### CSBG Services

14.1a. 676(b)(1)(A): Describe how the state will assure "that funds made available through 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 title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- (i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly 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) to secure and retain meaningful employment;
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- (vii) to 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 -
  - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
  - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

The state will assure that that funds made available through grant or allotment will be used according to 676(b)(1)(A) by reviewing the Community Action Plan and monitoring the agencies.

##### Needs of Youth

14.1b. 676(b)(1)(B) Describe how the state will assure "that funds made available through grant or allotment will be used -

(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--

- (i) 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
- (ii) after-school child care programs;

The state will assure that that funds made available through grant or allotment will be used according to 676(b)(1)(B) by reviewing the Community Action Plan and monitoring the agencies.

##### Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the state will assure "that funds made available through grant or allotment will be used -

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

The state will assure that that funds made available through grant or allotment will be used according to 676(b)(1)(C) by reviewing the Community Action Plan and monitoring the agencies.

##### State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

**Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10**

### **Eligible Entity Service Delivery, Coordination, and Innovation**

**14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."**

**14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;**

NH CAAs are the grantees for LIHEAP, Head Start, Weatherization, WIOA, and TANF work programs. Not all the CAAs work with housing and homeless, VISTA, transportation, senior programs, etc. All Five NH CAAs have outreach staff, processes and procedures in place to serve families and individuals. The staff are trained to provide case management and assessment services to ensure individuals and families will be enrolled and/or referred to the appropriate assistance programs and services. Outreach staff also provide follow-up case management and assessment services as needed. For individuals that are homebound or are unable to visit an agency for programs and services, agencies provide assistance by phone, mail, electronic communications, and/or home visits. Some agencies have special outreach services hours by appointment to serve working individuals and those who are unable to visit the agency during normal business hours.

### **Eligible Entity Linkages - Approach to Filling Service Gaps**

**14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."**

**Note: The state describes this assurance in the state linkages and communication section, item 9.3b.**

Eligible Entities work with the private sector, state, county and local governments, other nonprofits and the Community Action Network to reduce the causes of poverty. Through private donations, sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to coordinate services with agencies within their service delivery areas. The Eligible Entities have representation on numerous boards and committees. They work in conjunction with other social service organizations. The state assures this by reviewing what is reported on the NPI 4.1 Partnerships.

### **Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources**

**14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."**

**Note: The state describes this assurance in the state linkages and communication section, item 9.7.**

The annual Community Action Plan submitted by the Eligible Entities to the state list all funding sources; federal, state, public, private and CSBG. By reviewing the Community Action Plan and monitoring the agencies, the CSBG Coordinator determines that the Eligible Entities are coordinating funds between the funding sources. The State CSBG Administrator has regularly scheduled meetings with the CAAs as well as ad hoc meetings to monitor and determine if they are following their Community Action Plans. Also, the State CSBG Administrator reviews all invoices submitted for reimbursement. Part of the review process is to determine if CAAs are coordinating their funds according to their Community Action Plans. Those plans include the coordination and collaboration of all the various funding sources - federal, state, public, private and CSBG.

### **Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility**

**14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."**

**Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).**

Each CAA has conducted a community needs assessment to determine the top three needs in their communities. There are some trends across NH including substance use, employment, and housing, but each region has a unique top three. Each CAA is working with their local partners to create innovative community-based initiatives based on the top three needs identified below. CAP Belknap-Merrimack Counties dental services, housing, childcare; CAP of Strafford County housing/homelessness, (recently merged with HCSC to maintain a homeless shelter), substance abuse, and transportation; Southern NH Services dental services, food assistance, and utility/fuel assistance; Southwestern Community Services community mental health services, safe/affordable housing, and adequate employment; Tri-County CAP substance misuse, living wages, and affordable housing. Going forward, DHHS will work collaboratively with each CAA to develop strategies for innovative use of discretionary funds based on their community needs assessment.

### **Eligible Entity Emergency Food and Nutrition Services**

**14.4. 676(b)(4) Describe how the state will assure "that 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."**

The Emergency Food Assistance Program (TEFAP) provides a variety of nutritious, high-quality foods at no cost to families and individuals in need. Local Community Action Agencies throughout NH distribute USDA donated food items to community organizations such as food pantries, soup kitchens, homeless shelters and other eligible Charitable Organizations. Families and individuals needing food assistance may contact their local Community Action Agency to assist with locating a feeding organization near them. There are approximately 250 local community food pantries, soup kitchens and homeless shelters that receive and distribute these commodities in NH. Additionally, CAP Belknap-Merrimack Counties Mobile Food Assistance Program helps to provide hunger relief to those who can't get to a food pantry within Merrimack and Belknap counties. They deliver to families experiencing homelessness, to homebound elderly and/or disabled individuals who cannot get out to their local food pantry, and to rural locations with limited access to affordable food.

### **State and Eligible Entity Coordination/linkages and Workforce Innovation and**

<b>Opportunity Act Employment and Training Activities</b>
14.5. 676(b)(5) Describe how the state will assure "that the state and 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, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."
<i>Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.</i>
<b>State Coordination/Linkages and Low-income Home Energy Assistance</b>
14.6. 676(b)(6) Provide "an assurance that 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 community."
<i>Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.</i>
<b>Federal Investigations</b>
14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.</i>
<b>Funding Reduction or Termination</b>
14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle 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 the 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)." Yes
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.</i>
<b>Coordination with Faith-based Organizations, Charitable Groups, Community Organizations</b>
14.9. 676(b)(9) Describe how the state will assure "that 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."
<i>Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.</i>
<b>Eligible Entity Tripartite Board Representation</b>
14.10. 676(b)(10) Describe how "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."
<i>Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.</i>
The State has the written procedures from each eligible entity regarding the process by which individuals or organizations can petition for adequate representation on the eligible entities Tripartite Board. Annually, the State requires the eligible entities submit any changes to their written procedures.
<b>Eligible Entity Community Action Plans and Community Needs Assessments</b>
14.11. 676(b)(11) Provide "an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle 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-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."
<i>Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.</i>
<b>State and Eligible Entity Performance Measurement: ROMA or Alternate system</b>
14.12. 676(b)(12) Provide "an assurance that 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 system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."
<i>Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.</i>
<b>Validation for CSBG Eligible Entity Programmatic Narrative Sections</b>
14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."
<i>Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.</i>
<input checked="" type="checkbox"/> By checking this box, the state CSBG authorized official is certifying the assurances set out above.



## Section 15: Federal Certifications

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
Community Services Block Grant (CSBG)

Form Approved  
OMB No:0970-0382  
Expires:09/30/2025

### SECTION 15 Federal Certifications

#### 15.1. CERTIFICATION REGARDING LOBBYING

##### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

##### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The box after each certification must be checked by the state CSBG authorized official.

15.1. Lobbying

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

## 15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

**Controlled substance** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);.

**Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

**Criminal drug statute** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

### **Certification Regarding Drug-Free Workplace Requirements**

#### **Alternate I. (Grantees Other Than Individuals)**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

## Alternate II. (Grantees Who Are Individuals)

(a)The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b)If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

### 15.2. Drug-Free Workplace Requirements

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

### 15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions

##### Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the

statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -  
Lower Tier Covered Transactions**

***Instructions for Certification***

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from

participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**15.3. Debarment**

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

**15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through state or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

**15.4. Environmental Tobacco Smoke**

After assurance select a check box:



By checking this box, the state CSBG authorized official is providing the certification set out above.

**THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)**

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.