



pennsylvania  
DEPARTMENT OF COMMUNITY  
& ECONOMIC DEVELOPMENT

# COMMUNITY SERVICES BLOCK GRANT

## 2023-25 State Plan (DRAFT for Public Hearing)

August 2023



## **CSBG State Plan**

**Program Name:** Community Services Block Grant

**Grantee Name:** DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT PENNSYLV

**Report Name:** CSBG State Plan

**Report Period:** 10/01/2023 to 09/30/2024

**Report Status:** Saved -- with Errors

### **Report Sections**

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# CSBG Cover Page (SF-424M)

<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: 08/30/2024</b>							
<b>COVER PAGE</b>											
<b>* 1.a. Type of Submission:</b> <input type="radio"/> Application <input checked="" type="radio"/> Plan <input 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> Commonwealth of Pennsylvania											
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 23-600310201				<b>* c. Organizational DUNS:</b> 00815720							
<b>* d. Address:</b>											
* Street 1:	400 North Street		Street 2:	4th Floor							
* City:	Harrisburg		County:	PA							
* State:	PA		Province:								
* Country:	United States		* Zip / Postal Code:	17120							
<b>e. Organizational Unit:</b>											
<b>Department Name:</b> Community and Economic Development			<b>Division Name:</b> Center for Community Services								
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>											
Prefix:	* First Name: Melissa		Middle Name:	* Last Name: Tabb							
Suffix:	Title: Deputy Director		Organizational Affiliation: DCED Admins								
* Telephone Number: (717) 425-7598	Fax Number		* Email: mtabb@pa.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> Pennsylvania CSBG 2 Year State Plan											
<b>12. Areas Affected by Funding:</b> Statewide											
<b>13. CONGRESSIONAL DISTRICTS OF:</b>											
<b>* a. Applicant</b> 11			<b>b. Program/Project:</b>								
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? <input type="radio"/> YES <input checked="" type="radio"/> 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) <b>**I Agree</b> <input checked="" type="checkbox"/>	
** 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)
<b>Attach supporting documents as specified in agency instructions.</b>	



**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:08/30/2024	
<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 2024	Year Two 2025
<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 checked="" type="radio"/> Yes <input 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 checked="" 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 checked="" type="checkbox"/>	Website		
<b>1.2a. Lead agency</b>			
<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"/> Governor's Office			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input 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		Department of Community and Economic Development	
<b>1.2d. Authorized Official of the Lead Agency</b>			
Name: Rick Siger		Title: Secretary	
<b>1.2e. Street Address</b>		400 North Street, 4th Floor	
<b>1.2f. City</b>		Harrisburg	<b>1.2g. State PA</b>
			<b>1.2h. Zip</b> 17102
<b>1.2i. Telephone number</b> 717 720 - 1366 ext.		<b>1.2j. Fax number</b> 717 720 - 1366	
<b>1.2k. Email address</b> fsiger@pa.gov		<b>1.2l. Lead agency website</b> www.dced.pa.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 checked="" type="radio"/> Yes <input type="radio"/> No			

If yes, select the fields that have changed [check all the apply]			
<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Point of Contact
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Fax Number	<input checked="" type="checkbox"/>	Email Address
<input type="checkbox"/>		<input type="checkbox"/>	Website
1.4a. Agency Name Department of Community and Economic Development			
1.4b Point of Contact Name			
Name: Kelsey DeMerlis		Title: Director	
1.4c. Street Address		400 North Street, 4th Floor	
1.4d. City		Harrisburg	1.4e. StatePA 1.4f. Zip 17101
1.4g. Telephone Number 717 727 - 4417 ext.		1.4h. Fax Number 717 727 - 4417	
1.4i. Email Address kdemerlis@pa.gov		1.4j. Agency Website www.dced.pa.gov	
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. <input checked="" type="radio"/> Yes <input type="radio"/> No			
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, select the fields that have been changed [Check all the apply]			
<input type="checkbox"/>	Agency Name	<input checked="" 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
1.5a. Agency Name Community Action Association of Pennsylvania			
1.5b. Executive Director or Point of Contact			
Name: Beck Moore		Title: CEO	
1.5c. Street Address		222 Pine Street	
1.5d. City		Harrisburg	1.5e. StatePA 1.5f. Zip 17101
1.5g. Telephone number 717 233 - 1075 ext.		1.5h. Fax number 717 233 - 1075	
1.5i. Email Address beck@thecaap.org		1.5j. State Association Website http://www.thecaap.org	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input type="radio"/> Yes <input checked="" type="radio"/> 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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### 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.*

<https://www.thecaap.org/resources>

**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)**

**Form Approved**  
**OMB No: 0970-0382**  
**Expires:08/30/2024**

### 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.**

The Department of Community and Economic Development's mission is to encourage the shared prosperity of all Pennsylvanians by supporting good stewardship and sustainable development initiatives across our commonwealth. With a keen eye toward diversity and inclusiveness, we act as advisers and advocates, providing strategic technical assistance, training, and financial resources to help our communities and industries flourish.

#### 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.)*

Pennsylvania's goal for the administration of CSBG is to assist the Community Action Network to reduce the effects of poverty in its communities, and connect marginalized populations to family sustaining opportunities by increasing and maintaining linkages to related state level agencies, continued examination and streamlining of processes and procedures, and supporting agencies through our training and technical assistance partnership with the Community Action Association of Pennsylvania.

#### 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 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 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]

#### 3.4. Eligible Entity Involvement

##### 3.4a. State Plan Development Describe the specific steps the State took in developing the State Plan to involve the eligible entities.

*(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)*



The Department engaged a group of agencies who volunteered to provide feedback on specific topics, and utilized prescheduled meetings with the network and the association to discuss development. The department also utilized a two-day retreat with the association and two member agencies to engage in in-depth discussion strategic planning, and training and technical assistance.

**3.4b. Performance Management Adjustment:** Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:

- 1) encourage eligible entity participation and
- 2) ensure the State Plan reflects input from eligible entities?

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.

*(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)*

With the development of this plan, we requested volunteers to serve on a workgroup to discuss specific pieces of the state plan. This helped with participation and getting more thorough feedback as opposed to previous methods of trying to engage the network as a whole. We also planned a two-day retreat with the association and two of the member executive directors to spend time discussing the roles of the state and the association and what we would like the next two years to focus on. We took into account feedback collected over the past year from eligible entities to incorporate shifts in the current state plan.

**3.5. Eligible Entity Overall Satisfaction:**

*Provide the State's target for eligible entity Overall Satisfaction during the performance period:*

Year One	84	Year Two	85
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**Instructional Note:** 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.

*(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)*

## Section 4: CSBG Hearing Requirements

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

Form Approved  
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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.

In accordance with 45 Pa.C.S. Subsection 906, Reasonable Notice of Hearing, the CSBG State Plan is announced in the Pennsylvania Bulletin whenever notice of hearing or of opportunity to be heard is required or authorized to be given by the Commonwealth government by or under any statute. The Pennsylvania Bulletin Pennsylvania's administrative register and is a weekly publication of the Commonwealth of Pennsylvania including changes and proposed changes to agency rules and regulations. It serves as a supplement to the Pennsylvania Code. The CSBG State Plan is published in Pennsylvania Bulletin and includes a request for public comments submitted on or before the date of the public hearing. This state plan was published in draft form on the Departments website in advance of the virtual public hearing scheduled for August 21, 2023. The hearing was announced in the Pennsylvania Bulletin on August 12, 2023.

#### 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.

Notification of a public hearing is published in the Pennsylvania Bulletin and therein also includes also at least ten (10) days notice to allow sufficient time for public comment. The Pennsylvania Bulletin is Pennsylvania's administrative register and is a weekly publication of the Commonwealth of Pennsylvania including changes and proposed changes to agency rules and regulations. It serves as a temporary supplement to the Pennsylvania Code. The CSBG State Plan is published in Pennsylvania Bulletin and includes a request for public comments submitted date and the date 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	08/21/2023	Microsoft Teams	Public	<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.

## Section 5: CSBG Eligible Entities

**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:08/30/2024**

### 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	Allegheny County Department of Human Services	Allegheny County	Public	Community Action Agency
2	Armstrong County Community Action Agency	Armstrong County	Public	Community Action Agency
3	Beaver County Community Services Program	Beaver County	Public	Community Action Agency
4	Berks Community Action Program, Inc.	Berks County	Non-Profit	Community Action Agency
5	Blair County Community Action Agency	Blair County	Non-Profit	Community Action Agency
6	Blueprints	Washington County; Greene County	Non-Profit	Community Action Agency
7	Bucks County Opportunity Council, Inc.	Bucks County	Non-Profit	Community Action Agency
8	Community Partnership Inc	Butler County	Non-Profit	Community Action Agency
9	Carbon County Action Committee for Human Services	Carbon County	Non-Profit	Community Action Agency
10	Center for Community Action	Bedford County; Fulton County; Huntingdon County; Juniata County; Mifflin County	Non-Profit	Community Action Agency
11	Central Pennsylvania Community Action, Inc.	Centre County; Clearfield County	Non-Profit	Community Action Agency
12	Central Susquehanna Opportunities, Inc.	Northumberland County; Columbia County; Montour County	Non-Profit	Community Action Agency
13	Commission on Economic Opportunity of Luzerne County	Luzerne County	Non-Profit	Community Action Agency
14	Community Action Agency of Delaware County	Delaware County	Non-Profit	Community Action Agency
15	Community Action Committee of the Lehigh Valley, Inc.	Lehigh County; Northampton County	Non-Profit	Community Action Agency
16	Community Action Partnership of Cambria County	Cambria County	Non-Profit	Community Action Agency
17	Community Action Program of Lancaster County	Lancaster County	Non-Profit	Community Action Agency
18	Community Action Partnership of Mercer	Mercer County	Non-Profit	Community Action Agency
19	Tableland Services, Inc.	Somerset County	Non-Profit	Community Action Agency
20	Community Action, Inc.	Clarion County; Jefferson County	Non-Profit	Community Action Agency
21	Office of Community Empowerment and Opportunity	Philadelphia County	Public	Community Action Agency
22	Community Progress Council, Inc.	York County	Non-Profit	Community Action Agency
23	Chester County Commissioners	Chester County	Public	Community Action Agency
24	Fayette County Community Action Agency	Fayette County	Non-Profit	Community Action Agency
25	Greater Erie Community Action Committee	Erie County	Non-Profit	Community Action Agency
26	Indiana County Community Action Program	Indiana County	Non-Profit	Community Action Agency

27	Lawrence County Community Action Partnership	Lawrence County	Non-Profit	Community Action Agency
28	Lebanon County Community Action Partnership	Lebanon County	Public	Community Action Agency
29	Lycoming-Clinton Counties Commission for Community Action	Clinton County; Lycoming County	Non-Profit	Community Action Agency
30	Monroe County Commissioners	Monroe County; Pike County	Public	Community Action Agency
31	Montgomery County Community Action Development Commission	Montgomery County	Non-Profit	Community Action Agency
32	Northern Tier Community Action Corporation	Cameron County; Elk County; Potter County; McKean County	Non-Profit	Community Action Agency
33	Pathstone Corporation	Statewide	Non-Profit	Migrant or Seasonal Farmworker Organization
34	Pittsburgh Community Services, Inc.	Pittsburgh City	Non-Profit	Community Action Agency
35	Schuylkill Community Action	Schuylkill County	Non-Profit	Community Action Agency
36	Agency for Community EmPOWERment of NEPA	Lackawanna County	Non-Profit	Community Action Agency
37	South Central Community Action Programs, Inc.	Adams County; Franklin County	Non-Profit	Community Action Agency
38	Trehab, Inc.	Bradford County; Tioga County; Wayne County; Sullivan County; Susquehanna County; Wyoming County	Non-Profit	Community Action Agency
39	Tri-County Community Action Commission	Cumberland County; Dauphin County; Perry County	Non-Profit	Community Action Agency
40	Union-Snyder Community Action Agency	Snyder County; Union County	Non-Profit	Community Action Agency
41	Venango-Crawford Office of Economic Opportunity	Crawford County; Venango County	Public	Community Action Agency
42	Warren-Forest Counties Economic Opportunity Council	Forest County; Warren County	Non-Profit	Community Action Agency
43	Westmoreland Community Action	Westmoreland County	Non-Profit	Community Action Agency

## 5.2. Total number of CSBG eligible entities 43

### 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 been designated 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

<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: 08/30/2024</b>	
<b>SECTION 6</b> <b>Organizational Standards for Eligible Entities</b>		
<b>Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i>, for more information on Organizational Standards. Click <a href="#">HERE</a> for IM 138.</b>		
<b>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</b>		
<input checked="" type="radio"/> COE CSBG Organizational Standards <input type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> Alternative set of Organizational Standards		
<b>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.</b>		
<b>6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.</b>		
<b>6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:</b> 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		
<input checked="" type="radio"/> There were no changes from the previous State Plan submission		
Provide reason for using alternative standards		
Describe rigor compared to COE-developed Standards		
<b>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. <i>[Check all that apply and narrative where applicable]</i></b>		
<input type="checkbox"/> Regulation		
<input checked="" type="checkbox"/> Policy		
<input checked="" type="checkbox"/> Contracts with eligible entities		
<input type="checkbox"/> Other, describe:		
<b>6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). <i>[Check all that apply.]</i></b>		
<input type="checkbox"/> Peer-to-peer review ( <i>with validation by the State or state-authorized third party</i> )		
<input type="checkbox"/> Self-assessment ( <i>with validation by the State or state-authorized third party</i> )		
<input checked="" type="checkbox"/> Self-assessment/peer review with state risk analysis		
<input type="checkbox"/> State-authorized third party validation		
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring		
<input type="checkbox"/> Other		
<b>6.3a. Assessment Process: Describe the planned assessment process.</b>		
The Commonwealth adopted Organizational Standards as described in IM 138. COPOS is the IT reporting system eligible entities use. Because of the use of this tool the state was able to secure 100% participation in the self assessment process. The tool is designed to guide entities to either private or public status in order to complete the correct sections. Areas of noncompliance are discussed and a corrective action plan will be established in conjunction with the agency. This web-based system also allows the state to identify state wide trends in compliance issues as well as prioritize training needs within the network.		
<b>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)?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>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</b>		
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	85%	Year Two	88%
Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.			



## Section 7: State Use of Funds

**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:08/30/2024**

### SECTION 7 State Use of Funds

#### Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

**7.1. Formula:**

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

- ☐ Historic
- ☒ Base + Formula
- ☐ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other

**7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.**

The Department determines each agency's allocation based on the service areas percentage of the states population of people at or below 125% of the federal poverty level, and the service areas percent of the states population receiving unemployment compensation. If that calculation falls below \$250,000 per year, the agency is automatically given \$250,000.

**7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?** ☒ Yes ☐ No

**7.2. Planned Allocation:**

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.**

<b>Year One</b>	90.00%	<b>Year Two</b>	90.00%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Allegheny County Department of Human Services	\$1,230,375	
Armstrong County Community Action Agency	\$250,000	
Beaver County Community Services Program	\$377,016	
Berks Community Action Program, Inc.	\$925,721	
Blair County Community Action Agency	\$301,887	
Blueprints	\$486,746	
Bucks County Opportunity Council, Inc.	\$888,231	
Community Partnership Inc	\$315,879	
Carbon County Action Committee for Human Services	\$250,000	
Center for Community Action	\$432,431	
Central Pennsylvania Community Action, Inc.	\$544,737	
Central Susquehanna Opportunities, Inc.	\$429,786	
Commission on Economic Opportunity of Luzerne County	\$844,703	
Community Action Agency of Delaware County	\$1,087,605	
Community Action Committee of the Lehigh Valley, Inc.	\$1,433,140	
Community Action Partnership of Cambria County	\$316,249	
Community Action Program of Lancaster County	\$1,042,842	
Community Action Partnership of Mercer	\$266,884	
Tableland Services, Inc.	\$250,000	
Community Action, Inc.	\$250,000	
Office of Community Empowerment and Opportunity	\$5,218,274	
Community Progress Council, Inc.	\$839,617	
Chester County Commissioners	\$701,640	

Fayette County Community Action Agency	\$368,871	
Greater Erie Community Action Committee	\$711,230	
Indiana County Community Action Program	\$250,000	
Lawrence County Community Action Partnership	\$250,000	
Lebanon County Community Action Partnership	\$308,969	
Lycoming-Clinton Counties Commission for Community Action	\$373,098	
Monroe County Commissioners	\$519,840	
Montgomery County Community Action Development Commission	\$1,139,585	
Northern Tier Community Action Corporation	\$250,000	
Pathstone Corporation	\$250,000	
Pittsburgh Community Services, Inc.	\$1,280,598	
Schuylkill Community Action	\$353,446	
Agency for Community EmPOWERment of NEPA	\$524,004	
South Central Community Action Programs, Inc.	\$493,624	
Trehab, Inc.	\$536,116	
Tri-County Community Action Commission	\$1,098,962	
Union-Snyder Community Action Agency	\$250,000	
Venango-Crawford Office of Economic Opportunity	\$348,971	
Warren-Forest Counties Economic Opportunity Council	\$250,000	
Westmoreland Community Action	\$688,983	
<b>Total</b>	<b>\$28,930,060</b>	
<b>CSBG Eligible Entity Year Two</b>		
<b>CSBG Eligible Entity</b>	<b>Year Two Funding Amount \$</b>	<b>Delete</b>
Allegheny County Department of Human Services	\$1,230,375	
Armstrong County Community Action Agency	\$250,000	
Beaver County Community Services Program	\$377,016	
Berks Community Action Program, Inc.	\$925,721	
Blair County Community Action Agency	\$301,887	
Blueprints	\$486,746	
Bucks County Opportunity Council, Inc.	\$888,231	
Community Partnership Inc	\$315,879	
Carbon County Action Committee for Human Services	\$250,000	
Center for Community Action	\$432,431	
Central Pennsylvania Community Action, Inc.	\$544,737	
Central Susquehanna Opportunities, Inc.	\$429,786	
Commission on Economic Opportunity of Luzerne County	\$844,703	
Community Action Agency of Delaware County	\$1,087,605	
Community Action Committee of the Lehigh Valley, Inc.	\$1,433,140	
Community Action Partnership of Cambria County	\$316,249	
Community Action Program of Lancaster County	\$1,042,842	
Community Action Partnership of Mercer	\$266,884	
Tableland Services, Inc.	\$250,000	
Community Action, Inc.	\$250,000	
Office of Community Empowerment and Opportunity	\$5,218,274	
Community Progress Council, Inc.	\$839,617	
Chester County Commissioners	\$701,640	
Fayette County Community Action Agency	\$368,871	
Greater Erie Community Action Committee	\$711,230	
Indiana County Community Action Program	\$250,000	
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Lebanon County Community Action Partnership	\$308,969	
Lycoming-Clinton Counties Commission for Community Action	\$373,098	
Monroe County Commissioners	\$519,840	
Montgomery County Community Action Development Commission	\$1,139,585	

Northern Tier Community Action Corporation	\$250,000
Pathstone Corporation	\$250,000
Pittsburgh Community Services, Inc.	\$1,280,598
Schuylkill Community Action	\$353,446
Agency for Community EmPOWERment of NEPA	\$524,004
South Central Community Action Programs, Inc.	\$493,624
Trehab, Inc.	\$536,116
Tri-County Community Action Commission	\$1,098,962
Union-Snyder Community Action Agency	\$250,000
Venango-Crawford Office of Economic Opportunity	\$348,971
Warren-Forest Counties Economic Opportunity Council	\$250,000
Westmoreland Community Action	\$688,983
<b>Total</b>	<b>\$28,930,060</b>

**7.3. Distribution Process:**  
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).

Every 5 years, CSBG agencies enter into a 5 year Master Agreement with the department to allow for quicker access to funds. During the years between each master agreement, CSBG funding is added to the contract via a funding release process: UPon notification from OCS of the state award amount, the base and formula allocation is calculated using the most recently available poverty and unemployment statistics for each agency's service area. This allocation is communicated to each agency via email, and COPOS system messages. At the beginning of each program year the agency submits a workplan and goals for the year, and a budget for the amount of time covered by the notice of funding. The state program specialists review the workplan, goals, and budget for allowability and the documents are prepared and reviewed through DCED and the State's legal approval process. Once the funding release review process is complete, the funding is then available for the agency to draw down. This process takes approximately two to three weeks after receiving the required information from the agency.

**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.*

PA is continuing to follow the Contracting/Funding Release Processes as it has proven to be the most accommodating way to allocate and distribute CSBG funds. Unless a scope of work drastically changes, agencies are able to modify their budgets based on their activities. This has proven to be the most effective process for allocation and distribution of funds and it has been well received by the agencies.

**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	18.00	Year Two	18.00
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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	6.00	Year Two	6.00
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<b>7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?</b> <input checked="" type="radio"/> Yes <input type="radio"/> 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%
Use of Remainder/Discretionary Funds (See Section 675C(b)(1) of the CSBG Act)			
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>			
<i>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 allocate the funds to the main category with which the activity is associated.</i>			
<i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i>			
Remainder/Discretionary Fund Uses		Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities		\$437,750.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$250,000.00	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		\$437,750.00	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		\$225,329.00	Innovative projects including local community, county, and regional collaborative initiatives, agency capacity building, and seed money for innovation and new projects.
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$225,329.00	Emergent community needs and critical staff development.
Total		\$1,576,158.00	
Remainder/Discretionary Fund Uses		Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities		\$437,750.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$250,000.00	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		\$437,750.00	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		\$225,329.00	Innovative projects including local community, county, and regional collaborative initiatives, agency capacity building, and seed money for innovation and new projects.
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$225,329.00	Emergent community needs and critical staff development.
Total		\$1,576,158.00	
<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.</b> <b>[Check all that apply and narrative where applicable]</b>			
<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) 20			
<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>
In consultation with the CSBG statewide network it was requested that we continue to award discretionary funding on a rolling basis and continue to prioritize innovative projects outside the scope of normal operations, staff development, and organizational stability.

## 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:08/30/2024**

### 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	Other	Bi-weekly statewide network calls, webinars, pop-up opportunities, etc.
2	FY1-Q1	Both	Other	CAAP Conference
3	FY1-Q3	Both	Other	CAAP DEI Summit

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All quarters	Both	Other	Bi-weekly statewide network calls, webinars, pop-up opportunities, etc.
2	FY2-Q1	Both	Other	CAAP Conference
3	FY2-Q3	Both	Other	CAAP DEI Summit

**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*):

<b>Year One</b>	\$437,750	<b>Year Two</b>	\$437,750
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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 collaborates and sub contracts with the Community Action Association of Pennsylvania (CAAP) to provide comprehensive training and technical assistance to the CSBG network state-wide. The CAAP and DCED meet monthly to discuss individual agency needs and plans assistance to address them. The partnership meets annually to discuss the upcoming year and the opportunities that CAAP will provide throughout. CAAP and DCED are in regular contact between these meetings as needed to exchange information and work as a team to lift up and strengthen PA's network.

**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. CAAP will provide several opportunities for agencies to access training and technical assistance needed to maintain their organizational standards and strengthen their administration of CSBG services. The association facilitates bi-weekly network wide calls to communicate relevant information, provide updates on T&TA opportunities, and a forum for agencies to learn from their peers. The association also provides asynchronous, on-demand courses through their CAAP Learn LMS platform. They also provide webinars for specific needs, pop-up opportunities to respond quickly to emergent needs, targeted cohort calls for group discussions and knowledge sharing, focus groups around specific needs, and connections to resources.

**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)



<input type="checkbox"/> Tribes and Tribal Organizations	
<input type="checkbox"/> Other	
<b>8.4.CSBG-Funded T/TA Performance Management Adjustment:</b> 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.	
<i><b>Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form</b></i>	
During this state plan new opportunities for training and technical assistance are being developed as the CAAP continuously surveys the agencies, and in partnership with the state program office: continued development of the learning management system, new relationship management software- Growth Zone, further development of CAP Infinity continuous improvement, partnership with Policy Map, mental health first aid training, partnerships with WIPFLI, Work Wisdom, and Pennsylvania College of Technology.	

## 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:08/30/2024

### 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 and pre-populates the Annual Report, Module 1, Item G.1.*

- ☒ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☒ State Weatherization office
- ☐ State Temporary Assistance for Needy Families (TANF) office
- ☐ Head Start State Collaboration offices
- ☐ State public health office
- ☐ State education department
- ☒ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☒ State budget office
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☐ State housing office
- ☐ 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.*

We encourage and facilitate other state level program offices to connect with the CAP network through our bi-weekly calls and through participation in the Association's annual conference. The Pennsylvania Broadband Authority office is part of the Department and utilizes the connection to the CSBG agencies to provide program information and gain feedback from the underserved populations in the state. The department also operates the Neighborhood Assistance Tax Credit Program. This is a state supported tax credit program geared toward providing services to low income clients through donations by corporate entities. The state office will provide an overview of the agency on the Association's LMS to provide an overview of state funding opportunities and contacts to other agency members. The state office will also provide an overview of the office's Local Government Center to provide a training of municipal, county and borough relationship management.

#### 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.*

The state lead agency will assure coordination and effective delivery of services through analysis of outcomes reported in COPOS. Eligible entities are asked to highlight partnerships and collaborations in both COPOS and in their work plans. During bi-weekly calls and conference feedback sessions we gather information about the needs agencies have to connect with other state agencies and programs so that we can support and facilitate the linkage. Additionally, each eligible entity's needs assessment considers the potential duplication of services, and the state lead agency reviews needs assessment results every three (3) years. As a result of the WIOA Combined Plan, Eligible entities will coordinate employment and training activities and services through the Commonwealth's CareerLink "one-stop" system. Locally, eligible entities will engage with CareerLink.

#### 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.**

The CSBG lead office will require, as part of their work plan, the eligible entities to address the service gaps in their area. Through partnership and or collaboration with other area service providers the eligible entities will identify possible strategies to fill any gaps that exist. The state has granted, and will continue to encourage agencies to utilize, CSBG discretionary funding to agencies that develop innovative strategies to bridge gaps.

**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.

The PA Department of Community and Economic Development (DCED) is the commonwealth agency that represents the required one-stop (PA CareerLink® partner) representing employment and training activities carried out under the Community Services Block Grant Act (42. U.S.C. 9901 et seq.) at the state level. The mission of the Community Services Block grant (CSBG) is to provide a full range of services and activities having a measurable impact on the causes of poverty in a community or those areas of a community where poverty is a particularly acute problem. Only federally designated Community Action Agencies (CAA) receive funding, therefore in PA, there are 43 CAAs that cover all 67 PA counties. Ameliorating the causes and conditions of poverty take on a variety of community engagement activities and collaborative activism to remove obstacles that block the achievement of self-sufficiency; i.e. employment and training resources; community stakeholder collaboration; literacy activities; obtaining adequate housing; grassroots activities that provide intervention to the causes of poverty; addressing the needs of youth through programming or coordination; and increased engagement in community planning and improvement activities. CSBG has been in existence since 1965, always with the same mission: to improve the causes and conditions of poverty. Initiatives have included, but are not limited to: neighborhood linkages, leverage of community resources, conduction of Volunteer Income Tax Assistance sites, building housing capacity, provision of family self-sufficiency and case management, facilitation of Results-Oriented Management and Accountability. For every \$1 of CSBG funds, the PA network leveraged \$23.14 from other federal, state, local and private sources, including the calculated value of volunteer hours. DCED will participate in the local workforce service delivery system via the local CSBG agencies. In the work plans that will be authored and submitted by the Community Services Block Grant (CSBG) agencies for the 2018 calendar year of activity, DCED will direct sub-grantees to describe how they will conduct their planning and implementation of workforce activities in collaboration with local workforce development boards. DCED will contribute financial assistance to be applied to the infrastructure and other operating costs of the PA CareerLink® sites annually and to the extent funding exists.

**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.

**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 DCED Center for Community Services also oversees the Weatherization Assistance Program which receives both DOE and LIHEAP funds. Three-fourths of the CSBG agencies are also WAP agencies. The funds received under the LIHEAP allocation are first used for Heating Emergencies during the winter months, then for regular weatherization services if there is a balance of funds available, all following DOE rules for weatherization standards of practice. In addition, LIHEAP funds are used for basic home repairs that enable weatherization to then occur in the home. Repairs such as mitigating mold, eliminating pests, fixing holes and leaks in walls and roofs, among other basic items which although minor could cause a home to be deferred from WAP measures. Other areas of prevention such as furnace clean and tunes and other basic home maintenances are being explored in the coming months. In addition, many CSBG agencies also run the ERAP program which also assists with overdue energy bills. In addition to this, we allow and encourage the use of discretionary funds to provide for emergent needs as they arise. The CSBG discretionary process is a rolling application which allows agencies to apply for funding as needed as opposed to specific times of the program year.

**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.

As part of the continuing goal of having CAAs become community catalysts the state actively encourages all eligible entities to continue to seek out a variety of partnerships in their respective areas to meet needs as completely as possible. These partnerships often include food banks and pantries, health services, and other human services.

**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 majority of the eligible entities in Pennsylvania are actively involved in both private fundraising and the pursuit of other sources of grant dollars by using CSBG funding as a leverage. Several of the eligible entities in Pennsylvania also make use of the states tax credit program (Neighborhood Assistance Program) to aid them in their pursuit of private corporate dollars. The state office continues to encourage all CAAs to make use of this tax credit program. Additionally, training for development and finance staff is available through the Association.

**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 State contracts administrative funds to the State Association to provide training and technical assistance to the network. The Association and the state office collaborate on bi-weekly calls with the entire network to encourage information sharing, updates, and planning. The State Association also hosts a Learning Management System(LMS) that provides training and technical assistance on a as needed basis. The Association hosts a State-wide DEI summit, an annual conference, subject specific cohorts, community needs assessment resources, new staff on-boarding, new ED training, and other one-on-one assistance as needed.

**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.			
<b>Communication Plan</b>			
<b>Subject Matter</b>	<b>Expected Frequency</b>	<b>Format</b>	<b>Brief description of "Other"</b>
Upcoming Public and/or Legislative Hearings	Twice-Monthly		
State Plan Development	Biannual		
Organizational Standards Progress	Monthly		
State Accountability Measures Progress	Biannual		
Community Needs Assessments/ Community Action Plans	Annually		
State Monitoring Plans and Policies	Annually		
Training and Technical Assistance (T/TA) Plans	Annually		
ROMA and Performance Management	Annually		
State Interagency Coordination	Twice-Monthly		
CSBG Legislative/Programmatic Updates	As needed		
Tripartite Board Requirements	Monthly		
<b>9.10. Feedback to Eligible Entities and State Community Action Association:</b> Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.			
<i><b>Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6</b></i>			
The State Lead Agency provides feedback to the entire state CSBG network on an annual basis, and in the context of webinars and during monitoring visits. Feedback to individual agencies occurs as needed or as requested to ensure continued compliance with accountability measures, organizational standards, and ROMA implementation. This is also a topic of conversation and technical assistance during bi-weekly, statewide calls that the Association and the Department coordinate. Further, COPOS monthly reports are undergoing refinements that result in a dashboard-like presentation of information for eligible entities. This enhanced format provides at-a-glance indications for specific organizational standards and accountability measures, and provides an overall gauge of entity achievement and growth. Additionally, the following mechanisms are routinely employed to coordinate communication and performance outcomes: On-site monitoring Remote monitoring Monthly COPOS reports, both on-demand and ad-hoc Regional meetings Annual conferences including Symposium and CAAP conference T/TA on-site visits Email communications			
<b>9.11. Communication Plan Performance Management Adjustment:</b> 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.			
<i><b>Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.</b></i>			
The State office continues to communicate information, updates, and changes via email, webinar, and during bi-weekly state-wide calls. There have been many updates to the data collection system throughout the last year which have always been preceded by notes or a webinar as appropriate for the level of change in functionality or presentation.			

## 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**  
**Expires:08/30/2024**

### 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	Allegheny County Department of Human Services	No review					
2	Armstrong County Community Action Agency	Full On-site	Onsite Review	FY1 Q2	10/14/2022	10/14/2022	
3	Beaver County Community Services Program	Full On-site	Onsite Review	FY1 Q4	10/05/2021	10/05/2021	
4	Berks Community Action Program, Inc.	Full On-site	Onsite Review	FY1 Q1	03/12/2019	03/12/2019	
5	Blair County Community Action Agency	No review					
6	Blueprints	No review					
7	Bucks County Opportunity Council, Inc.	No review					
8	Community Partnership Inc	Full On-site	Onsite Review	FY1 Q4	10/28/2021	10/28/2021	
9	Carbon County Action Committee for Human Services	No review					
10	Center for Community Action	No review					
11	Central Pennsylvania Community Action, Inc.	Full On-site	Onsite Review	FY1 Q4	07/20/2022	07/20/2022	
12	Central Susquehanna Opportunities, Inc.	Full On-site	Onsite Review	FY1 Q3	06/07/2022	06/07/2022	
13	Commission on Economic Opportunity of Luzerne County	Full On-site	Onsite Review	FY1 Q2	08/01/2022	08/01/2022	
14	Community Action Agency of Delaware County	No review					
15	Community Action Committee of the Lehigh Valley, Inc.	Full On-site	Onsite Review	FY1 Q1			
16	Community Action Partnership of Cambria County	Full On-site	Onsite Review	FY1 Q3	08/04/2022	08/04/2022	
17	Community Action Program of Lancaster County	Full On-site	Onsite Review	FY1 Q1	12/22/2021	12/22/2021	
18	Community Action Partnership of Mercer	No review					
19	Tableland Services, Inc.	No review					
20	Community Action, Inc.	Full On-site	Onsite Review	FY1 Q1			
21	Office of Community Empowerment and Opportunity	No review					
22	Community Progress Council, Inc.	No review					
23	Chester County Commissioners	No review					
24	Fayette County Community Action Agency	Full On-site	Onsite Review	FY1 Q3	09/20/2019	09/20/2019	

25	Greater Erie Community Action Committee	No review					
26	Indiana County Community Action Program	Full On-site	Onsite Review	FY1 Q2	09/26/2022	09/26/2022	
27	Lawrence County Community Action Partnership	No review					
28	Lebanon County Community Action Partnership	No review					
29	Lycoming-Clinton Counties Commission for Community Action	No review					
30	Monroe County Commissioners	No review					
31	Montgomery County Community Action Development Commission	No review					
32	Northern Tier Community Action Corporation	No review					
33	Pathstone Corporation	Full On-site	Onsite Review	FY1 Q3	05/01/2019	05/01/2019	
34	Pittsburgh Community Services, Inc.	Full On-site	Onsite Review	FY1 Q4	10/07/2021	10/07/2021	
35	Schuylkill Community Action	Full On-site	Onsite Review	FY1 Q2	08/23/2018	08/23/2018	
36	Agency for Community EmPOWERment of NEPA	Full On-site	Onsite Review	FY1 Q1	10/16/2018	10/16/2018	
37	South Central Community Action Programs, Inc.	Full On-site	Onsite Review	FY1 Q1			
38	Trehab, Inc.	Full On-site	Onsite Review	FY1 Q2	09/27/2019	09/27/2019	
39	Tri-County Community Action Commission	Full On-site	Onsite Review	FY1 Q4			
40	Union-Snyder Community Action Agency	Full On-site	Onsite Review	FY1 Q3	07/19/2022	07/19/2022	
41	Venango-Crawford Office of Economic Opportunity	Full On-site	Onsite Review	FY1 Q3			
42	Warren-Forest Counties Economic Opportunity Council	No review					
43	Westmoreland Community Action	Full On-site	Onsite Review	FY1 Q3	09/19/2019	09/19/2019	
	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
1	Allegheny County Department of Human Services	No review					
2	Armstrong County Community Action Agency	No review					
3	Beaver County Community Services Program	No review					
4	Berks Community Action Program, Inc.	No review					
5	Blair County Community Action Agency	No review					
6	Blueprints	No review					
7	Bucks County Opportunity Council, Inc.	Full On-site	Onsite Review	FY2 Q3	08/10/2022	08/10/2022	
8	Community Partnership Inc						
9	Carbon County Action Committee for Human Services	Full On-site	Onsite Review	FY2 Q2	09/15/2022	09/15/2022	
10	Center for Community Action	Full On-site	Onsite Review	FY2 Q3	04/26/2022	04/26/2022	
11	Central Pennsylvania Community Action, Inc.	No review					
12	Central Susquehanna Opportunities, Inc.	No review					
13	Commission on Economic Opportunity of Luzerne County	No review					
14	Community Action Agency of Delaware County	No review					
15	Community Action Committee of the Lehigh Valley, Inc.	No review					



16	Community Action Partnership of Cambria County	No review					
17	Community Action Program of Lancaster County	No review					
18	Community Action Partnership of Mercer	No review					
19	Tableland Services, Inc.	Full On-site	Onsite Review	FY2 Q3	05/03/2022	05/03/2022	
20	Community Action, Inc.	No review					
21	Office of Community Empowerment and Opportunity	No review					
22	Community Progress Council, Inc.	Full On-site	Onsite Review	FY2 Q3	04/27/2022	04/27/2022	
23	Chester County Commissioners	No review					
24	Fayette County Community Action Agency	No review					
25	Greater Erie Community Action Committee	No review					
26	Indiana County Community Action Program	No review					
27	Lawrence County Community Action Partnership	No review					
28	Lebanon County Community Action Partnership	No review					
29	Lycoming-Clinton Counties Commission for Community Action	Full On-site	Onsite Review	FY2 Q1	06/03/2022	06/03/2022	
30	Monroe County Commissioners	No review					
31	Montgomery County Community Action Development Commission	No review					
32	Northern Tier Community Action Corporation	Full On-site	Onsite Review	FY2 Q4	08/22/2022	08/22/2022	
33	Pathstone Corporation	No review					
34	Pittsburgh Community Services, Inc.	No review					
35	Schuylkill Community Action	No review					
36	Agency for Community EmPOWERment of NEPA	No review					
37	South Central Community Action Programs, Inc.	No review					
38	Trehab, Inc.	No review					
39	Tri-County Community Action Commission	No review					
40	Union-Snyder Community Action Agency	No review					
41	Venango-Crawford Office of Economic Opportunity	No review					
42	Warren-Forest Counties Economic Opportunity Council	Full On-site	Onsite Review	FY2 Q4	09/30/2022	09/30/2022	
43	Westmoreland Community Action	No review					

#### 10.2. Monitoring Policies:

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

<https://static1.squarespace.com/static/61f8e2038f13676b2fdb33ea/t/63d81ef4d575d65bf495a34d/1675108085185/C2023-06+Risk+Based+Monitoring.pdf>

#### 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.**

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#### 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? <input checked="" type="radio"/> Yes <input type="radio"/> 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.
<i>Note: The QIP information is associated with State Accountability Measures 4Sc.</i>
0
10.6. Reporting of QIPs: 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>
The Office of Community Services will be notified within 15 days of any eligible entity embarking on a QIP. This notification will include the specific deficiencies and the proposed methodology to address them.
10.7. Assurance on Funding Reduction or Termination: 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 in Section 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>
Policies on Eligible Entity Designation, De-designation, and Re-designation
10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.
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
The State office follows federal guidance, and uses the State's Request for Applications procedures to solicit interested non-profits. Once the RFA process is closed and applications are received, they are reviewed by the state office using a scoring mechanism developed based on the State's procurement and contracting procedures. The procedures are made public on DCED's website and announced via email and newspaper.
10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities <input checked="" type="radio"/> Yes <input type="radio"/> No
10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. Contained in the CSBG Risk Based Monitoring Directive, attached in 10.2.
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
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? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.10a. If Yes, provide the citation(s) of the law and/or regulation.
10.10b. If No, describe State procedures for re-designation of existing eligible entities. The state would utilize a similar procedure as described in 10.8.
Fiscal Controls and Audits and Cooperation Assurance
10.11. Fiscal Controls and Accounting: 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).
All invoices for payment are reviewed and analyzed by the Fiscal Compliance Office to insure accuracy and adherence to the agency's budget as well as the appropriateness of the expenses.
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.
<i>Note: This information is associated with State Accountability Measure 4Sd.</i>
Management Directive 325.9, Processing Audits of Federal Pass-Through Funds, is attached to 10.2 as a separate document.
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. <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Note: This response will link with the corresponding assurance, Item 14.7.</i>
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? <input checked="" type="radio"/> Yes <input type="radio"/> 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 office continues to use a risk based monitoring process that prioritizes enhanced monitoring for agencies that are deemed a higher risk. Pennsylvania is also utilizing continuing improvement methods to evaluate our own monitoring process each year to enhance usefulness and minimize administrative burden.

## Section 11: Eligible Entity Tripartite Board

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:08/30/2024

### 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.*

During agency monitoring visits and risk assessment reviews, state office CSBG program monitors examine the by-laws and policies of each agency to assure that selection procedures adhere to the assurance.

**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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### 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.

The States current eligibility directive to agencies (attached) states that eligibility for CSBG services will be determined based on a 200% FPL threshold. Should the allowable threshold change during this state plan period, we will reissue our directives as needed.

#### 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.

The state accepts a signed self-declaration of income eligibility for these types of short term services.

#### 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 requires demographic statistics which provide evidence that the targeted community is extremely distressed. Such as, but not limited to, blighted housing stock, crime and delinquency rates, dropout rates, persistent unemployment or under employment, or a high percentage of the population living below the Federal Poverty Income Guidelines. Through the Pennsylvania State Association, community organizations have the ability to utilize Policy Map, a tool to ensure all organizations have accurate data and statistics for determining community-targeted services.

## 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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### 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 I, 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.

**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.

The state office continues to support the use of ROMA for those agencies who choose that system for performance management. However, DCED partnered with CAAP to create a more flexible option for agencies who would prefer to use another continuous improvement model after receiving feedback that ROMA wasn't always the most appropriate. CAP Infinity Basic is a six-module, asynchronous course to convey the foundations of Community Action, understand the concepts of and explore various models of continuous improvement, and engage learners in goal setting and action plans that apply to their day-to-day work. Additionally, the principles of data basics, strategic thinking, and problem-solving are introduced in real-world, personalized scenarios. The programmatic goal is for each user to deeply understand how they, as individuals, fit into the mission of Community Action. This 100-level course is appropriate training for new employees, frontline workers, program employees, and staff. CAP Infinity Basic is part of the multi-tiered CAP Infinity program that is differentiated to address a variety of needs at different levels in Community Action.

**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

The State Lead Agency requires reporting by all eligible entities on a quarterly basis regarding all of the National Performance Indicators (NPI). Departmental staff review eligible entity reporting and identify trends along with potential areas of concern. Trends and areas of concern inform technical assistance opportunities that the Department addresses either specifically with affected eligible entities, or statewide in coordination with the State Association. The implementation of training or technical assistance is then reviewed and verified during annual monitoring of eligible entities.

**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 state supports CAAP in the provision of CAP Infinity and the future higher levels of the course. DCED and CAAP also continue to support ROMA for those who wish to use it. Agencies are encouraged to seek out these training courses and are supported with discretionary dollars as needed or requested to assist with any costs associated with the development of their continuous improvement practice.

#### 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.**

All eligible entity data including COPOS is reviewed at least annually prior to monitoring. Additionally, COPOS data is reviewed by the State Lead Agency on a recurring basis to examine trends and potential areas of concern and consults with CAAP to develop training or technical assistance to support agency improvement in service delivery. Throughout the development and improvement of the COPOS System, various reports have been created to allow the agencies to mine their own information to utilize it for planning and informational purposes. During each COPOS updated webinar or presentation the latest reports are highlighted and the agencies are surveyed to determine what new reports should be developed based on how they are being used.

#### 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.

**Note: this response will link to the corresponding assurance, Item 14.11.**

Each eligible entity is required to submit to the Department its annual workplan that covers the most current year. The plan must include a summary of the salient and relevant data that was used to arrive at the need, along with a viable plan that outlines and details the entity's steps toward dealing with the identified issues.



**13.6. Community Needs Assessment:**

**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.**

***Note: this response will link to the corresponding assurance, Item 14.11.***

Each eligible entity is required to submit to the Department a copy of its Community Needs Assessment that covers the most current year. The assessment must include a summary of the salient and relevant data that was used, along with a viable plan that outlines and details the entity's steps toward dealing with the identified issues. The association provides linkages to resources for reliable data and will be providing access to Policy Map in the next year.

## 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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### 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;

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.

##### 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;

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.

##### 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)

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.

<b>State Use of Discretionary Funds</b>	
<b>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."</b>	
<i><b>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</b></i>	
<b>Eligible Entity Service Delivery, Coordination, and Innovation</b>	
<b>14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."</b>	
<b>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;</b>	
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work plan format also requests the agency describe their delivery methods. The work that the agency plans for that year, and their methods of delivery, is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation. The State office also reviews program delivery during monitoring visits and offers technical assistance on a one-to-one basis and needs and delivery vary greatly across the state.	
<b>Eligible Entity Linkages - Approach to Filling Service Gaps</b>	
<b>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."</b>	
<i><b>Note: The state describes this assurance in the state linkages and communication section, item 9.3b.</b></i>	
The CSBG lead office will require, as part of their work plan, the eligible entities to address the service gaps in their area. Through partnership and or collaboration with other area service providers the eligible entities will identify possible strategies to fill any gaps that exist. The state has granted, and will continue to encourage agencies to utilize, CSBG discretionary funding to agencies that develop innovative strategies to bridge gaps.	
<b>Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources</b>	
<b>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."</b>	
<i><b>Note: The state describes this assurance in the state linkages and communication section, item 9.7.</b></i>	
The majority of the eligible entities in Pennsylvania are actively involved in both private fundraising and the pursuit of other sources of grant dollars by using CSBG funding as a leverage. Several of the eligible entities in Pennsylvania also make use of the states tax credit program (Neighborhood Assistance Program) to aid them in their pursuit of private corporate dollars. The state office continues to encourage all CAAs to make use of this tax credit program. Additionally, training for development and finance staff is available through the Association.	
<b>Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility</b>	
<b>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."</b>	
<i><b>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).</b></i>	
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.	
<b>Eligible Entity Emergency Food and Nutrition Services</b>	
<b>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."</b>	
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation. In Pennsylvania their has been an increased focus on food security with a state-wide food policy council focused on supporting and creating initiatives to increase access to food statewide.	
<b>State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities</b>	
<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</b>	

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."

*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.*

### **State Coordination/Linkages and Low-income Home Energy Assistance**

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."

*Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.*

### **Federal Investigations**

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

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.*

### **Funding Reduction or Termination**

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

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.*

### **Coordination with Faith-based Organizations, Charitable Groups, Community Organizations**

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."

*Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.*

### **Eligible Entity Tripartite Board Representation**

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."

*Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.*

During agency monitoring visits and risk assessment reviews, state office CSBG program monitors examine the by-laws and policies of each agency to assure that selection procedures adhere to the assurance.

### **Eligible Entity Community Action Plans and Community Needs Assessments**

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."

*Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.*

### **State and Eligible Entity Performance Measurement: ROMA or Alternate system**

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."

*Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.*

### **Validation for CSBG Eligible Entity Programmatic Narrative Sections**

14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."

*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.*



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:08/30/2024

### 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.

# CSBG Cover Page (SF-424M)

<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: 08/30/2024</b>							
<b>COVER PAGE</b>											
<b>* 1.a. Type of Submission:</b> <input type="radio"/> Application <input checked="" type="radio"/> Plan <input 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>* 1.d. Version:</b> <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update		<b>2. Date Received:</b>							
		<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> Commonwealth of Pennsylvania											
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 23-600310201				<b>* c. Organizational DUNS:</b> 00815720							
<b>* d. Address:</b>											
* Street 1:	400 North Street		Street 2:	4th Floor							
* City:	Harrisburg		County:	PA							
* State:	PA		Province:								
* Country:	United States		* Zip / Postal Code:	17120							
<b>e. Organizational Unit:</b>											
<b>Department Name:</b> Community and Economic Development			<b>Division Name:</b> Center for Community Services								
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>											
Prefix:	* First Name: Melissa		Middle Name:	* Last Name: Tabb							
Suffix:	Title: Deputy Director		Organizational Affiliation: DCED Admins								
* Telephone Number: (717) 425-7598	Fax Number		* Email: mtabb@pa.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> Pennsylvania CSBG 2 Year State Plan											
<b>12. Areas Affected by Funding:</b> Statewide											
<b>13. CONGRESSIONAL DISTRICTS OF:</b>											
<b>* a. Applicant</b> 11			<b>b. Program/Project:</b>								
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)

**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:08/30/2024			
<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 2024	Year Two 2025		
<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 checked="" type="radio"/> Yes <input 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 checked="" 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 checked="" type="checkbox"/>	Email Address	<input type="checkbox"/>	Website		
<b>1.2a. Lead agency</b>					
<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"/> Governor's Office					
<input type="radio"/> Health Department					
<input type="radio"/> Housing Department					
<input 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				Department of Community and Economic Development	
<b>1.2d. Authorized Official of the Lead Agency</b>					
Name: Rick Siger			Title: Secretary		
<b>1.2e. Street Address</b>			400 North Street, 4th Floor		
<b>1.2f. City</b>			Harrisburg	<b>1.2g. State/PA</b>	<b>1.2h. Zip</b> 17102
<b>1.2i. Telephone number</b> 717 720 - 1366 ext.			<b>1.2j. Fax number</b> 717 720 - 1366		
<b>1.2k. Email address</b> fsiger@pa.gov			<b>1.2l. Lead agency website</b> www.dced.pa.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 checked="" type="radio"/> Yes <input type="radio"/> No					

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

<b>1.4a. Agency Name Department of Community and Economic Development</b>			
<b>1.4b Point of Contact Name</b>			
Name: Kelsey DeMerlis		Title: Director	
1.4c. Street Address		400 North Street, 4th Floor	
1.4d. City	Harrisburg	1.4e. StatePA	1.4f. Zip 17101
1.4g. Telephone Number 717 727 - 4417 ext.		1.4h. Fax Number 717 727 - 4417	
1.4i. Email Address kdemerlis@pa.gov		1.4j. Agency Website www.dced.pa.gov	

**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 checked="" type="checkbox"/> Executive Director	<input type="checkbox"/> Street Address	
<input type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Zip Code	
<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Email Address	
<input type="checkbox"/> Website	<input type="checkbox"/> RPIC Lead		

<b>1.5a. Agency Name Community Action Association of Pennsylvania</b>			
<b>1.5b. Executive Director or Point of Contact</b>			
Name: Beck Moore		Title: CEO	
1.5c. Street Address		222 Pine Street	
1.5d. City	Harrisburg	1.5e. StatePA	1.5f. Zip 17101
1.5g. Telephone number 717 233 - 1075 ext.		1.5h. Fax number 717 233 - 1075	
1.5i. Email Address beck@thecaap.org		1.5j. State Association Website http://www.thecaap.org	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input type="radio"/> Yes <input checked="" type="radio"/> 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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### 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.*

<https://www.thecaap.org/resources>

**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)**

**Form Approved**  
**OMB No: 0970-0382**  
**Expires:08/30/2024**

### 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.**

The Department of Community and Economic Development's mission is to encourage the shared prosperity of all Pennsylvanians by supporting good stewardship and sustainable development initiatives across our commonwealth. With a keen eye toward diversity and inclusiveness, we act as advisers and advocates, providing strategic technical assistance, training, and financial resources to help our communities and industries flourish.

#### 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.)*

Pennsylvania's goal for the administration of CSBG is to assist the Community Action Network to reduce the effects of poverty in its communities, and connect marginalized populations to family sustaining opportunities by increasing and maintaining linkages to related state level agencies, continued examination and streamlining of processes and procedures, and supporting agencies through our training and technical assistance partnership with the Community Action Association of Pennsylvania.

#### 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 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 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]

#### 3.4. Eligible Entity Involvement

##### 3.4a. State Plan Development Describe the specific steps the State took in developing the State Plan to involve the eligible entities.

*(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)*

The Department engaged a group of agencies who volunteered to provide feedback on specific topics, and utilized prescheduled meetings with the network and the association to discuss development. The department also utilized a two-day retreat with the association and two member agencies to engage in in-depth discussion strategic planning, and training and technical assistance.

**3.4b. Performance Management Adjustment:** Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:

- 1) encourage eligible entity participation and
- 2) ensure the State Plan reflects input from eligible entities?

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.

*(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)*

With the development of this plan, we requested volunteers to serve on a workgroup to discuss specific pieces of the state plan. This helped with participation and getting more thorough feedback as opposed to previous methods of trying to engage the network as a whole. We also planned a two-day retreat with the association and two of the member executive directors to spend time discussing the roles of the state and the association and what we would like the next two years to focus on. We took into account feedback collected over the past year from eligible entities to incorporate shifts in the current state plan.

**3.5. Eligible Entity Overall Satisfaction:**

*Provide the State's target for eligible entity Overall Satisfaction during the performance period:*

Year One	84	Year Two	85
----------	----	----------	----

**Instructional Note:** 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.

*(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)*

## Section 4: CSBG Hearing Requirements

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:08/30/2024

### 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.

In accordance with 45 Pa.C.S. Subsection 906, Reasonable Notice of Hearing, the CSBG State Plan is announced in the Pennsylvania Bulletin whenever notice of hearing or of opportunity to be heard is required or authorized to be given by the Commonwealth government by or under any statute. The Pennsylvania Bulletin Pennsylvania's administrative register and is a weekly publication of the Commonwealth of Pennsylvania including changes and proposed changes to agency rules and regulations. It serves as a supplement to the Pennsylvania Code. The CSBG State Plan is published in Pennsylvania Bulletin and includes a request for public comments submitted on or before the date of the public hearing. This state plan was published in draft form on the Departments website in advance of the virtual public hearing scheduled for August 21, 2023. The hearing was announced in the Pennsylvania Bulletin on August 12, 2023.

#### 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.

Notification of a public hearing is published in the Pennsylvania Bulletin and therein also includes also at least ten (10) days notice to allow sufficient time for public comment. The Pennsylvania Bulletin is Pennsylvania's administrative register and is a weekly publication of the Commonwealth of Pennsylvania including changes and proposed changes to agency rules and regulations. It serves as a temporary supplement to the Pennsylvania Code. The CSBG State Plan is published in Pennsylvania Bulletin and includes a request for public comments submitted date and the date 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	08/21/2023	Microsoft Teams	Public	<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.

## Section 5: CSBG Eligible Entities

**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:08/30/2024**

### 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	Allegheny County Department of Human Services	Allegheny County	Public	Community Action Agency
2	Armstrong County Community Action Agency	Armstrong County	Public	Community Action Agency
3	Beaver County Community Services Program	Beaver County	Public	Community Action Agency
4	Berks Community Action Program, Inc.	Berks County	Non-Profit	Community Action Agency
5	Blair County Community Action Agency	Blair County	Non-Profit	Community Action Agency
6	Blueprints	Washington County; Greene County	Non-Profit	Community Action Agency
7	Bucks County Opportunity Council, Inc.	Bucks County	Non-Profit	Community Action Agency
8	Community Partnership Inc	Butler County	Non-Profit	Community Action Agency
9	Carbon County Action Committee for Human Services	Carbon County	Non-Profit	Community Action Agency
10	Center for Community Action	Bedford County; Fulton County; Huntingdon County; Juniata County; Mifflin County	Non-Profit	Community Action Agency
11	Central Pennsylvania Community Action, Inc.	Centre County; Clearfield County	Non-Profit	Community Action Agency
12	Central Susquehanna Opportunities, Inc.	Northumberland County; Columbia County; Montour County	Non-Profit	Community Action Agency
13	Commission on Economic Opportunity of Luzerne County	Luzerne County	Non-Profit	Community Action Agency
14	Community Action Agency of Delaware County	Delaware County	Non-Profit	Community Action Agency
15	Community Action Committee of the Lehigh Valley, Inc.	Lehigh County; Northampton County	Non-Profit	Community Action Agency
16	Community Action Partnership of Cambria County	Cambria County	Non-Profit	Community Action Agency
17	Community Action Program of Lancaster County	Lancaster County	Non-Profit	Community Action Agency
18	Community Action Partnership of Mercer	Mercer County	Non-Profit	Community Action Agency
19	Tableland Services, Inc.	Somerset County	Non-Profit	Community Action Agency
20	Community Action, Inc.	Clarion County; Jefferson County	Non-Profit	Community Action Agency
21	Office of Community Empowerment and Opportunity	Philadelphia County	Public	Community Action Agency
22	Community Progress Council, Inc.	York County	Non-Profit	Community Action Agency
23	Chester County Commissioners	Chester County	Public	Community Action Agency
24	Fayette County Community Action Agency	Fayette County	Non-Profit	Community Action Agency
25	Greater Erie Community Action Committee	Erie County	Non-Profit	Community Action Agency
26	Indiana County Community Action Program	Indiana County	Non-Profit	Community Action Agency

27	Lawrence County Community Action Partnership	Lawrence County	Non-Profit	Community Action Agency
28	Lebanon County Community Action Partnership	Lebanon County	Public	Community Action Agency
29	Lycoming-Clinton Counties Commission for Community Action	Clinton County; Lycoming County	Non-Profit	Community Action Agency
30	Monroe County Commissioners	Monroe County; Pike County	Public	Community Action Agency
31	Montgomery County Community Action Development Commission	Montgomery County	Non-Profit	Community Action Agency
32	Northern Tier Community Action Corporation	Cameron County; Elk County; Potter County; McKean County	Non-Profit	Community Action Agency
33	Pathstone Corporation	Statewide	Non-Profit	Migrant or Seasonal Farmworker Organization
34	Pittsburgh Community Services, Inc.	Pittsburgh City	Non-Profit	Community Action Agency
35	Schuylkill Community Action	Schuylkill County	Non-Profit	Community Action Agency
36	Agency for Community EmPOWERment of NEPA	Lackawanna County	Non-Profit	Community Action Agency
37	South Central Community Action Programs, Inc.	Adams County; Franklin County	Non-Profit	Community Action Agency
38	Trehab, Inc.	Bradford County; Tioga County; Wayne County; Sullivan County; Susquehanna County; Wyoming County	Non-Profit	Community Action Agency
39	Tri-County Community Action Commission	Cumberland County; Dauphin County; Perry County	Non-Profit	Community Action Agency
40	Union-Snyder Community Action Agency	Snyder County; Union County	Non-Profit	Community Action Agency
41	Venango-Crawford Office of Economic Opportunity	Crawford County; Venango County	Public	Community Action Agency
42	Warren-Forest Counties Economic Opportunity Council	Forest County; Warren County	Non-Profit	Community Action Agency
43	Westmoreland Community Action	Westmoreland County	Non-Profit	Community Action Agency

## 5.2. Total number of CSBG eligible entities 43

### 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 been designated 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

<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: 08/30/2024</b>	
<b>SECTION 6</b> <b>Organizational Standards for Eligible Entities</b>		
<b>Note:</b> Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i> , for more information on Organizational Standards. Click <a href="#">HERE</a> for IM 138.		
<b>6.1. Choice of Standards:</b> 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  <input checked="" type="radio"/> COE CSBG Organizational Standards <input type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> Alternative set of Organizational Standards		
<b>6.1a. Modified Organizational Standards:</b> 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.		
<b>6.1b. Alternative Organizational Standards:</b> If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.		
<b>6.1c. Alternative Organizational Standards Changes:</b> 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		
<input checked="" type="radio"/> There were no changes from the previous State Plan submission		
Provide reason for using alternative standards		
Describe rigor compared to COE-developed Standards		
<b>6.2. Implementation:</b> 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. <i>[Check all that apply and narrative where applicable]</i>		
<input type="checkbox"/> Regulation		
<input checked="" type="checkbox"/> Policy		
<input checked="" type="checkbox"/> Contracts with eligible entities		
<input type="checkbox"/> Other, describe:		
<b>6.3. Organizational Standards Assessment:</b> Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). <i>[Check all that apply.]</i>		
<input type="checkbox"/> Peer-to-peer review ( <i>with validation by the State or state-authorized third party</i> )		
<input type="checkbox"/> Self-assessment ( <i>with validation by the State or state-authorized third party</i> )		
<input checked="" type="checkbox"/> Self-assessment/peer review with state risk analysis		
<input type="checkbox"/> State-authorized third party validation		
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring		
<input type="checkbox"/> Other		
<b>6.3a. Assessment Process:</b> Describe the planned assessment process.		
The Commonwealth adopted Organizational Standards as described in IM 138. COPOS is the IT reporting system eligible entities use. Because of the use of this tool the state was able to secure 100% participation in the self assessment process. The tool is designed to guide entities to either private or public status in order to complete the correct sections. Areas of noncompliance are discussed and a corrective action plan will be established in conjunction with the agency. This web-based system also allows the state to identify state wide trends in compliance issues as well as prioritize training needs within the network.		
<b>6.4. Eligible Entity Exemptions:</b> 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)? <input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>6.4a.</b> 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	85%	Year Two	88%
Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.			

## Section 7: State Use of Funds

**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:08/30/2024**

### SECTION 7 State Use of Funds

#### Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

**7.1. Formula:**

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

- ☐ Historic
- ☒ Base + Formula
- ☐ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other

**7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.**

The Department determines each agency's allocation based on the service areas percentage of the states population of people at or below 125% of the federal poverty level, and the service areas percent of the states population receiving unemployment compensation. If that calculation falls below \$250,000 per year, the agency is automatically given \$250,000.

**7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?** ☒ Yes ☐ No

**7.2. Planned Allocation:**

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.**

<b>Year One</b>	90.00%	<b>Year Two</b>	90.00%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Allegheny County Department of Human Services	\$1,230,375	
Armstrong County Community Action Agency	\$250,000	
Beaver County Community Services Program	\$377,016	
Berks Community Action Program, Inc.	\$925,721	
Blair County Community Action Agency	\$301,887	
Blueprints	\$486,746	
Bucks County Opportunity Council, Inc.	\$888,231	
Community Partnership Inc	\$315,879	
Carbon County Action Committee for Human Services	\$250,000	
Center for Community Action	\$432,431	
Central Pennsylvania Community Action, Inc.	\$544,737	
Central Susquehanna Opportunities, Inc.	\$429,786	
Commission on Economic Opportunity of Luzerne County	\$844,703	
Community Action Agency of Delaware County	\$1,087,605	
Community Action Committee of the Lehigh Valley, Inc.	\$1,433,140	
Community Action Partnership of Cambria County	\$316,249	
Community Action Program of Lancaster County	\$1,042,842	
Community Action Partnership of Mercer	\$266,884	
Tableland Services, Inc.	\$250,000	
Community Action, Inc.	\$250,000	
Office of Community Empowerment and Opportunity	\$5,218,274	
Community Progress Council, Inc.	\$839,617	
Chester County Commissioners	\$701,640	



Fayette County Community Action Agency	\$368,871	
Greater Erie Community Action Committee	\$711,230	
Indiana County Community Action Program	\$250,000	
Lawrence County Community Action Partnership	\$250,000	
Lebanon County Community Action Partnership	\$308,969	
Lycoming-Clinton Counties Commission for Community Action	\$373,098	
Monroe County Commissioners	\$519,840	
Montgomery County Community Action Development Commission	\$1,139,585	
Northern Tier Community Action Corporation	\$250,000	
Pathstone Corporation	\$250,000	
Pittsburgh Community Services, Inc.	\$1,280,598	
Schuylkill Community Action	\$353,446	
Agency for Community EmPOWERment of NEPA	\$524,004	
South Central Community Action Programs, Inc.	\$493,624	
Trehab, Inc.	\$536,116	
Tri-County Community Action Commission	\$1,098,962	
Union-Snyder Community Action Agency	\$250,000	
Venango-Crawford Office of Economic Opportunity	\$348,971	
Warren-Forest Counties Economic Opportunity Council	\$250,000	
Westmoreland Community Action	\$688,983	
<b>Total</b>	<b>\$28,930,060</b>	
<b>CSBG Eligible Entity Year Two</b>		
<b>CSBG Eligible Entity</b>	<b>Year Two Funding Amount \$</b>	<b>Delete</b>
Allegheny County Department of Human Services	\$1,230,375	
Armstrong County Community Action Agency	\$250,000	
Beaver County Community Services Program	\$377,016	
Berks Community Action Program, Inc.	\$925,721	
Blair County Community Action Agency	\$301,887	
Blueprints	\$486,746	
Bucks County Opportunity Council, Inc.	\$888,231	
Community Partnership Inc	\$315,879	
Carbon County Action Committee for Human Services	\$250,000	
Center for Community Action	\$432,431	
Central Pennsylvania Community Action, Inc.	\$544,737	
Central Susquehanna Opportunities, Inc.	\$429,786	
Commission on Economic Opportunity of Luzerne County	\$844,703	
Community Action Agency of Delaware County	\$1,087,605	
Community Action Committee of the Lehigh Valley, Inc.	\$1,433,140	
Community Action Partnership of Cambria County	\$316,249	
Community Action Program of Lancaster County	\$1,042,842	
Community Action Partnership of Mercer	\$266,884	
Tableland Services, Inc.	\$250,000	
Community Action, Inc.	\$250,000	
Office of Community Empowerment and Opportunity	\$5,218,274	
Community Progress Council, Inc.	\$839,617	
Chester County Commissioners	\$701,640	
Fayette County Community Action Agency	\$368,871	
Greater Erie Community Action Committee	\$711,230	
Indiana County Community Action Program	\$250,000	
Lawrence County Community Action Partnership	\$250,000	
Lebanon County Community Action Partnership	\$308,969	
Lycoming-Clinton Counties Commission for Community Action	\$373,098	
Monroe County Commissioners	\$519,840	
Montgomery County Community Action Development Commission	\$1,139,585	

Northern Tier Community Action Corporation	\$250,000
Pathstone Corporation	\$250,000
Pittsburgh Community Services, Inc.	\$1,280,598
Schuylkill Community Action	\$353,446
Agency for Community EmPOWERment of NEPA	\$524,004
South Central Community Action Programs, Inc.	\$493,624
Trehab, Inc.	\$536,116
Tri-County Community Action Commission	\$1,098,962
Union-Snyder Community Action Agency	\$250,000
Venango-Crawford Office of Economic Opportunity	\$348,971
Warren-Forest Counties Economic Opportunity Council	\$250,000
Westmoreland Community Action	\$688,983
<b>Total</b>	<b>\$28,930,060</b>

**7.3. Distribution Process:**  
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).

Every 5 years, CSBG agencies enter into a 5 year Master Agreement with the department to allow for quicker access to funds. During the years between each master agreement, CSBG funding is added to the contract via a funding release process: UPon notification from OCS of the state award amount, the base and formula allocation is calculated using the most recently available poverty and unemployment statistics for each agency's service area. This allocation is communicated to each agency via email, and COPOS system messages. At the beginning of each program year the agency submits a workplan and goals for the year, and a budget for the amount of time covered by the notice of funding. The state program specialists review the workplan, goals, and budget for allowability and the documents are prepared and reviewed through DCED and the State's legal approval process. Once the funding release review process is complete, the funding is then available for the agency to draw down. This process takes approximately two to three weeks after receiving the required information from the agency.

**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.*

PA is continuing to follow the Contracting/Funding Release Processes as it has proven to be the most accommodating way to allocate and distribute CSBG funds. Unless a scope of work drastically changes, agencies are able to modify their budgets based on their activities. This has proven to be the most effective process for allocation and distribution of funds and it has been well received by the agencies.

**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	18.00	Year Two	18.00
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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	6.00	Year Two	6.00
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<b>7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?</b> <input checked="" type="radio"/> Yes <input type="radio"/> 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%
Use of Remainder/Discretionary Funds (See Section 675C(b)(1) of the CSBG Act)			
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>			
<i>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 allocate the funds to the main category with which the activity is associated.</i>			
<i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i>			
Remainder/Discretionary Fund Uses		Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities		\$437,750.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$250,000.00	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		\$437,750.00	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		\$225,329.00	Innovative projects including local community, county, and regional collaborative initiatives, agency capacity building, and seed money for innovation and new projects.
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$225,329.00	Emergent community needs and critical staff development.
<b>Total</b>		<b>\$1,576,158.00</b>	
Remainder/Discretionary Fund Uses		Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities		\$437,750.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$250,000.00	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		\$437,750.00	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		\$225,329.00	Innovative projects including local community, county, and regional collaborative initiatives, agency capacity building, and seed money for innovation and new projects.
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$225,329.00	Emergent community needs and critical staff development.
<b>Total</b>		<b>\$1,576,158.00</b>	
<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.</b> <b>[Check all that apply and narrative where applicable]</b>			
<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) 20			
<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>
In consultation with the CSBG statewide network it was requested that we continue to award discretionary funding on a rolling basis and continue to prioritize innovative projects outside the scope of normal operations, staff development, and organizational stability.

## 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:08/30/2024**

### 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	Other	Bi-weekly statewide network calls, webinars, pop-up opportunities, etc.
2	FY1-Q1	Both	Other	CAAP Conference
3	FY1-Q3	Both	Other	CAAP DEI Summit

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All quarters	Both	Other	Bi-weekly statewide network calls, webinars, pop-up opportunities, etc.
2	FY2-Q1	Both	Other	CAAP Conference
3	FY2-Q3	Both	Other	CAAP DEI Summit

**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)*:

<b>Year One</b>	\$437,750	<b>Year Two</b>	\$437,750
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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 collaborates and sub contracts with the Community Action Association of Pennsylvania (CAAP) to provide comprehensive training and technical assistance to the CSBG network state-wide. The CAAP and DCED meet monthly to discuss individual agency needs and plans assistance to address them. The partnership meets annually to discuss the upcoming year and the opportunities that CAAP will provide throughout. CAAP and DCED are in regular contact between these meetings as needed to exchange information and work as a team to lift up and strengthen PA's network.

**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. CAAP will provide several opportunities for agencies to access training and technical assistance needed to maintain their organizational standards and strengthen their administration of CSBG services. The association facilitates bi-weekly network wide calls to communicate relevant information, provide updates on T&TA opportunities, and a forum for agencies to learn from their peers. The association also provides asynchronous, on-demand courses through their CAAP Learn LMS platform. They also provide webinars for specific needs, pop-up opportunities to respond quickly to emergent needs, targeted cohort calls for group discussions and knowledge sharing, focus groups around specific needs, and connections to resources.

**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)

<input type="checkbox"/> Tribes and Tribal Organizations	
<input type="checkbox"/> Other	
<b>8.4.CSBG-Funded T/TA Performance Management Adjustment:</b> 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.	
<i><b>Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form</b></i>	
During this state plan new opportunities for training and technical assistance are being developed as the CAAP continuously surveys the agencies, and in partnership with the state program office: continued development of the learning management system, new relationship management software- Growth Zone, further development of CAP Infinity continuous improvement, partnership with Policy Map, mental health first aid training, partnerships with WIPFLI, Work Wisdom, and Pennsylvania College of Technology.	

## 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:08/30/2024

### 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 and pre-populates the Annual Report, Module 1, Item G.1.*

☒ State Low Income Home Energy Assistance Program (LIHEAP) office

☒ State Weatherization office

☐ State Temporary Assistance for Needy Families (TANF) office

☐ Head Start State Collaboration offices

☐ State public health office

☐ State education department

☒ State Workforce Innovation and Opportunity Act (WIOA) agency

☒ State budget office

☐ Supplemental Nutrition Assistance Program (SNAP)

☐ State child welfare office

☐ State housing office

☐ 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.*

We encourage and facilitate other state level program offices to connect with the CAP network through our bi-weekly calls and through participation in the Association's annual conference. The Pennsylvania Broadband Authority office is part of the Department and utilizes the connection to the CSBG agencies to provide program information and gain feedback from the underserved populations in the state. The department also operates the Neighborhood Assistance Tax Credit Program. This is a state supported tax credit program geared toward providing services to low income clients through donations by corporate entities. The state office will provide an overview of the agency on the Association's LMS to provide an overview of state funding opportunities and contacts to other agency members. The state office will also provide an overview of the office's Local Government Center to provide a training of municipal, county and borough relationship management.

#### 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.*

The state lead agency will assure coordination and effective delivery of services through analysis of outcomes reported in COPOS. Eligible entities are asked to highlight partnerships and collaborations in both COPOS and in their work plans. During bi-weekly calls and conference feedback sessions we gather information about the needs agencies have to connect with other state agencies and programs so that we can support and facilitate the linkage. Additionally, each eligible entity's needs assessment considers the potential duplication of services, and the state lead agency reviews needs assessment results every three (3) years. As a result of the WIOA Combined Plan, Eligible entities will coordinate employment and training activities and services through the Commonwealth's CareerLink "one-stop" system. Locally, eligible entities will engage with CareerLink.

#### 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.**

The CSBG lead office will require, as part of their work plan, the eligible entities to address the service gaps in their area. Through partnership and or collaboration with other area service providers the eligible entities will identify possible strategies to fill any gaps that exist. The state has granted, and will continue to encourage agencies to utilize, CSBG discretionary funding to agencies that develop innovative strategies to bridge gaps.

**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.

The PA Department of Community and Economic Development (DCED) is the commonwealth agency that represents the required one-stop (PA CareerLink® partner) representing employment and training activities carried out under the Community Services Block Grant Act (42. U.S.C. 9901 et seq.) at the state level. The mission of the Community Services Block grant (CSBG) is to provide a full range of services and activities having a measurable impact on the causes of poverty in a community or those areas of a community where poverty is a particularly acute problem. Only federally designated Community Action Agencies (CAA) receive funding, therefore in PA, there are 43 CAAs that cover all 67 PA counties. Ameliorating the causes and conditions of poverty take on a variety of community engagement activities and collaborative activism to remove obstacles that block the achievement of self-sufficiency; i.e. employment and training resources; community stakeholder collaboration; literacy activities; obtaining adequate housing; grassroots activities that provide intervention to the causes of poverty; addressing the needs of youth through programming or coordination; and increased engagement in community planning and improvement activities. CSBG has been in existence since 1965, always with the same mission: to improve the causes and conditions of poverty. Initiatives have included, but are not limited to: neighborhood linkages, leverage of community resources, conduction of Volunteer Income Tax Assistance sites, building housing capacity, provision of family self-sufficiency and case management, facilitation of Results-Oriented Management and Accountability. For every \$1 of CSBG funds, the PA network leveraged \$23.14 from other federal, state, local and private sources, including the calculated value of volunteer hours. DCED will participate in the local workforce service delivery system via the local CSBG agencies. In the work plans that will be authored and submitted by the Community Services Block Grant (CSBG) agencies for the 2018 calendar year of activity, DCED will direct sub-grantees to describe how they will conduct their planning and implementation of workforce activities in collaboration with local workforce development boards. DCED will contribute financial assistance to be applied to the infrastructure and other operating costs of the PA CareerLink® sites annually and to the extent funding exists.

**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.

**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 DCED Center for Community Services also oversees the Weatherization Assistance Program which receives both DOE and LIHEAP funds. Three-fourths of the CSBG agencies are also WAP agencies. The funds received under the LIHEAP allocation are first used for Heating Emergencies during the winter months, then for regular weatherization services if there is a balance of funds available, all following DOE rules for weatherization standards of practice. In addition, LIHEAP funds are used for basic home repairs that enable weatherization to then occur in the home. Repairs such as mitigating mold, eliminating pests, fixing holes and leaks in walls and roofs, among other basic items which although minor could cause a home to be deferred from WAP measures. Other areas of prevention such as furnace clean and tunes and other basic home maintenances are being explored in the coming months. In addition, many CSBG agencies also run the ERAP program which also assists with overdue energy bills. In addition to this, we allow and encourage the use of discretionary funds to provide for emergent needs as they arise. The CSBG discretionary process is a rolling application which allows agencies to apply for funding as needed as opposed to specific times of the program year.

**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.*

As part of the continuing goal of having CAAs become community catalysts the state actively encourages all eligible entities to continue to seek out a variety of partnerships in their respective areas to meet needs as completely as possible. These partnerships often include food banks and pantries, health services, and other human services.

**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 majority of the eligible entities in Pennsylvania are actively involved in both private fundraising and the pursuit of other sources of grant dollars by using CSBG funding as a leverage. Several of the eligible entities in Pennsylvania also make use of the states tax credit program (Neighborhood Assistance Program) to aid them in their pursuit of private corporate dollars. The state office continues to encourage all CAAs to make use of this tax credit program. Additionally, training for development and finance staff is available through the Association.

**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 State contracts administrative funds to the State Association to provide training and technical assistance to the network. The Association and the state office collaborate on bi-weekly calls with the entire network to encourage information sharing, updates, and planning. The State Association also hosts a Learning Management System(LMS) that provides training and technical assistance on a as needed basis. The Association hosts a State-wide DEI summit, an annual conference, subject specific cohorts, community needs assessment resources, new staff on-boarding, new ED training, and other one-on-one assistance as needed.

**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.			
<b>Communication Plan</b>			
<b>Subject Matter</b>	<b>Expected Frequency</b>	<b>Format</b>	<b>Brief description of "Other"</b>
Upcoming Public and/or Legislative Hearings	Twice-Monthly		
State Plan Development	Biannual		
Organizational Standards Progress	Monthly		
State Accountability Measures Progress	Biannual		
Community Needs Assessments/ Community Action Plans	Annually		
State Monitoring Plans and Policies	Annually		
Training and Technical Assistance (T/TA) Plans	Annually		
ROMA and Performance Management	Annually		
State Interagency Coordination	Twice-Monthly		
CSBG Legislative/Programmatic Updates	As needed		
Tripartite Board Requirements	Monthly		
<b>9.10. Feedback to Eligible Entities and State Community Action Association:</b> Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.			
<i><b>Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6</b></i>			
The State Lead Agency provides feedback to the entire state CSBG network on an annual basis, and in the context of webinars and during monitoring visits. Feedback to individual agencies occurs as needed or as requested to ensure continued compliance with accountability measures, organizational standards, and ROMA implementation. This is also a topic of conversation and technical assistance during bi-weekly, statewide calls that the Association and the Department coordinate. Further, COPOS monthly reports are undergoing refinements that result in a dashboard-like presentation of information for eligible entities. This enhanced format provides at-a-glance indications for specific organizational standards and accountability measures, and provides an overall gauge of entity achievement and growth. Additionally, the following mechanisms are routinely employed to coordinate communication and performance outcomes: On-site monitoring Remote monitoring Monthly COPOS reports, both on-demand and ad-hoc Regional meetings Annual conferences including Symposium and CAAP conference T/TA on-site visits Email communications			
<b>9.11. Communication Plan Performance Management Adjustment:</b> 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.			
<i><b>Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.</b></i>			
The State office continues to communicate information, updates, and changes via email, webinar, and during bi-weekly state-wide calls. There have been many updates to the data collection system throughout the last year which have always been preceded by notes or a webinar as appropriate for the level of change in functionality or presentation.			

## 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**  
**Expires:08/30/2024**

### 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	Allegheny County Department of Human Services	No review					
2	Armstrong County Community Action Agency	Full On-site	Onsite Review	FY1 Q2	10/14/2022	10/14/2022	
3	Beaver County Community Services Program	Full On-site	Onsite Review	FY1 Q4	10/05/2021	10/05/2021	
4	Berks Community Action Program, Inc.	Full On-site	Onsite Review	FY1 Q1	03/12/2019	03/12/2019	
5	Blair County Community Action Agency	No review					
6	Blueprints	No review					
7	Bucks County Opportunity Council, Inc.	No review					
8	Community Partnership Inc	Full On-site	Onsite Review	FY1 Q4	10/28/2021	10/28/2021	
9	Carbon County Action Committee for Human Services	No review					
10	Center for Community Action	No review					
11	Central Pennsylvania Community Action, Inc.	Full On-site	Onsite Review	FY1 Q4	07/20/2022	07/20/2022	
12	Central Susquehanna Opportunities, Inc.	Full On-site	Onsite Review	FY1 Q3	06/07/2022	06/07/2022	
13	Commission on Economic Opportunity of Luzerne County	Full On-site	Onsite Review	FY1 Q2	08/01/2022	08/01/2022	
14	Community Action Agency of Delaware County	No review					
15	Community Action Committee of the Lehigh Valley, Inc.	Full On-site	Onsite Review	FY1 Q1			
16	Community Action Partnership of Cambria County	Full On-site	Onsite Review	FY1 Q3	08/04/2022	08/04/2022	
17	Community Action Program of Lancaster County	Full On-site	Onsite Review	FY1 Q1	12/22/2021	12/22/2021	
18	Community Action Partnership of Mercer	No review					
19	Tableland Services, Inc.	No review					
20	Community Action, Inc.	Full On-site	Onsite Review	FY1 Q1			
21	Office of Community Empowerment and Opportunity	No review					
22	Community Progress Council, Inc.	No review					
23	Chester County Commissioners	No review					
24	Fayette County Community Action Agency	Full On-site	Onsite Review	FY1 Q3	09/20/2019	09/20/2019	

25	Greater Erie Community Action Committee	No review					
26	Indiana County Community Action Program	Full On-site	Onsite Review	FY1 Q2	09/26/2022	09/26/2022	
27	Lawrence County Community Action Partnership	No review					
28	Lebanon County Community Action Partnership	No review					
29	Lycoming-Clinton Counties Commission for Community Action	No review					
30	Monroe County Commissioners	No review					
31	Montgomery County Community Action Development Commission	No review					
32	Northern Tier Community Action Corporation	No review					
33	Pathstone Corporation	Full On-site	Onsite Review	FY1 Q3	05/01/2019	05/01/2019	
34	Pittsburgh Community Services, Inc.	Full On-site	Onsite Review	FY1 Q4	10/07/2021	10/07/2021	
35	Schuylkill Community Action	Full On-site	Onsite Review	FY1 Q2	08/23/2018	08/23/2018	
36	Agency for Community EmPOWERment of NEPA	Full On-site	Onsite Review	FY1 Q1	10/16/2018	10/16/2018	
37	South Central Community Action Programs, Inc.	Full On-site	Onsite Review	FY1 Q1			
38	Trehab, Inc.	Full On-site	Onsite Review	FY1 Q2	09/27/2019	09/27/2019	
39	Tri-County Community Action Commission	Full On-site	Onsite Review	FY1 Q4			
40	Union-Snyder Community Action Agency	Full On-site	Onsite Review	FY1 Q3	07/19/2022	07/19/2022	
41	Venango-Crawford Office of Economic Opportunity	Full On-site	Onsite Review	FY1 Q3			
42	Warren-Forest Counties Economic Opportunity Council	No review					
43	Westmoreland Community Action	Full On-site	Onsite Review	FY1 Q3	09/19/2019	09/19/2019	
	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
1	Allegheny County Department of Human Services	No review					
2	Armstrong County Community Action Agency	No review					
3	Beaver County Community Services Program	No review					
4	Berks Community Action Program, Inc.	No review					
5	Blair County Community Action Agency	No review					
6	Blueprints	No review					
7	Bucks County Opportunity Council, Inc.	Full On-site	Onsite Review	FY2 Q3	08/10/2022	08/10/2022	
8	Community Partnership Inc						
9	Carbon County Action Committee for Human Services	Full On-site	Onsite Review	FY2 Q2	09/15/2022	09/15/2022	
10	Center for Community Action	Full On-site	Onsite Review	FY2 Q3	04/26/2022	04/26/2022	
11	Central Pennsylvania Community Action, Inc.	No review					
12	Central Susquehanna Opportunities, Inc.	No review					
13	Commission on Economic Opportunity of Luzerne County	No review					
14	Community Action Agency of Delaware County	No review					
15	Community Action Committee of the Lehigh Valley, Inc.	No review					

16	Community Action Partnership of Cambria County	No review					
17	Community Action Program of Lancaster County	No review					
18	Community Action Partnership of Mercer	No review					
19	Tableland Services, Inc.	Full On-site	Onsite Review	FY2 Q3	05/03/2022	05/03/2022	
20	Community Action, Inc.	No review					
21	Office of Community Empowerment and Opportunity	No review					
22	Community Progress Council, Inc.	Full On-site	Onsite Review	FY2 Q3	04/27/2022	04/27/2022	
23	Chester County Commissioners	No review					
24	Fayette County Community Action Agency	No review					
25	Greater Erie Community Action Committee	No review					
26	Indiana County Community Action Program	No review					
27	Lawrence County Community Action Partnership	No review					
28	Lebanon County Community Action Partnership	No review					
29	Lycoming-Clinton Counties Commission for Community Action	Full On-site	Onsite Review	FY2 Q1	06/03/2022	06/03/2022	
30	Monroe County Commissioners	No review					
31	Montgomery County Community Action Development Commission	No review					
32	Northern Tier Community Action Corporation	Full On-site	Onsite Review	FY2 Q4	08/22/2022	08/22/2022	
33	Pathstone Corporation	No review					
34	Pittsburgh Community Services, Inc.	No review					
35	Schuylkill Community Action	No review					
36	Agency for Community EmPOWERment of NEPA	No review					
37	South Central Community Action Programs, Inc.	No review					
38	Trehab, Inc.	No review					
39	Tri-County Community Action Commission	No review					
40	Union-Snyder Community Action Agency	No review					
41	Venango-Crawford Office of Economic Opportunity	No review					
42	Warren-Forest Counties Economic Opportunity Council	Full On-site	Onsite Review	FY2 Q4	09/30/2022	09/30/2022	
43	Westmoreland Community Action	No review					

#### 10.2. Monitoring Policies:

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

<https://static1.squarespace.com/static/61fbc2038f13676b2fdb33ea/t/63d81ef4d575d65bf495a34d/1675108085185/C2023-06+Risk+Based+Monitoring.pdf>

#### 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.**

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#### 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? <input checked="" type="radio"/> Yes <input type="radio"/> 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.
<i>Note: The QIP information is associated with State Accountability Measures 4Sc.</i>
0
10.6. Reporting of QIPs: 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>
The Office of Community Services will be notified within 15 days of any eligible entity embarking on a QIP. This notification will include the specific deficiencies and the proposed methodology to address them.
10.7. Assurance on Funding Reduction or Termination: 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 in Section 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>
10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.
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
The State office follows federal guidance, and uses the State's Request for Applications procedures to solicit interested non-profits. Once the RFA process is closed and applications are received, they are reviewed by the state office using a scoring mechanism developed based on the State's procurement and contracting procedures. The procedures are made public on DCED's website and announced via email and newspaper.
10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities <input checked="" type="radio"/> Yes <input type="radio"/> No
10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. Contained in the CSBG Risk Based Monitoring Directive, attached in 10.2.
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
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? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.10a. If Yes, provide the citation(s) of the law and/or regulation.
10.10b. If No, describe State procedures for re-designation of existing eligible entities. The state would utilize a similar procedure as described in 10.8.
<b>Fiscal Controls and Audits and Cooperation Assurance</b>
10.11. Fiscal Controls and Accounting: 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).
All invoices for payment are reviewed and analyzed by the Fiscal Compliance Office to insure accuracy and adherence to the agency's budget as well as the appropriateness of the expenses.
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.
<i>Note: This information is associated with State Accountability Measure 4Sd.</i>
Management Directive 325.9, Processing Audits of Federal Pass-Through Funds, is attached to 10.2 as a separate document.
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. <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Note: This response will link with the corresponding assurance, Item 14.7.</i>
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? <input checked="" type="radio"/> Yes <input type="radio"/> 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 office continues to use a risk based monitoring process that prioritizes enhanced monitoring for agencies that are deemed a higher risk. Pennsylvania is also utilizing continuing improvement methods to evaluate our own monitoring process each year to enhance usefulness and minimize administrative burden.

## Section 11: Eligible Entity Tripartite Board

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:08/30/2024

### 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.*

During agency monitoring visits and risk assessment reviews, state office CSBG program monitors examine the by-laws and policies of each agency to assure that selection procedures adhere to the assurance.

**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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### 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.

The States current eligibility directive to agencies (attached) states that eligibility for CSBG services will be determined based on a 200% FPL threshold. Should the allowable threshold change during this state plan period, we will reissue our directives as needed.

#### 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.

The state accepts a signed self-declaration of income eligibility for these types of short term services.

#### 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 requires demographic statistics which provide evidence that the targeted community is extremely distressed. Such as, but not limited to, blighted housing stock, crime and delinquency rates, dropout rates, persistent unemployment or under employment, or a high percentage of the population living below the Federal Poverty Income Guidelines. Through the Pennsylvania State Association, community organizations have the ability to utilize Policy Map, a tool to ensure all organizations have accurate data and statistics for determining community-targeted services.



## 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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### 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 I, 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.

**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.

The state office continues to support the use of ROMA for those agencies who choose that system for performance management. However, DCED partnered with CAAP to create a more flexible option for agencies who would prefer to use another continuous improvement model after receiving feedback that ROMA wasn't always the most appropriate. CAP Infinity Basic is a six-module, asynchronous course to convey the foundations of Community Action, understand the concepts of and explore various models of continuous improvement, and engage learners in goal setting and action plans that apply to their day-to-day work. Additionally, the principles of data basics, strategic thinking, and problem-solving are introduced in real-world, personalized scenarios. The programmatic goal is for each user to deeply understand how they, as individuals, fit into the mission of Community Action. This 100-level course is appropriate training for new employees, frontline workers, program employees, and staff. CAP Infinity Basic is part of the multi-tiered CAP Infinity program that is differentiated to address a variety of needs at different levels in Community Action.

**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

The State Lead Agency requires reporting by all eligible entities on a quarterly basis regarding all of the National Performance Indicators (NPI). Departmental staff review eligible entity reporting and identify trends along with potential areas of concern. Trends and areas of concern inform technical assistance opportunities that the Department addresses either specifically with affected eligible entities, or statewide in coordination with the State Association. The implementation of training or technical assistance is then reviewed and verified during annual monitoring of eligible entities.

**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 state supports CAAP in the provision of CAP Infinity and the future higher levels of the course. DCED and CAAP also continue to support ROMA for those who wish to use it. Agencies are encouraged to seek out these training courses and are supported with discretionary dollars as needed or requested to assist with any costs associated with the development of their continuous improvement practice.

#### 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.**

All eligible entity data including COPOS is reviewed at least annually prior to monitoring. Additionally, COPOS data is reviewed by the State Lead Agency on a recurring basis to examine trends and potential areas of concern and consults with CAAP to develop training or technical assistance to support agency improvement in service delivery. Throughout the development and improvement of the COPOS System, various reports have been created to allow the agencies to mine their own information to utilize it for planning and informational purposes. During each COPOS updated webinar or presentation the latest reports are highlighted and the agencies are surveyed to determine what new reports should be developed based on how they are being used.

#### 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.

**Note: this response will link to the corresponding assurance, Item 14.11.**

Each eligible entity is required to submit to the Department its annual workplan that covers the most current year. The plan must include a summary of the salient and relevant data that was used to arrive at the need, along with a viable plan that outlines and details the entity's steps toward dealing with the identified issues.

**13.6. Community Needs Assessment:**

**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.**

***Note: this response will link to the corresponding assurance, Item 14.11.***

Each eligible entity is required to submit to the Department a copy of its Community Needs Assessment that covers the most current year. The assessment must include a summary of the salient and relevant data that was used, along with a viable plan that outlines and details the entity's steps toward dealing with the identified issues. The association provides linkages to resources for reliable data and will be providing access to Policy Map in the next year.

## 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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### 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;

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.

##### 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;

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.

##### 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)

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.

<b>State Use of Discretionary Funds</b>
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."
<i>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</i>
<b>Eligible Entity Service Delivery, Coordination, and Innovation</b>
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;
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work plan format also requests the agency describe their delivery methods. The work that the agency plans for that year, and their methods of delivery, is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation. The State office also reviews program delivery during monitoring visits and offers technical assistance on a one-to-one basis and needs and delivery vary greatly across the state.
<b>Eligible Entity Linkages - Approach to Filling Service Gaps</b>
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."
<i>Note: The state describes this assurance in the state linkages and communication section, item 9.3b.</i>
The CSBG lead office will require, as part of their work plan, the eligible entities to address the service gaps in their area. Through partnership and or collaboration with other area service providers the eligible entities will identify possible strategies to fill any gaps that exist. The state has granted, and will continue to encourage agencies to utilize, CSBG discretionary funding to agencies that develop innovative strategies to bridge gaps.
<b>Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources</b>
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."
<i>Note: The state describes this assurance in the state linkages and communication section, item 9.7.</i>
The majority of the eligible entities in Pennsylvania are actively involved in both private fundraising and the pursuit of other sources of grant dollars by using CSBG funding as a leverage. Several of the eligible entities in Pennsylvania also make use of the states tax credit program (Neighborhood Assistance Program) to aid them in their pursuit of private corporate dollars. The state office continues to encourage all CAAs to make use of this tax credit program. Additionally, training for development and finance staff is available through the Association.
<b>Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility</b>
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."
<i>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).</i>
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.
<b>Eligible Entity Emergency Food and Nutrition Services</b>
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."
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation. In Pennsylvania their has been an increased focus on food security with a state-wide food policy council focused on supporting and creating initiatives to increase access to food statewide.
<b>State and Eligible Entity Coordination/linkages and Workforce Innovation and 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."

*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.*

### **State Coordination/Linkages and Low-income Home Energy Assistance**

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."

*Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.*

### **Federal Investigations**

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

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.*

### **Funding Reduction or Termination**

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

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.*

### **Coordination with Faith-based Organizations, Charitable Groups, Community Organizations**

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."

*Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.*

### **Eligible Entity Tripartite Board Representation**

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."

*Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.*

During agency monitoring visits and risk assessment reviews, state office CSBG program monitors examine the by-laws and policies of each agency to assure that selection procedures adhere to the assurance.

### **Eligible Entity Community Action Plans and Community Needs Assessments**

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."

*Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.*

### **State and Eligible Entity Performance Measurement: ROMA or Alternate system**

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."

*Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.*

### **Validation for CSBG Eligible Entity Programmatic Narrative Sections**

14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."

*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.*



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:08/30/2024

### 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.