

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Puerto Rico

Report Name: CSBG State Plan

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

Report Status: Submission Accepted by CO

Report Sections

- 1. CSBG Cover Page (SF-424M)**
- 2. Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter**
- 3. Section 2: State Legislation and Regulation**
- 4. Section 3: State Plan Development and Statewide Goals**
- 5. Section 4: CSBG Hearing Requirements**
- 6. Section 5: CSBG Eligible Entities**
- 7. Section 6: Organizational Standards for Eligible Entities**
- 8. Section 7: State Use of Funds**
- 9. Section 8: State Training and Technical Assistance**
- 10. Section 9: State Linkages and Communication**
- 11. Section 10: Monitoring, Corrective Action, and Fiscal Controls**
- 12. Section 11: Eligible Entity Tripartite Board**
- 13. Section 12: Individual and Community Eligibility Requirements**
- 14. Section 13: Results Oriented Management and Accountability (ROMA) System**
- 15. Section 14: CSBG Programmatic Assurances and Information Narrative**
- 16. Section 15: Federal Certifications**

CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)				Form Approved OMB No: 0970-0382 Expires: 09/30/2025	
COVER PAGE					
* 1.a. Type of Submission: ☐ Application ☒ Plan ☐ Other (2 Year)		* 1.b. Frequency: ☒ Annual ☐ Other (2 Year)		* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	
		* 1.d. Version: ☒ Initial ☐ Resubmission ☐ Revision ☐ Update		2. Date Received:	
		3. Applicant Identifier:		State Use Only:	
		4a. Federal Entity Identifier:		5. Date Received By State:	
		4b. Federal Award Identifier:		6. State Application Identifier:	
7. APPLICANT INFORMATION					
* a. Legal Name: Socioeconomic and Community Development Office					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1660636719A1				* c. Organizational DUNS: 080588307	
* d. Address:					
* Street 1: 1208 Ave. Roosevelt		Street 2:		* City: San Juan	
* State: PR		County: PR		* Country: Puerto Rico	
* Zip / Postal Code: 00920		Province:			
e. Organizational Unit:					
Department Name:			Division Name:		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:		* First Name: Thais		Middle Name: M.	
Suffix:		Title: Executive Director		* Last Name: Reyes-Serrano	
* Telephone Number: (787) 977-7060		Fax Number:		Organizational Affiliation: Socioeconomic and Community Development Office	
* Email: treyes@odsec.pr.gov		* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:					
* 9. Name of Federal Agency:					
10. CFDA Numbers and Titles		Catalog of Federal Domestic Assistance Number: 93569		CFDA Title: Community Services Block Grant	
11. Descriptive Title of Applicant's Project Puerto Rico CSBG Program State Plan 2024-2025					
12. Areas Affected by Funding:					
13. CONGRESSIONAL DISTRICTS OF:					
* a. Applicant PR			b. Program/Project: Community Services Block Grant		
Attach an additional list of Program/Project Congressional Districts if needed.					
14. FUNDING PERIOD:			15. ESTIMATED FUNDING:		
a. Start Date:		b. End Date:		* a. Federal (\$): \$0	
				b. Match (\$): \$0	
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?					
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) 10/02/2024
Attach supporting documents as specified in agency instructions.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:09/30/2025	
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
1.1. Identify whether this is a One-Year or a Two-Year Plan		☒ one-year ☐ two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2025	Year Two
1.2. Lead Agency and Authorized Official: 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? ☐ Yes ☒ No			
If yes, select the fields that have been changed [Check all that apply]			
☐ Lead Agency	☐ Department Type	☐ Department Name	
☐ Authorized Official	☐ Street Address	☐ City	
☐ Zip Code	☐ Office Number	☐ Fax Number	
☐ Email Address	☐ Website		
1.2a. Lead agency			
1.2b. Cabinet or administrative department of this lead agency [Check one and provide a narrative where applicable]			
☐ Community Affairs Department			
☐ Community Services Department			
☐ Governors Office			
☐ Health Department			
☐ Housing Department			
☐ Human Services Department			
☐ Social Services Department			
☒ Other, describe			
Socioeconomic and Community Development			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Socioeconomic and Community Development Office	
1.2d. Authorized Official of the Lead Agency			
Name: Thais M. Reyes Serrano, Esq.		Title: Executive Director	
1.2e. Street Address		1208 Ave. Roosevelt	
1.2f. City		San Juan	1.2g. State/PR
		1.2h. Zip 00920	
1.2i. Telephone number 787 977 - 7707 ext.		1.2j. Fax number 787 977 - 7060	
1.2k. Email address treyes@odsec.pr.gov		1.2l. Lead agency website	
1.3. Designation Letter: 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.			
1.4. CSBG Point of Contact: 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? ☐ Yes ☒ No			
If yes, select the fields that have changed [check all the apply]			
☐	Agency Name	☐	Point of Contact
☐	City	☐	Zip Code
☐	Fax Number	☐	Email Address
☐		☐	Website
1.4a. Agency Name Socioeconomic and Community Development			
1.4b Point of Contact Name			
Name: Nadia Torres Ortiz		Title: Special Assistant, CSBG Manager	
1.4c. Street Address		1208 Ave. Roosevelt	
1.4d. City		San Juan	1.4e. StatePR 1.4f. Zip 00920
1.4g. Telephone Number 787 977 - 7060 ext. 2018		1.4h. Fax Number -	
1.4i. Email Address ntorres@odsec.pr.gov		1.4j. Agency Website	
1.5. Provide the following information in relation to theState 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]			
☐	Agency Name	☐	Executive Director
☐	City	☐	State
☐	Office Number	☐	Fax Number
☐		☐	Email Address
☐	Website	☐	RPIC Lead
1.5a. Agency Name Association of Community Agencies of Puerto Rico (PRCAA)			
1.5b. Executive Director or Point of Contact			
Name: Normary Silva-Soto		Title: Executive Director	
1.5c. Street Address		C/17 Final, Jardines de County Club Antiagu Escuela María López Ponce	
1.5d. City		Carolina	1.5e. StatePR 1.5f. Zip 00983
1.5g. Telephone number 787 520 - 5847 ext.		1.5h. Fax number -	
1.5i. Email Address praacasoc@gmail.com		1.5j. State Association Website www.facebook.com/praccpr	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead ☐ Yes ☒ No			

Section 2: State Legislation and Regulation

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

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

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.*

See attachment (Law 10), Manual CSBG Program.

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
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SECTION 3

State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

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

As the lead agency, the Office for Socioeconomic and Community Development of Puerto Rico (ODSEC) has the mission and responsibility to collaborate with a network of community services, including eligible entities, community-based organizations, the Association of Puerto Rico Community Action Agencies, and all levels of government. ODSEC's mission is to implement the goals of the CSBG Act by overseeing fund utilization and establishing a comprehensive service delivery system. This system aims to promote economic development, improve quality of life, and foster self-sufficiency among low-income populations. ODSEC was created with the purpose of: a. Foster an inclusive environment among municipalities, nonprofit organizations, and communities. b. Simplify, streamline, and standardize processes. c. Eliminate duplication of efforts and services. d. Enhance service delivery efficiency. e. Generate comprehensive statistics on services, beneficiaries, and outcomes. f. Improve the management efficiency of assigned federal funds. g. Promote a government that facilitates rather than paternalizes. h. Advance Puerto Rico's socioeconomic development through the organizational strengthening of municipal governments, communities, and nonprofit organizations.

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.)

The CSBG-specific goals under the Puerto Rico State Plan have been designed to align ODSEC's strategic initiatives with the three CSBG National Goals, and the agency tailored Theory of Change. The main objectives are to diminish the effects of poverty, enhance the quality of life for low-income families, foster community integration and participation in gathering feedback for better implementation of the Puerto Rico State Plan. Additionally, ODSEC aims to strengthen its capacity through strategic partnerships with eligible entities and community organizations. The specific goals are as follows: 1) Develop and implement strategies that address the needs of low-income individuals as identified in the State Needs Assessment. Implement Law 84-2021, the "Public Policy Act to Combat Child Poverty and Social Inequality," which mandates that the government, its entities, municipalities, legislative, and judicial branches develop and implement strategies to reduce child poverty and social inequality in Puerto Rico by fifty percent (50%) by 2032. The progress of this initiative will be measured every three years by analyzing and comparing holistic social determinants of health. 2) Implement the "Community Leaders Training Academy" to train leaders who can organize their communities to work together to address local issues. The academy will equip participants with the tools to become agents of change, fostering sustainable development in disadvantaged communities. Success will be measured by the increase in organized low-income communities. 3) Expand the network of eligible entities in Puerto Rico to better serve low-income individuals and families in underserved areas. 4) Collaborate with the Labor Development Program (PDL) under the WIAO ACT and the MOU between ODSEC and PDL to provide job training for low-income individuals, promoting their economic development, self-sustainability, and integration into the workforce. 5) Establish new alliances with public and private sectors to maximize resources, avoid duplication of efforts, and promote collaboration with eligible entities and other state initiatives. 6) Implement a data analysis system to address state needs more directly and effectively, particularly in training and technical assistance. 7) Provide training and technical assistance to ensure eligible entities meet federal organizational standards, aiming for a minimum compliance rate of 60%. This will be measured through audits and evaluation reports. 8) Distribute funds promptly and in accordance with federal and state regulations, by maintaining and analyzing annual metrics of disbursements. 9) Monitor compliance with the Corrective Action Plans of eligible entities in accordance with the monitoring results conducted during the previous year. 10) Offer technical assistance to eligible entities to enhance their performance and ensure compliance with all state and federal requirements.

3.3. State Plan Development:

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

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

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

☒ U.S. Census data

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

☒ Monitoring Visits/Assessments

☒ Tools Not Identified Above (specify)

It must be directed to the Needs Study where the population, geographical area, and the need and/or problem that must be addressed are delimited. Among the prominent populations are children, youth and the elderly.

3.3b. Analysis of local-level tools *[Check all that applies 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]

See Memorandum CSBG Num. 02-2023.

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

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

☒ State Association

☐	National Association for State Community Services Programs (NASCSPP)
☐	Community Action Partnership (NCAP)
☐	Community Action Program Legal Services (CAPLAW)
☐	CSBG Tribal Training and Technical Assistance (T/TA) provider
☐	Regional Performance Innovation Consortium (RPIC)
☐	Association for Nationally Certified ROMA Trainers (ANCRT)
☒	Federal CSBG Office
☒	Organizations not identified above [Specify] See Memorandum 02-2023.
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.	
<i>(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)</i>	
The State published Memorandum CSBG 04-2024 dated July 24, 2024, which includes the proposed State Plan for entities to provide their comments and opinions. All entities provided their comments within the requested date. The date set for eligible entities to submit their comments was August 21, 2024, and they validated the State Plan for FY 2025.	
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.	
<i>(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)</i>	
The State maintained the methodology used the previous year, however, taking into account the recommendations of the OCS, sufficient time was given to present its recommendations	
3.5. Eligible Entity Overall Satisfaction: Provide the State's target for eligible entity Overall Satisfaction during the performance period:	
Year One	40
Year Two	
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. <i>(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)</i>	

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:09/30/2025

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.

The Public Notice was published in a national newspaper of general circulation "El Vocero de Puerto Rico" announcing the proposed State Plan, which included the date for the public hearing and the email address to receive comments. It was available in physical format for review by the general public at the ODSEC CSBG Program office or delivered upon request by email: csbgpropuestas@odsec.pr.gov. The public hearing was held on August 16, 2024. The plan was available from August 1 through August 21 when it closed.

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.

The public hearing was held on August 16, 2024 (see 4.3). The notice of the hearing was published on August 1, 2024. The Public Notice was published in the newspaper with the largest circulation in Puerto Rico, called El Vocero de Puerto Rico, dated August 1, 2024. All members of the public who were interested in participating or requesting a copy of the State Plan could do so through: email csbgpropuestas@odsec.pr.gov or visit our offices located at Roosevelt Ave. #1208 San Juan PR 00920.

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	08/16/2024	Virtual	Public	☐

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.

The video of the hearing will be sent via email. Due to the capacity of the email, we were not able to attach it.

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:09/30/2025

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	Acción Social de Puerto Rico, Inc.	Island Wide - Puerto Rico (except Bayamón and San Juan Municipalities)	Non-Profit	Community Action Agency
2	Instituto Socioeconómico Comunitario, Inc.	Island Wide - Puerto Rico (except Bayamón and San Juan Municipalities)	Non-Profit	Community Action Agency
3	Municipality of Bayamon	Bayamon	Public	Community Action Agency
4	Municipality of San Juan	Municipality of San Juan	Public	Community Action Agency

5.2. Total number of CSBG eligible entities 4

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires: 09/30/2025
SECTION 6 Organizational Standards for Eligible Entities	
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i>, for more information on Organizational Standards. Click HERE for IM 138.	
6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period	
☒ COE CSBG Organizational Standards ☐ Modified version of COE CSBG Organizational Standards ☐ Alternative set of Organizational Standards	
6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.	
6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.	
6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards	
☒ There were no changes from the previous State Plan submission	
Provide reason for using alternative standards	
Describe rigor compared to COE-developed Standards	
6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. <i>[Check all that apply and narrative where applicable]</i>	
☒ Regulation	
☒ Policy	
☒ Contracts with eligible entities	
☐ Other, describe:	
6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). <i>[Check all that apply.]</i>	
☐ Peer-to-peer review <i>(with validation by the State or state-authorized third party)</i>	
☒ Self-assessment <i>(with validation by the State or state-authorized third party)</i>	
☐ Self-assessment/peer review with state risk analysis	
☐ State-authorized third party validation	
☒ Regular, on-site CSBG monitoring	
☐ Other	
6.3a. Assessment Process: Describe the planned assessment process.	
Eligible Entities are required to complete a self-assessment form to identify their compliance with CSBG requirements. The State will review and validate the responses provided by each entity and prepare a tailored technical assistance plan as needed. In addition, regular monitoring will be conducted to ensure the proper use of funds, adherence to the proposed Community Action Plan, and compliance with all other requirements outlined in the CSBG Act, applicable sections of the Code of Federal Regulations, including 2 CFR Part 200, OCS Memorandums, and State regulations.	
6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? ☐ Yes ☒ No	
6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption	
Total Number of Exempt Entities: 0	
CSBG Eligible Entity	Description / Justification
Delete	

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period			
Year One	50%	Year Two	0%
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.</i>			

Section 7: State Use of Funds

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires: 09/30/2025		
SECTION 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 State allocates funds based on a predetermined formula, with 90% designated for Eligible Entities. The distribution is as follows: ASPRI receives 39%, INSEC gets 32%, the Municipality of San Juan is allocated 15%, and the Municipality of Bayamon receives 4%.			
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.			
Year One	90.00%	Year Two	0.00%
Planned CSBG 90 Percent Funds			
CSBG Eligible Entity	Year One Funding Amount \$	Delete	
Acción Social de Puerto Rico, Inc.	\$12,600,244		
Instituto Socioeconómico Comunitario, Inc.	\$10,338,662		
Municipality of Bayamon	\$1,292,333		
Municipality of San Juan	\$4,846,248		
Total	\$29,077,487		
CSBG Eligible Entity Year Two			
CSBG Eligible Entity	Year Two Funding Amount \$	Delete	
Acción Social de Puerto Rico, Inc.	\$0		
Instituto Socioeconómico Comunitario, Inc.	\$0		
Municipality of Bayamon	\$0		
Municipality of San Juan	\$0		
Total	\$0		
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).			
The State follows a structured process to distribute 90% of the funds to Eligible Entities. First, funding is requested based on the established distribution formula. Upon receiving the award notification, the CSBG Program consults with the Finance Division to assess the budget impact and allocate the funds. The Finance Division then distributes the funds according to the formula and manages the accounts. Once the funds are distributed, the CSBG Program sends notifications to the Eligible Entities regarding their allocations for the new Fiscal Year. Subsequently, the CSBG Program's Legal Advisor prepares the necessary contracts for fund delegation. Finally, these contracts are signed between the Executive Director of ODSEC and the Eligible Entities.			
7.3a Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:			
☐ Reimbursement			
☐ Advance			
☒ Hybrid			

☐ Other		
7.4. Distribution Timeframe: Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☒ Yes ☐ No		
7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.		
Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.		
7.5. Distribution of Funds Performance Management Adjustment: Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.		
Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.		
The State continues to utilize the MIP accounting system to enhance efficiency in fund disbursement requests, account reconciliation, and report generation. In Puerto Rico, the Department of the Treasury manages the accounts for most government agencies, and the ODSEC Finance Division staff handles these requests. The CSBG Program provides Eligible Entities with an annual calendar outlining deadlines for submitting fund requests, adjustments, and various reports.		
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%)
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	12.00	Year Two
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	16.00	Year Two
7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? ☒ Yes ☐ No		
If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.		
Year One (0.00%)	5.00%	Year Two (0.00%) 0.00%
Use of Remainder/Discretionary Funds (See Section 675C(b)(1) of the CSBG Act)		
Note: This response will link to the corresponding assurance, Item 14.2.		
If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.		
Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.		
Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$25,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood	\$0.00	

groups		
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$1,799,630.90	Delegated funds nonprofit organization, municipalities, community bases organizations and innovative project by the ODSEC.
Total	\$1,824,631.00	

Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$0.00	

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.
[Check all that apply and narrative where applicable]

☐ The state directly carries out all activities (No Partnerships)

☒ The state partially carries out some activities

☐ CSBG eligible entities (*if checked, include the expected number of CSBG eligible entities to receive funds*)

☒ Other community-based organizations

☒ State Community Action association

☐ Regional CSBG technical assistance provider(s)

☐ National technical assistance provider(s)

☒ Individual consultant(s)

☐ Tribes and Tribal Organizations

☒ Other
Nonprofit Organization.

Note: This response will link to the corresponding CSBG assurance, item 14.2.

7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:
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.

Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.

The State will allocate discretionary funds to proposals that align with ODSECs priorities and the results of the 2022 Needs Studies, which defines population needs within specific geographic areas. These funds will also address the identified need to enhance administrative and fiscal tools, staff training, and initiatives for the most vulnerable populations. Additionally, feedback from public hearings, legislative sessions, and eligible entities will be considered in the decision-making process.

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)

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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	Ongoing / Multiple Quarters	Both	ROMA	
2	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Technical Assistance	Reporting	
4	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
5	Ongoing / Multiple Quarters	Training	Other	Disaster recovery.
6	Ongoing / Multiple Quarters	Training	Other	Continuity plans in case of emergency.
7	Ongoing / Multiple Quarters	Both	Other	Evidence-bases practice models.
8	Ongoing / Multiple Quarters	Technical Assistance	Fiscal	
9	Ongoing / Multiple Quarters	Technical Assistance	Community Assessment	

Training and Technical Assistance - Year Two

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

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

Year One	\$25,000	Year Two	\$0
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8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

ODSEC reached out to the Eligible Entities via email to gather their input on areas needing Technical Assistance and Training (T&TA). This request was also extended to our Specialists, who are aware of their own strengths and weaknesses. The collected information was then shared with the State Association (PRCAA). PRCAA conducted its own needs assessment among the Eligible Entities to determine their training requirements. ODSEC and PRCAA are collaborating closely to provide the necessary T&TA. ODSEC will offer financial support and encourage Entities to actively participate in PRCAA's activities, emphasizing the value of the association. The T&TA work plan is organized on a fiscal year basis.

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.

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

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

☐ Tribes and Tribal Organizations	
☐ Other	
8.4.CSBG-Funded T/TA Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.	
<i>Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form</i>	
The State has completed onsite monitoring for all eligible entities. Based on the findings and recommendations outlined in the final report, we have identified key topics to include in this year's Technical Assistance and Training (T&TA) plan. These topics encompass the correct use of funds, ROMA (Results Oriented Management and accountability), Tripartite Boards, organizational standards, and other relevant areas.	

Section 9: State Linkages and Communication

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

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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

ODSEC is the government agency responsible for addressing community matters in Puerto Rico. With 20 years of dedicated experience working with the islands most vulnerable communities and their leaders, ODSEC plays a crucial role in community development. The agency manages community plans for over 752 communities across Puerto Rico, providing a comprehensive tool for assessing community needs and tracking their progress. This tool is essential for planning priorities and developing strategies to better serve those in greatest need.

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.

ODSEC continues to develop training programs and forge alliances with government entities and non-profit organizations to address community needs effectively. Our approach focuses on delivering services in a coordinated and integrated manner, which enhances efficiency by reducing bureaucracy and avoiding the duplication of resources and efforts. We aim to foster a multisectoral approach that promotes solidarity and tackles social inequality and marginalization. This approach aligns with the responsibilities outlined in Article 3.2 of ODSEC's organic law, Law No. 10-2017, as amended. We have identified key challenges, including insufficient training, education, and motivation among leaders, distrust in government processes, and a lack of community belonging. To address these issues, we are implementing the Community Leaders Training Academy. This initiative will train leaders to organize their communities, participate in problem-solving, make decisions, and drive sustainable development. This year, we will select the first group of community leaders, whose feedback will guide future improvements. The Community Leaders Training Academy will offer several educational modules divided into three main components: Community Leadership, Community Organization, and Evaluation, Development, and Mentoring. This structured training will provide leaders with the skills needed to effectively address their communities' needs. The program will also involve collaborative agreements with Central Government agencies, municipalities, and non-profit organizations, ensuring coordination with eligible entities that receive Community Service Block Grant (CSBG) funds and discretionary funds supporting national goals. CSBG's programmatic and administrative activities are designed to assist families below the poverty level by providing training, employment opportunities, and better income management. Our goal is to remove barriers to self-sufficiency and strengthen community planning and coordination for federal assistance. This aligns with the Academy's philosophy and objectives. By adopting an interagency and multisectoral approach, with community leaders playing a central role, we aim to establish a pioneering Academy with a teaching model tailored to Puerto Rican communities. The design and implementation of courses, methodologies, and technological resources will be shaped through active participation from community leaders and their communities.

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.			
To ensure effective coordination and delivery of CSBG services to low-income individuals and communities, the State requires that Eligible Entities formalize collaboration agreements with both local government agencies and private and public organizations as part of their fund delegation contract. Entities must provide copies of these agreements and report on their outcomes. To prevent duplication of services, these agreements will be subject to periodic monitoring and evaluation of their execution process.			
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 poverty needs assessment is conducted every three years and updated annually to identify gaps with information, issues, individual and community needs, and areas with limited access. This process helps develop a comprehensive plan that includes specific linkages and coordination strategies to address these identified needs. State programs require Eligible Entities, through their service contracts, to conduct assessments of low-income population needs. The contracts also mandate a detailed plan to address service gaps through case management, referrals, and follow-ups. Additionally, Eligible Entities must provide quarterly reports on fund coordination with public and private organizations, including formal agreements. This reporting is required from all four entities once a year. To ensure effective linkages and address service gaps, the State will implement a regular monitoring and evaluation plan. (See attachment: CSBG Memorandum 02-2023, Needs Assessment.).			
9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities: Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? ☐ Yes ☒ No			
Note: This response will link to the corresponding CSBG assurance, item 14.5.			
9.4a. WIOA Combined Plan: If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.			
9.4b. Employment and Training Activities: If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.			
All eligible entities are required to have collaborative agreements with facilities that provide services through WIOA funds, which is a contractual requirement for the disbursement of funds. In the case of the State, we have a collaborative agreement with WIOA State office, to support them and promote their activities in the communities, as well as make referrals to the centers for individual help.			
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 Energy Assistance Program, part of the Low-Income Home Energy Assistance Program (LIHEAP), is managed by the Administración de Desarrollo Socioeconómico de la Familia del Departamento de la Familia. The state is committed to promoting the LIHEAP Program to ensure that low-income individuals and communities can access its benefits. This year, a Memorandum of Understanding (MOU) will be established to formalize this commitment. As established and known by OCS, LIHEAP is not part of ODSEC. However, we are proposing an agreement with the local government agency that administer the LIHEAP funds to make referrals to the participants we serve at CSBG. Through the state's agreement, eligible entities will be included to be part of and able to access services and make referrals to individuals or families.			
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.			
Annually, the state will require eligible entities to use their Community Action Plan to identify, coordinate, and develop partnership activities that address the needs of low-income individuals and enhance service accessibility. In the upcoming fiscal year, eligible entities will be required to demonstrate the results of these partnerships.			
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.			
Eligible Entities coordinate with municipal agencies and private organizations to secure the use of local facilities at no cost, access in-kind resources, and identify additional available funds to address the needs of the low-income population.			
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.			
We have been working in coordination with PRCAA for the trainings that are being provided regarding ROMA. Similarly, we have remained in communication and continue to work hand in hand to coordinate training that meets the needs of eligible entities and the state.			
9.9. Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.			
Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"

Upcoming Public and/or Legislative Hearings	Triennial	Public Notice	
State Plan Development	Annually		Refunding Application.
Organizational Standards Progress	Annually		CSBG Organizational Standards Guide, progress report and In-site visits to CAA'S.
State Accountability Measures Progress	Annually		Through letters, emails, phone calls, meetings and presentations.
Community Needs Assessments/Community Action Plans	Annually		Refunding Application.
State Monitoring Plans and Policies	Annually		Through letters and Procedures and Norms Manual (in revision), and the monitoring Guide four CSBG Program.
Training and Technical Assistance (T/TA) Plans	Annually		Through letters, emails, phone calls, meetings and presentations.
ROMA and Performance Management	Annually		Through letters, emails, phone calls, meetings and presentations.
State Interagency Coordination	Annually		Refunding Application and Memorandum of Understanding (MOU).
CSBG Legislative/Programmatic Updates	Annually	Public Notice	
Tripartite Board Requirements	Annually		Refunding Application, letters, visits, meetings and emails.

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

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

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

ODSEC shares information through emails, official communications such as information memorandums, quarterly group and individual meetings, phone calls, and additional meetings as needed.

9.11. Communication Plan Performance Management Adjustment:

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

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

The States communication plan for interacting with Eligible Entities has remained consistent, utilizing emails, official communications, memorandums, group or individual meetings, and phone calls. However, communication is now more continuous, direct, and open. We will hold several meetings with ODSEC's advisory group and employees to develop solutions and make necessary adjustments to improve the integration of Eligible Entities.

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)

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SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Acción Social de Puerto Rico, Inc.	Follow-up	Desk Review	FY1 Q3	07/07/2023	12/29/2023	The monitoring has been completed. The specialists are currently providing technical assistance to the entity and evaluating the corrective action plans.
2	Instituto Socioeconómico Comunitario, Inc.	Follow-up	Desk Review	FY1 Q3	07/07/2023	12/29/2023	The monitoring has been completed. The specialists are currently providing technical assistance to the entity and evaluating the corrective action plans.
3	Municipality of Bayamon	Follow-up	Desk Review	FY1 Q3	07/07/2023	12/29/2023	The monitoring has been completed. The specialists are currently providing technical assistance to the entity and evaluating the corrective action plans.
4	Municipality of San Juan	Follow-up	Desk Review	FY1 Q3	07/07/2023	12/29/2023	The monitoring

							has been completed. The specialists are currently providing technical assistance to the entity and evaluating the corrective action plans.
	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	Acción Social de Puerto Rico, Inc.						
2	Instituto Socioeconómico Comunitario, Inc.						
3	Municipality of Bayamon						
4	Municipality of San Juan						

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

See CSBG Monitoring Manual.

10.3. Initial Monitoring Reports:
According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

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

30

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

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

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

10.5. Quality Improvement Plans (QIPs):
Provide the number of eligible entities currently on QIPs, if applicable.

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

0

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

Note: This item is associated with State Accountability Measures 4Sa(iii).

The state uses the Information Memorandum No. 116 titled Corrective Action, Termination, or Reduction of Funding of 2012 as a guide to set procedures to the Quality Improvement Plan (QIP's). Also in the contract of delegation of funds in the sixteenth clause of the terms and conditions for the termination or suspension of the funds including, among other things, breach of time, corrective action plans, provision of incomplete documents and improper and inappropriate use of funds. Also explains the process of notification of suspension or termination of contract. The Proposal Evaluation Specialist will provide follow-up to eligible entities on their QIP through technical assistance via phone call, video call, conference call, and field visit. A written communication is also sent via email establishing a time frame for compliance with the request.

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). ☒ Yes ☐ No

Note: This response will link with the corresponding assurance under item 14.8.

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? ☐ Yes ☒ 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

Puerto Rico doesn't have any state or local legislation regarding CSBG or any related matter.
10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities ☐ Yes ☒ No
10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.
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 Based on Section 676A of the Act, the State adopted and considered policies for the termination of eligible entities. This policy is contemplated in the CSBG Manual of Standards and Procedures.
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? ☐ Yes ☒ 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 has completed the final revision of the CSBG Program Policies and Procedures Manual and is in the process of approving.
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). The ODSEC is part of the Central Government of Puerto Rico. As required by Local Law No. 230 July 23, 1974, as amended, the government of Puerto Rico has established the PRIFAS System as its accounting system for the Central Government agencies. The system includes records, reports, documents to be recorded, as well as the equipment and programming used. This system is managed by the Puerto Rico Treasury Department, as custodian of all the funds of the Central Government agencies, including Federal Financial Assistance. ODSEC developed a Manual of Procedures and Functions that facilitate the reporting and compliance with the implementation for accounting system. The accounting transactions are registered monthly in the subsidiaries and after, we make the conciliation with the PRIFAS system. ODSEC have its internal controls to ensure disbursements are properly documented and supported as required by state and federal regulations.
10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.
Note: This information is associated with State Accountability Measure 4Sd.
With the results of the single audits and the on-site monitoring final report (2023), the State requested the Corrective Action Plan to each eligible entity. Depending on the performance of the entities prospectively, according to the guidelines and standards of the State, as well as federal regulation, it will be possible to request a Quality Control Plan including additional training and technical assistance. If this is not enough, it will be possible to begin the process of reducing funds, among others, in compliance with the applicable regulations.
10.13. Assurance on Federal Investigations: The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. ☒ Yes ☐ No
Note: This response will link with the corresponding assurance, Item 14.7.
10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? ☒ Yes ☐ No
10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations.
10.14. Monitoring Procedures Performance Management Adjustment: Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.
Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.
No changes compared to last year have been made for this procedure. The Monitoring Manual was updated last year.

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:09/30/2025

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.

ODSEC adheres to its own policies, rules, and procedures as outlined in its Manual of Rules and Procedures, the Monitoring Guide for the CSBG Program, and the Tripartite Board guidelines, including Board Composition and the roles of Elected Public Officials, Low-Income Representatives, and Private Sector Representatives. In contracts with eligible entities, ODSEC requires strict compliance with all relevant laws, regulations, rules, and procedures governing CSBG and ODSEC. This includes meeting information requirements and certifications mandated by ODSEC and/or CSBG Programs. Specifically, entities must provide all necessary documentation for contract signing, fund disbursement, proposal evaluation, budget adjustments, utilization reports, expense descriptions, monitoring and audits, resource use, operating and administrative expenses, human resources, property management, needs assessments, participant information, Tripartite Board requirements, WIOA Act compliance, and adherence to report delivery deadlines. Additionally, entities must actively participate in the preparation and development of the State Plan, Annual Report, and related documents, fulfilling mandatory and non-delegable responsibilities.

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.

See attachmment (Mecanismo Alterno).

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:09/30/2025

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

0% % **[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.

Section 100.7 -Eligibility Criteria - The CSBG Manual of Standards and Procedures of the State (2016 version), established the requirements that all entities needs to include in their own written policies. All eligible entities comply with these as a result of the monitoring conducting last year. This information is reflected in the CSBG Policy and Procedure Manual, in the section identified as: Determining Participant Eligibility for CSBG Programs and Types of Participant Income Verification. In addition, an income table is included for determining eligibility that includes the income category and a definition of income. The categories are: earnings, unemployment compensation, workers' compensation, social security, supplemental social security, public assistance, veterans' benefits, survivors' benefits, disability benefits, retirement income, interest, dividends, rents, royalties, investment and estate funds, educational assistance, child support, financial assistance from other persons not residing in the household and excluded income. In addition, the state uses a "self-declaration" form in which an individual self-reports his or her income, which could be zero. However, the state prepares and sends to eligible entities the Poverty Level Guidance Table according to the Federal Register. This information must be included in the policies of eligible entities and has been verified through monitoring.

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.

Verification is conducted either through a participant's income statement or by requesting evidence of health benefits such as Medicaid, TANF, or similar programs.

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 eligible entities to submit a community needs assessment every three years. These assessments are updated annually and evaluated by the CSBG Program. Additionally, entities must provide results from activities, projects, or programs to identify achievements.

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:09/30/2025

SECTION 13 Results Oriented Management and Accountability (ROMA) System

13.1. Performance Measurement System:

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

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

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

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

In Puerto Rico, we have adopted the ROMA Systems, along with the procedures and guidance documents provided by the Office of Community Services (OCS) and the National Association for State Community Services Programs (NASCSPP). The State's guidelines mandate that all eligible entities implement ROMA in their Community Action Plan.

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

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

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

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

The State and all eligible entities participate in the Results Oriented Management and Accountability (ROMA) System, a performance measurement system developed in accordance with Section 678E(b). This system ensures that performance and results meet the requirements of the specified section.

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 has developed training processes, supported by technical assistance, related to the ROMA system. These processes are designed to enhance and strengthen the administrative and programmatic operations of eligible entities. Additionally, the State participates in webinars offered by the Office of Community Services (OCS) and the National Association for State Community Services Programs (NASCSPP) as part of these efforts.

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.

Eligible Entities are required to submit quarterly reports on program service results, aligned with their community action plans. Program Evaluation Specialists review these reports, focusing on qualitative and quantitative data, socio-demographic participant characteristics, and notable achievements. Based on this review, CSBG specialists prepare evaluation reports highlighting the organization's strengths and weaknesses to improve service delivery. If needed, the State coordinates and provides technical assistance to address any identified issues.

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.

The State reviews each Community Action Plan to ensure it is supported by a comprehensive Needs Assessment. According to the CSBG Policy and Procedure Manual, which outlines the requirements of the CSBG Act and applicable regulations, no funds are distributed until the State approves the State Plan for each eligible entity and verifies compliance with program requirements.

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.

As part of the Community Action Plan, the target population must be specified and aligned with the Needs Assessment. The CSBG Specialist verifies the Community Action Plan to ensure it effectively addresses the needs of the community served.

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:09/30/2025

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- (i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
- (ii) to secure and retain meaningful employment;
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

The requirements are outlined and requested in both the Refunding Application and the contracts for fund delegation to the Eligible Entities. This information is verified through the evaluation of quarterly reports, participant characteristics reports, and final result reports. Financial reports are reviewed through fund requests, accrued expense reports, lists of unpaid obligations, bank reconciliations, and closing reports.

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;

To comply with Section 676(b)(1)(B), the State verifies the information through the evaluation of the Refunding Application, quarterly results reports, participant characteristics reports, and final results reports. Financial reports are assessed through fund requests, accrued expense reports, lists of unpaid obligations, bank reconciliations, and closing reports. Additionally, verification is conducted through monitoring and single and external audit reviews.

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)

To comply with Section 676(b)(1)(C), the State verifies information through the evaluation of the Refunding Application, quarterly results reports, participant characteristics reports, and final result reports. Financial reports are reviewed through fund requests, accrued expense reports, lists of unpaid obligations, bank reconciliations, and closing reports. Additionally, the State conducts single and external audit reviews.

State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described

in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."
Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10
Eligible Entity Service Delivery, Coordination, and Innovation
14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."
14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;
Through collaborative agreements and alliances, ODSEC aims to enhance the service delivery system for low-income individuals, families, and communities. Entities like INSEC and ASPRI have regional offices where they not only provide services to individuals and families but also engage with the community directly. Municipalities such as Bayamón and San Juan operate various service centers within their jurisdictions, serving low-income residents. The service delivery system is further strengthened by signing collaboration agreements and forming alliances with community-based, faith-based, and other organizations that have programs targeting low-income populations. A detailed description of the service delivery system is required in the programmatic narrative submitted with each fiscal year's refunding application. The community action plan must identify specific needs, describe the services provided to address those needs, project the number of participants impacted, and report on the outcomes. This description includes essential information such as the agency's service area, office locations, accessibility, and intake processes.
Eligible Entity Linkages - Approach to Filling Service Gaps
14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."
Note: The state describes this assurance in the state linkages and communication section, item 9.3b.
The poverty needs assessment is conducted every three years and updated annually to identify gaps with information, issues, individual and community needs, and areas with limited access. This process helps develop a comprehensive plan that includes specific linkages and coordination strategies to address these identified needs. State programs require Eligible Entities, through their service contracts, to conduct assessments of low-income population needs. The contracts also mandate a detailed plan to address service gaps through case management, referrals, and follow-ups. Additionally, Eligible Entities must provide quarterly reports on fund coordination with public and private organizations, including formal agreements. This reporting is required from all four entities once a year. To ensure effective linkages and address service gaps, the State will implement a regular monitoring and evaluation plan. (See attachment: CSBG Memorandum 02-2023, Needs Assessment.).
Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources
14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."
Note: The state describes this assurance in the state linkages and communication section, item 9.7.
Eligible Entities coordinate with municipal agencies and private organizations to secure the use of local facilities at no cost, access in-kind resources, and identify additional available funds to address the needs of the low-income population.
Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility
14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."
Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).
The Community Development Program aims to boost community and civic participation by developing strategies and solutions to enhance the socioeconomic conditions of residents and their environments. The organizations role is to facilitate knowledge transfer, equipping community members with the skills and tools needed to take control of their situations. Interventions will focus on educating families and fostering networks to address service gaps in the community. Additionally, the Education Programs Schooling Initiative provides tutoring for children and youth struggling with school subjects. This initiative also includes training for parents to support their childrens learning at home, reinforcing the idea that parents are the primary educators.
Eligible Entity Emergency Food and Nutrition Services
14.4. 676(b)(4) Describe how the state will assure "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."
To comply with Section 676(b)(4), the state specifies requirements in both the Refunding Application and the contracts for delegating funds to Eligible Entities. This information is verified through evaluations of quarterly reports, participant characteristics reports, and final results reports. Financial reports are assessed through fund requests, accrued expense reports, lists of unpaid obligations, bank reconciliations, and closing reports. Examples of programs meeting these requirements include, but not limited to: Home Nutrition Program: Provides nutrition services to low-income residents aged 60 and older, delivered directly to their homes. Mochila Alegre (Cheerful Backpack): Offers nutrition services to low-income children to ensure they have adequate food during weekends, holidays, and summer vacations. Food Donations and Distribution: Assists low-income individuals and families by supplying food and equipment.
State and Eligible Entity Coordination/linkages and Workforce Innovation and

Opportunity Act Employment and Training Activities	
14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."	
<i>Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.</i>	
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."	
<i>Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.</i>	
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	
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.</i>	
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	
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.</i>	
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."	
<i>Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.</i>	
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."	
<i>Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.</i>	
ODSEC adheres to its own policies, rules, and procedures as outlined in its Manual of Rules and Procedures, the Monitoring Guide for the CSBG Program, and the Tripartite Board guidelines, including Board Composition and the roles of Elected Public Officials, Low-Income Representatives, and Private Sector Representatives. In contracts with eligible entities, ODSEC requires strict compliance with all relevant laws, regulations, rules, and procedures governing CSBG and ODSEC. This includes meeting information requirements and certifications mandated by ODSEC and/or CSBG Programs. Specifically, entities must provide all necessary documentation for contract signing, fund disbursement, proposal evaluation, budget adjustments, utilization reports, expense descriptions, monitoring and audits, resource use, operating and administrative expenses, human resources, property management, needs assessments, participant information, Tripartite Board requirements, WIOA Act compliance, and adherence to report delivery deadlines. Additionally, entities must actively participate in the preparation and development of the State Plan, Annual Report, and related documents, fulfilling mandatory and non-delegable responsibilities.	
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."	
<i>Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.</i>	
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."	
<i>Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.</i>	
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)

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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.