



ADMINISTRATION FOR
CHILDREN & FAMILIES
 Office of Community Services

Community Services Block Grant (CSBG) State Plan

CSBG Cover Page (SF-424M)

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact M. Monique Alcantara at melania.alcantara@acf.hhs.gov.

SECTION 1: CSBG Administrative Information

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 2023 Year Two 2024

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”.

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. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

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 changed. [\[Check all the apply\]](#)

- | | | |
|---|--|--|
| <input type="checkbox"/> Lead Agency | <input type="checkbox"/> Department Type | <input type="checkbox"/> Department Name |
| <input checked="" type="checkbox"/> Authorized Official | <input checked="" type="checkbox"/> Street Address | <input type="checkbox"/> City |
| <input checked="" type="checkbox"/> Zip Code | <input checked="" type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number |
| <input checked="" type="checkbox"/> Email Address | <input type="checkbox"/> Website | |

1.2a. Lead agency [\[Narrative, 150 Characters\]](#) Department of Workforce Services, Housing & Community Development Division (DWS-HCD)

GUIDANCE: Please only provide the exact name of the CSBG state lead agency as designated within the designation letter and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

1.2b. Cabinet or administrative department of this lead agency [\[Check one and provide a narrative where applicable\]](#)

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor’s Office
- ☐ Health Department
- ☐ Housing Department
- ☐ Human Services Department
- ☐ Social Services Department
- ☒ Other, describe: [\[Narrative, 100 characters\]](#) Department of Workforce Services

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official [Narrative, 100 Characters] Department of Workforce Services

- 1.2d. Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements. [\[Narrative, 50 characters each\]](#)

Name **Christina Oliver** Title Director, Housing & Community Development Division

- 1.2e.** Street Address [\[Narrative, 200 characters\]](#) 140 East 300 South 1st floor
- 1.2f.** City [\[Narrative, 50 characters\]](#) Salt Lake City
- 1.2g.** State [\[Dropdown\]](#) UT
- 1.2h.** Zip Code [\[Numerical Response, 5 digits\]](#) 84111
- 1.2i.** Telephone Number [\[Numerical Response, 10 – 15 digits to include extensions\]](#)
801-573-2553
- 1.2j.** Fax Number [\[Numerical Response, 10 digits\]](#) n/a
- 1.2k.** Email Address [\[Narrative, 150 characters\]](#) coliver@utah.gov
- 1.2l.** Lead Agency Website [\[Narrative, 200 characters\]](#)
<https://jobs.utah.gov/housing/scso/csbg/index.html>

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

- 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 designated agency has changed. [\[Attach a document.\] Attach 2 letters](#)

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

INSTRUCTIONAL NOTE: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

- 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 the state point of contact 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 ☒ Street Address ☐ City

☐ State ☐ Zip Code ☐ Office Number ☐ Fax Number
☐ Email Address ☐ Website

1.4a. Agency Name [\[Narrative, 150 characters\]](#)

**Department of Workforce Services, Housing and Community Development Division,
State Community Services Office (SCSO)**

- 1.4b.** Point of Contact Name [Narrative, 50 characters each]
Name: Karen Quackenbush Title: CSBG Program Manager
- 1.4c.** Street Address [Narrative, 200 characters] 140 East 300 South 1st Floor
- 1.4d.** City [Narrative, 50 characters] Salt Lake City
- 1.4e.** State [Dropdown] UT
- 1.4f.** Zip Code [Numerical Response, 5 digits] 84111
- 1.4g.** Telephone Number [Numerical Response, 10 – 15 digits to include extensions]
 801-526-9922
- 1.4h.** Fax Number [Numerical Response, 10 digits] N/A
- 1.4i.** Email Address [Narrative, 150 characters] kquackenbush@utah.gov
- 1.4j.** Agency Website [Narrative, 200 characters]
<https://jobs.utah.gov/housing/scso/csbg/index.html>

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

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

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

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

- | | | | |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Agency Name | <input type="checkbox"/> Executive Director | <input type="checkbox"/> Street Address | <input type="checkbox"/> City |
| <input type="checkbox"/> State | <input type="checkbox"/> Zip Code | <input type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number |
| <input type="checkbox"/> Email Address | <input type="checkbox"/> Website | <input type="checkbox"/> RPIC Lead | |

1.5a. Agency name [Narrative, 150 characters] **Utah Community Action Partnership Association dba Community Action Partnership of Utah**

1.5b. Executive Director or Point of Contact [Narrative, 50 characters each]

Name Clint Cottam Title Executive Director

1.5c. Street Address [Narrative, 200 characters] 875 E Highway 193

1.5d. City [Narrative, 50 characters] Layton

1.5e. State [Dropdown] UT

1.5f. Zip Code [Numerical Response, 5 digits] 84040

1.5g. Telephone Number [Numerical Response, 10 – 15 digits to include extensions]
 801-433-3025

- 1.5h.** Fax Number [Numerical Response, 10 digits] N/A
- 1.5i.** Email Address [Narrative, 150 characters] clint@caputah.org
- 1.5j.** State Association Website [Narrative, 200 characters] https://caputah.org
- 1.5k.** State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead ☐ Yes ☒ No

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 Items 2.1. and/or Item 2.2. [\[Attach a document and/or provide a link, 1500 characters\]](#) [Attach statute](#)

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 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 enacted 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

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. **[Narrative, 2500 characters]**

The State Community Services Office (SCSO) provides guidance, oversight, and funding to help communities assist people to become more self-reliant (socially, physically, culturally, and economically) by working to reduce the impacts of poverty and improving the quality of life for low-income Utahns. The SCSO coordinates State activities designed to reduce the impacts of poverty and encourage entities in the private sector to participate in efforts to ameliorate poverty in the community. The SCSO will continue to develop and refine policies and procedures to enhance management goals and standards. The SCSO supports efforts to assist grantees to use data and needs assessment information to improve service and program delivery while preserving the flexibility and local initiative of CSBG to impact and address local poverty issues.

3.2. State Plan Goals: Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan. **[Narrative, 3000 characters]**

Goal 1: The SCSO will administer the CSBG program in Utah in accordance with its mission and in compliance with all applicable statutes, rules, and regulations, in a manner which will increase management efficiency and program effectiveness. Objective 1: The SCSO will allocate and distribute funds in accordance with the CSBG Act and amendments. Objective 2: The SCSO will ensure fiscal accountability of CSBG grantees. Objective 3: The SCSO will support organizational best practices and strengthen organizational capacity, management efficiency, and program effectiveness through review for compliance with the CSBG Organizational Standards as set forth by the Office of Community Services. Goal 2: To advocate for the continuation of funds, community involvement and support, and the expansion of programs to provide services and activities having a measurable impact on the causes and conditions of poverty. Objective 1: Conduct planning activities to promote the successful results of CSBG-funded activities that collaborate with all interested parties throughout the State with the greatest potential impact on poverty in Utah. Objective 2: The SCSO will monitor and evaluate grantee performance through data collection, program assessment, compliance with the organizational standards, and regular on-site visits. Objective 3: Consistent with available resources, training and technical assistance will be provided through the SCSO to increase administrative and operational effectiveness, including compliance with the organizational standards. Objective 4: The SCSO, in conjunction with other state partners, will research and report on poverty conditions, including intergenerational poverty, and anti-poverty program outcomes throughout the State.

GUIDANCE: States should consider feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their State Plan goals.

Instructional Note: For examples of “goals,” see State Accountability Measure 1Sa(i).

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

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 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) [Narrative, 500 characters]

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

- ☒ Eligible Entity Community Needs Assessments
- ☒ Eligible Entity Community Action Plans
- ☒ Public Hearings/Workshops
- ☐ Tools Not Identified Above (e.g., state required reports) [specify] [Narrative, 500 characters]

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

- ☒ Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State Association
- ☒ National Association for State Community Services Programs (NASCSPP)
- ☐ Community Action Partnership (NCAP)
- ☐ Community Action Program Legal Services (CAPLAW)
- ☐ CSBG Tribal Training and Technical Assistance (T/TA) provider
- ☐ Regional Performance Innovation Consortium (RPIC)
- ☐ Association for Nationally Certified ROMA Trainers (ANCRT)
- ☒ Federal CSBG Office
- ☐ Organizations not identified above (specify) [Narrative, 500 characters]

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. [Narrative, 3000 Characters]

SCSO worked collaboratively with the State Association and the eligible entities to gather input for the FY23-FY24 CSBG State Plan. SCSO invited input and suggestions for the new plan during SCSO's webinars held: 2/22/22, 3/29/22 and 4/14/22. The state association held a virtual round table discussions devoted to gathering CAA input for the FY23-FY24 plan on 3/3/22. SCSO called in at the end round table meeting to allow CAAs and the state association to first review and discuss among themselves. The state association forwarded notes from the round table discussion to SCSO so that question, comments, and suggestions could be reviewed and considered. A draft plan was shared with the agencies on **June 6, 2022**, and additional comment requested. CAAs were also notified of the public hearing held July 6, 2022. Agencies were also able to submit comments during the public comment period which closed August 8, 2022.

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

- 3.4b. Performance Management Adjustment:** Describe how the state has 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.
[Narrative, 3000 Characters]

For the development of the FY23-FY24 plan, SCSO extended practices implemented during the prior two-year plan and which were well received by the agencies. SCSO directly requested input from the CAAs and the state association during several webinar meetings (2/22/22, 3/29/22, 4/14/22). SCSO partnered with the State Association in gathering feedback through a roundtable discussion hosted by the state association. Agencies reported that they liked having an opportunity to discuss the plan among themselves and with the state association prior to having the state office join the meeting---so that format was replicated for the FY23-24 state plan. The state association forwarded notes on suggestions, comments, questions and feedback about the state plan to the state office for consideration.

Agencies were sent a draft of the state plan (**June 6, 2022**) for review and comment, one month ahead of the scheduled public hearing (July 6, 2022).

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

- 3.5. Eligible Entity Overall Satisfaction:** Provide the state’s target for eligible entity Overall Satisfaction during the performance period. Year One 95 Year Two 95
[Numerical, 3 digits]

Instructional Note: The state’s target score will indicate improvement or maintenance of the states’ Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state’s eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state’s annual report form.

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI](#) IM about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

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. **[Narrative, 2500 Characters]**

Public Inspection of State Plan: Copies of the State Plan were made available by visiting the website of the State Community Services Office at <https://jobs.utah.gov/housing/scso/csbg/index.html> as well as the Department of Workforce Services' public notice webpage: <https://jobs.utah.gov/department/publicnotices.html>. Copies were posted by June 6, 2022. In addition, a copy of the plan was distributed on June 6, 2022 to the following locations statewide to ensure statewide access to the plan: Bear River Association of Governments, Community Action Services and Food Bank, Family Connection Center dba Open Doors, Five County Association of Governments, Ogden Weber Community Action Partnership, Salt Lake Community Action Program dba Utah Community Action, Six County Association of Governments, Southeastern Utah Association of Local Governments, Uintah Basin Association of Governments, and Utah Community Action Partnership Association dba Community Action Partnership of Utah.

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g. via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

- 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 676(a)(2)(B) of the CSBG Act. **[Narrative, 2500 Characters]**

Process for public notice/hearing: Public Hearing: The State Community Services Office published the Notice of Public Comment and Public Hearing on June 6, 2022 on the public notice website and in local newspapers. The public hearing was held on July 6, 2022. Interested parties were notified that copies of the CSBG plan were available by visiting the SCSOs website, the department's public notice website, as well as all 9 community action agencies and the state association. Public comment remained open until August 8, 2022.

- 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.

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

NOTE: ADD-A-ROW function – States can add rows as needed for each hearing as needed

Date	Location	Type of Hearing [Select an option]	If a Combined Hearing was held confirm that the public was invited.
7/6/2022	140 East 300 South, salt Lake City UT 84111	<input checked="" type="radio"/> Public <input type="radio"/> Legislative <input type="radio"/> Combined	<input type="checkbox"/>
6/15/22	State Capitol--350 North State Street, Salt Lake City, Utah 84111—Senate Building Room 120	Legislative	

NOTE: ADD-A-ROW function – States can add rows as needed for each hearing as needed

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings. [Attach supporting documentation or provide a hyperlink(s), 500 characters] *Attach Agenda*

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE NAMING CONVENTION: 4.4. Public and Legislative Hearings Agenda 062117

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.

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
[READ-ONLY]	[READ-ONLY]	[READ-ONLY]	[READ-ONLY] <ul style="list-style-type: none"> Community Action Agency Limited Purpose Agency Migrant or Seasonal Farmworker Organization Tribe or Tribal Organization
Bear River Association of Governments	Box Elder County, Cache County, Rich County	Public	Community Action Agency
Community Action Services and Food Bank	Summit County, Utah County, Wasatch County	Non-Profit	Community Action Agency
Family Connection Center dba Open Doors	Davis County, Morgan County	Non-Profit	Community Action Agency
Five County Association of Governments	Beaver County, Iron County, Garfield County, Kane County, and Washington County	Public	Community Action Agency
Ogden-Weber Community Action Partnership Inc.	Weber County	Non-Profit	Community Action Agency
Salt Lake Community Action Program dba Utah Community Action	Salt Lake County, Tooele County	Non-Profit	Community Action Agency
Six County Association of Governments	Juab County, Millard County, Piute County, Sanpete County, Sevier County, and Wayne County	Public	Community Action Agency
Southeastern Utah Association of Local Governments	Carbon County, Emery County, Grand County, and San Juan County	Public	Community Action Agency
Uintah Basin Association of Governments	Daggett County, Duchesne County, and Uintah County	Public	Community Action Agency

NOTE: THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST PRIOR TO INITIALIZING A NEW CSBG STATE PLAN.

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

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

NOTE: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

INSTRUCTIONAL NOTE: **Limited Purpose Agency** refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity

Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

INSTRUCTIONAL NOTE: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state under Section 675A or 675B.

5.2. Total number of CSBG eligible entities: 9 **[This will automatically update based on Table 5.1.]**

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

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3.

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. N/A

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
[Narrative, 150 characters]	[Dropdown: <ul style="list-style-type: none"> Designation Permanent Re-Designation Interim Re-Designation 	[Date Picker]	[Narrative, 550 characters]

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

- 5.3b. De-Designations and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities 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. **N/A**

CSBG Eligible Entity	Reason
[Narrative, 150 characters]	[Dropdown: <ul style="list-style-type: none"> Termination/De-designation Voluntary Relinquished]

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

- 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. **N/A**

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
[Narrative, 500 characters] <i>List and number all entities involved.</i>	[Narrative, 150 characters]	[Narrative, 150 characters]	[Narrative, 150 characters]

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

GUIDANCE: This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.

SECTION 6: Organizational Standards for Eligible Entities

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

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

- ☒ COE CSBG Organizational Standards
☐ Modified Version of COE CSBG Organizational Standards
☐ Alternative Set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

- 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.

[\[Narrative, 2500 characters\]](#) N/A

- 6.1b. Alternative Organizational Standards:** If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. [\[Attachment \(as applicable\)\]](#) N/A

- 6.1c. Alternative Organizational Standards:** 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 [\[If not selected, provide a narrative, 2500 characters\]](#) N/A

Provide reason for using alternative standards [\[Narrative, 2500 characters\]](#) N/A

Describe rigor compared to COE-developed Standards [\[Narrative, 2500 characters\]](#) N/A

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

- ☐ Regulation
☒ Policy
☒ Contracts with Eligible Entities
☐ Other, describe: [\[Narrative, 4000 characters\]](#)

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

- ☐ Peer-to-Peer Review (with validation by the state or state-authorized third party)
- ☐ Self-Assessment (with validation by the state or state-authorized third party)
- ☐ Self-Assessment/Peer Review with State Risk Analysis
- ☐ State-Authorized Third-Party Validation
- ☒ Regular On-Site CSBG monitoring
- ☐ Other

6.3a. Assessment Process: Describe the planned assessment process. [Narrative, 4000 characters]

The SCSO expects all agencies to be in compliance with the organizational standards in FY23 and FY24. A compliance rate that is below full conformity will require corrective action for each standard that is not met. Corrective action will be developed in partnership with the agencies and progress will be monitored by SCSO. SCSO will provide final review, determination, and approval of corrective action type and plan, as well as any revisions to corrective action plans. An organizational standard assessment tool is included in SCSO's monitoring tool and addresses the 58 standards required for private CAAs as well as the 50 standards required for public CAAs. The SCSO program specialist reviews agencies for compliance with the organizational standards as part of the program monitoring process and may include in this process desktop review of supporting documentation. Documents not submitted in advance for desktop review are viewed in the field during the on-site monitoring visit. During the on-site visit, opportunity is provided to answer questions as well as explain any deficiencies in meeting the organizational standards. Any areas of noncompliance found during the on-site visit are discussed during an exit interview; opportunity is provided for additional explanation; and, if corrective action is needed, the agency is invited to submit a corrective action plan which is reviewed by SCSO. Once an acceptable corrective action plan is in place, an SCSO program specialist follows up with the agency to ensure corrections are in place. Note: During the COVID-19 pandemic, assessment pivoted to remote review rather than on-site. Should circumstances warrant a pivot to remote during FY23-FY24, the same procedures would be followed.

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

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

GUIDANCE: You will only need to respond to the following question if you responded "yes" to 6.4.

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: [Auto – calculated] **N/A**

CSBG Eligible Entity	Description/Justification
[Narrative, 150 characters]	[If Yes is selected, provide a narrative, 2500 characters]

NOTE: ADD-A-ROW FUNCTION – states can add rows for each additional exception.

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [Insert a percentage] **Year One** 100% **Year Two** 100%

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets

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. [\[Check one\]](#)

- ☐ 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. [\[Narrative, 4000 characters\]](#)

The 9 eligible entities receive a \$50,000 base and a percentage of the remaining 90% pass through funds. The poverty percentage, determined per jurisdiction, has been updated for FY23-24 using American Community Survey (ACS) S1701 2019 data. The report provides at state and county level the number of Utahns living at or below 125% of Federal Poverty Level. The percentage of the state's population at/below 125% of Federal Poverty Level is determined for each eligible entity and applied in the formula for distribution of funds.

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 in accordance to the "not less than 90 percent funds" requirement 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.

Year One 90 % Year Two 90 %

Planned CSBG 90 Percent Funds – Year One (Based FY22 Final)

CSBG Eligible Entity	Funding Amount (\$)
[READ-ONLY] Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the first FFY covered by this CSBG State Plan.
Total	[Auto-calculated]
Bear River Association of Governments	\$265,009
Community Action Services & Food Bank	\$692,346
Family Connection Center dba Open Doors	\$269,773
Five County Association of Governments	\$323,674
Ogden-Weber Community Action Partnership	\$312,060
Salt Lake Community Action Program dba Utah Community Action	\$1,178,646
Six County Association of Governments	\$146,784
Southeastern Utah Association of Local Governments	\$140,828
Uintah Basin Association of Governments	\$98,838

CSBG Eligible Entity	Funding Amount (\$)

Planned CSBG 90 Percent Funds – Year Two

CSBG Eligible Entity	Funding Amount (\$)
[READ-ONLY] Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the first FFY covered by this CSBG State Plan.
Total	[Auto-calculated]
Bear River Association of Governments	\$265,009
Community Action Services & Food Bank	\$692,346
Family Connection Center dba Open Doors	\$269,773
Five County Association of Governments	\$323,674
Ogden-Weber Community Action Partnership	\$312,060
Salt Lake Community Action Program dba Utah Community Action	\$1,178,646
Six County Association of Governments	\$146,784
Southeastern Utah Association of Local Governments	\$140,828
Uintah Basin Association of Governments	\$98,838

Note: This information pre-populates the state’s Annual Report, Module 1, Table E.2.

- 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. Please include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).
[Narrative, 4000 characters]

CSBG funds are made available to the eligible entities as the State receives award letters from the Department of Health and Human Services, Administration for Children and Families (ACF). Contracts are amended with the receipt of each award letter. The contract process starts with the eligible entity’s application for funds, usually in August. Applications include a projected budget based on the final award of the prior fiscal year; however, contracts are created and then amended per receipt of award letter. SCSO works to have contracts in place by October 1. (Application period--3 weeks; Contracting (lengthened due to recent departmental changes and working on streamlining) 4-6 weeks; Amendment process 4 weeks). With an executed contract in place, an eligible entity may access funds through submission of a claim for reimbursement. Using SCSOs online system, eligible entities submit a claim, upload appropriate supporting documentation, and receive same day notification of the claims submission. Claims are reviewed by SCSO staff generally within 3 business days. If there are questions on the claim or any of its documentation, the claim is put in correcting status and the agency contacted so that correction can be made. When the claim has been reviewed and approved, it is forwarded to the finance department for final review (up to 5 days) and for payment, most often made by direct deposit (1 business day). Eligible entities receive their payment through immediate EFT transfer.

In FY21, new department-wide contracting processes were introduced to the Housing & Community Development Division which impacted the timeline for execution of contracts. The SCSO has focus on streamlining process and reducing timeline to better meet the 30 day expectation.

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 [Narrative, 4000 characters]

7.4. Distribution Timeframe: Does the state intend 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.

[Narrative, 4000 characters] N/A

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate 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. [Narrative, 4000 characters]

SCSO gathered feedback from CAAs on grant administration, and on SCSOs ACSI performance, and incorporated suggestions into strategic planning. Opportunities for improvement in all areas of the ACSI were discussed and noted. The most commonly identified challenge is the new contracting process used by SCSO's division. The process brings the division more in line with the rest of the department but has created delays. SCSO maintains transparency in process and has pushed to streamline process so as to reduce delays.

Consistent communication was clearly valued by the CAAs and plans were made to continue regular (every 2-3 weeks) webinars held by SCSO with the network.

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

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

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 5 % Year Two 5 % [Numeric response, specify %]

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

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 5 **Year Two** 5 [Numeric response, 0.00 – 99.99]

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

Year One 1.28 **Year Two** 1.28 [Numeric response, 0.00 – 99.99]

Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

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

GUIDANCE: “No” should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One** 5% **Year Two** 5%

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

INSTRUCTIONAL NOTE: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

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 primary 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.

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$90,000	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	\$10,000	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication

		[Read-Only]
7.9c. Statewide coordination and communication among eligible entities	\$10,000	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	\$0.00	[Narrative, 4000 characters]
7.9e. Asset-building programs (Briefly describe under Column 4)	\$0.00	[Narrative, 4000 characters]
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$25,000	Peer to peer learning support within network. Trauma Informed Care T/TA throughout network
7.9g. State Charity tax credits (Briefly describe under Column 4)	\$0.00	[Narrative, 4000 characters]
7.9h. Other activities (Specify these other activities under Column 4)	\$52,540	Support of ROMA training activities, data support for the network, advocacy, Emergency food Network Capacity Building and other network identified priorities, including frontline staff training and activities that support greater understanding and connection to larger network
Totals	Auto-calculated—Assuming \$187,540 to distribute—5%--FY22 Q2 award letter projected \$3,750,790 award	

Use of Remainder/Discretionary Funds – Year Two

7.9a. Training/Technical Assistance to eligible entities	\$90,000	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	\$10,000	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9. [Check all that applies 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) [Numeric response, 0 – 100] 2-3 CAAs
- ☒ 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 [Narrative, 2500 characters]

Note: This response will link to the corresponding CSBG assurance in 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 State 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. [Narrative, 4000 characters]

The SCSO gathered eligible entity input on the use of discretionary funds through survey and round table discussions and incorporated agency input. A new priority identified by the network is regular interaction with frontline staff that not only provides training but also builds a sense of belonging and participation in the greater community action network.

The CAAs endorsed content and methodology for the T/TA provided in Utah’s prior plan, with the caveat that more in-person training options be created. SCSO will continue to supplement the T/TA provided by the state association and national partners and will use admin funds to support its T/TA, thereby leaving more discretionary resources for network identified priorities. This significant allocation in funding the other category reflects effort by the State office to direct discretionary funds to priorities identified by the SCSO and its eligible entity partners and the networks reiterated appreciation and approval of this prioritization.

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

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 3Sc and pre-populates the Annual Report, Module 1, Table F.1.

Training and Technical Assistance – Year One

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Y1-Q1	Training	Monitoring (Oct)	
Y1-Q1	Both	Reporting (Nov-Dec)	
Y1-Q2	Both	Other (Dec-March)	Tech Support for reporting
Y1-Q2	Training	Governance/Tripartite Boards (Jan)	Include Open Meetings laws and Org Standard review for boards
Y1-Q2	Both	Other (Jan-March)	Performance Measurement and Data Analysis
Y1-Q2	Training	Other (April)	Discretionary Funding
Y1-Q3	Both	Other (April-June)	Advocacy /Impact Reporting/Board Vision
Y1-Q3	Training	Other	Poverty Conference/Case Management training
Y1-Q4	Training	Fiscal	
Y1-Q4	Both	Other	Application and Planning
Y1-Q4	Training	Other	Risk Assessment
Ongoing / Multiple Quarters	Both	Other	Semi-annual to quarterly—frontline staff training and network building activities/ Peer to peer
Ongoing / Multiple Quarters	Both	ROMA	Provided as needed ROMA support to agencies
Ongoing / Multiple Quarters	Training	Other	Trauma Informed Care training

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Y2-Q1	Training	Monitoring (Oct)	
Y2-Q1	Both	Reporting (Nov-Dec)	
Y2-Q2	Both	Other (Dec-March)	Tech Support for reporting
Y2-Q2	Training	Governance/Tripartite Boards (Jan)	Include Open Meetings laws and Org Standard review for boards
Y2-Q2	Both	Other (Jan-March)	Performance Measurement and Data Analysis
Y2-Q2	Training	Other (April)	Discretionary Funding
Y2-Q3	Both	Other (April-June)	Advocacy /Impact Reporting/Board Vision
Y2-Q3	Training	Other	Poverty Conference/Case Management training
Y2-Q4	Training	Fiscal	
Y2-Q4	Both	Other	Application and Planning
Y2-Q4	Training	Other	Risk Assessment
Ongoing / Multiple Quarters	Both	Other	Semi-annual to quarterly—frontline staff training and network building activities/ Peer to peer
Ongoing / Multiple Quarters	Both	ROMA	Provided as needed ROMA support to agencies
Ongoing / Multiple Quarters	Training	Other	Trauma Informed Care training

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training

8.1a. Training and Technical Assistance Budget: The planned budget for all training and technical assistance:

Year One **\$90,000** Year Two **\$90,000**

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. [Narrative, 2500 characters]

The State collaborates with the State Association and other stake holders in the planning and delivery of training and technical assistance (T/TA). The State works with the State Association to solicit input from the CAAs as to T/TA need. The State Association surveyed CAAs and other stake holders at its Poverty Conference and surveyed need while providing technical support over the past year. It conducted a remote round table discussion with the CAAs (3/2/22) and invited the State to call in to answer questions. During the round table discussion, T/TA topics and best platform for delivery were discussed as well as whether the State, State Association, or other resource would be best

to provide the training. In this way, a plan for FY23-FY24 T/TA was developed that specifically identified timetable, topic, format, and presenting organization

- 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. [Narrative, 2500 characters]

There are currently no agencies on a Technical Assistance Plan to meet unmet organizational standards. Any weakness in compliance with an organizational standard identified during monitoring has been addressed and resolved via a corrective action plan. The SCSO and the state association provide ongoing support and technical assistance for the CAAs to support the state's goal of 100% compliance with the organizational standards.

- 8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) [Check all that applies and narrative where applicable]

- ☐ All T/TA is conducted by the state
- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [Numeric response, 0 – 100]
- ☐ 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 [Narrative, 1000 characters]

- 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. [Narrative, 2500 Characters]

SCSO gathered input for the state training and technical assistance plan from the CAAs, as shared throughout the year and during a round table discussion dedicated to

development of the state plan. A new priority identified by the CAAs and included in the FY23-FY24 plan is the need for frontline staff to not only receive training but have the opportunity to share best practices, make connections with other frontline staff around the state, share universal case management skills, and receive standardized database training. This addition has not previously been offered and addresses an unmet need.

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

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. [\[Check all that apply from the list below and provide a Narrative, 4000 characters\]](#)

Note: This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information 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 State Homelessness Office

- 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 Section 676(b)(5) – (6)). [\[Narrative, 4000 characters\]](#)

Linkages and coordination efforts are identified by SCSO, the state association, and by the CAAs. Through the needs assessment and the community action plan, the nine CAAs in Utah identify the gaps in their areas and create the linkages by engaging in service coordination to fill as many gaps as possible. The State asks for specific input from the CAAs through direct invitation and survey (conducted by the state association) on how to facilitate better linkages on the local level. SCSO will continue to support and work with the CAAs to support collaborative efforts that may be beyond individual agency capacity. SCSO will support each entity in their efforts to work with other State departments local offices and will analyze the needs assessments and CAPs to identify overlap or opportunities for agencies to collaborate at a local level. If overlap is identified, SCSO will work with the CAAs to collaborate and redirect resources and clients to reduce duplication. SCSO will work to improve linkages and coordination with the TEFAP program.

Below is a list of linkages and coordination throughout the State that is in place and/or will be developed during this State Plan. Youth and Family programs at local community centers including local Head Start programs; DWS employment programs--WIOA One Stops/American Job Centers; DWS-Intergenerational Poverty State Initiative; DWS Homelessness Resource Model; DWS-TANF; DWS--Vocational Rehabilitation job placement and coaching services; Food Pantries; Utah Food Bank for the distribution of food to other food banks and pantries throughout the State; Local summer food programs to provide lunches and dinners to students while they are out of school; FEMA/EFSP/Food Insecurity; Local grocery stores for the supply of perishable goods for food pantries; LDS Employment, Family, and Deseret Industry Services for self-sufficiency; Local Behavioral Health Agencies; Local Economic Development Districts; Local Health Departments for medical, hygiene, and referral services; United Way VITA programs for Tax services; Utah housing and local county housing coalition for development of fair and accessible housing; Volunteer groups from local churches and universities to assist in increase organizational capacity to deliver services; Local homeless shelters to house homeless clients; Rapid Rehousing Programs; Local Domestic Violence Shelters; Local Housing Authorities; USDA Rural Planning Issues; DWS Housing and Community Development Rural Planning; Local Homeless Councils; State Homeless Office; Utah Homeless Network; HUD Continuum of Care/ESG/HOPWA; Local public schools, applied technology centers, and community colleges; Voices of Utah Children to provide advocacy of children's needs throughout Utah; Local HEAT, LIHEAP, LIHWAP and Weatherization services; Local Aging Services; Americorps Utah Vista program

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.

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)). [Narrative, 4000 characters]

The State conducts regular programmatic monitoring of the nine CAAs. During these monitoring visits, the State reviews the CAAs for linkages and coordination that the entities identified in the needs assessments and in their application for funds. The SCSO will determine if the entities have created the linkages and coordination with other agencies identified in the CAP. If the State determines that the entities have not met this assurance, the State will work with the entities and provide the needed support to assist the CAAs in fulfilling the assurance.

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

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. [Narrative, 4000 characters]

Linkages, as described in Sec. 675 (C) of the CSBG Act, occur with the: (1) use (of) funds available under this subtitle(D) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals. Linkages occur as local grantees prepare a community action plan every three years by conducting local needs assessments, describing resources available in their respective areas, performing an analysis of services designed to identify gaps and duplication, and finally, describing the agency policies and procedures regarding coordination. Local grantees are working to expand their strategic planning beyond the 3-Year Needs Assessment conducted in their communities. The CAAs coordinate with their local Workforce Services, school districts, economic development districts, behavioral health agencies, Continua of Care and their local homeless councils to extend community involvement in their agencies, enhance integration of services, maximize impact, and deepen understanding of need. These linkages not only provide more effective service delivery, but also help agencies meet the proposed organizational standards addressing consumer input and involvement as well as strategic planning. Documentation of linkages is provided with the grant application to SCSO. The application identifies the other agencies and resources which coordinate and support the work program activities proposed.

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

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. [Narrative, 4000 characters]

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. [Narrative, 4000 characters]

The State of Utah includes CSBG employment and training activities in its WIOA Unified Plan through language that recognizes partnership and coordination with required partners. As the State implements the unified plan, it will work to refine and further develop that coordination and support through State Workforce Development Board committees and expert work groups. CAAs are encouraged (through

contract and monitoring) to coordinate with and refer to their local Workforce Services American Job Centers.

- 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).
[Narrative, 4000 characters]

During the review of the Annual Report, the SCSO reviews the linkages that exist between eligible entities and other antipoverty programs such as low income home energy assistance programs. The State will continue to support coordination through referrals to eligible entities of other programs they qualify to provide. List of CAAs which administer LIHEAP program:

1. Bear River Association of Governments
2. Five County Association of Governments
3. Salt Lake Community Action Program dba Utah Community Action
4. Six County Association of Governments
5. Southeastern Utah Association of Local Governments
6. Uintah Basin Association of Governments

List of CAAs who collaborate and refer clients to entities with LIHEAP programs:

1. Community Action Services and Food Bank collaborates w/ Mountainland Association of Governments, Provo
2. Family Connection Center dba Open Doors collaborates w/ Futures Through Training, Ogden
3. Ogden-Weber Community Action Partnership collaborates w/ Futures Through Training, Ogden

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

- 9.6. Faith-based Organizations, Charitable Groups, and 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. [Narrative, 4000 characters]

The State of Utah assures that CSBG funds are coordinated with other organizations, including faith-based organizations, charitable groups, and community organizations, primarily through the process of requiring and collecting comprehensive 3-Year Community Needs Assessments, in accordance with CSBG Act, and through monitoring activities, including but not limited to the collection of the annual report each year and monitoring on Organizational Standards. Eligible entities are required to provide to the State of Utah, every three years, a comprehensive community assessment, which includes data specific to poverty and its prevalence related to gender, age, and race/ethnicity in the service area, qualitative and quantitative data on the geographic service area, and key findings on the causes and conditions of poverty and the needs of the communities assessed. The community assessment also includes information gathered from key sectors of the community, including at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions. The information gathering activities, mandated by the community needs assessment, require eligible entities to engage and communicate with other service providers in the service area. In addition, the assessment requires the eligible entity to analyze internal programmatic activities and resources to determine whether more effective strategies for service delivery or opportunities for partnership or

coordination exist. The State of Utah utilizes the process and findings of the community needs assessments to encourage more effective use of funds and coordination and collaboration with related programs and organizations in each respective service area. The State of Utah further assures coordination of programs and partnerships among local entities and other organizations through monitoring activities, including but not limited to the collection of the Annual Report each year and monitoring on Organizational Standards. The Annual Report includes National Performance Indicators (NPIs) that measure the number agencies with which each local eligible entity partners and the number of partnerships the eligible entity engages with respect to CSBG. Further, Organizational Standards require agencies to document or demonstrate partnerships across the community, for specifically identified purposes (Standard 2.1), and to utilize CNA information from key sectors.

Note: this response will link to the corresponding assurance, Item 14.9

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. [Narrative, 4000 characters]

The State of Utah assures that CSBG funds are coordinated with other public and private resources primarily through monitoring activities, including the collection of Annual Report data and through the process of requiring and collecting comprehensive 3-Year Community Needs Assessments, in accordance with CSBG Act Section 676(b)(11). Annual Reports include detailed information on the public and private resources of local eligible entities and how resources are used. Additionally, eligible entities are required to provide to the State of Utah every three years a comprehensive community assessment. The activities mandated by the community needs assessment require eligible entities to analyze internal programmatic activities and resources to determine whether more efficient or effective strategies for service delivery exist within the agency. The State of Utah utilizes the process and findings of the community needs assessments to encourage more effective use and coordination of resources and coordination with related programs in each respective service area. Furthermore, the eligible entity work plans produced in the community needs assessments are used to inform the CSBG contract making process with each eligible entity.

Note: This response will link to the corresponding assurance, Item 14.3c.

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. [Narrative, 4000 characters]

The State of Utah supports coordination among CSBG eligible entities through discretionary funded activities provided by the State Association, Community Action Partnership of Utah (CAP Utah). CAP Utah convenes bimonthly State Association Meetings that are open to all eligible entities and are a forum for collaboration, coordination, and CSBG training and technical assistance. CAP Utah also supports coordination among eligible entities through facilitation of communications of the CSBG peer-network in Utah, including through the maintenance of an electronic library of CSBG T/TA resources, and timely updates from state and national partners. CAP Utah hosts an annual poverty conference, a training event that increases the capacity of eligible entities and serves as a forum for collaboration, continuing education, networking, peer-support, and skill development. Furthermore, coordination is supported, encouraged, and facilitated as needed through regular consultation by CAP Utah with local eligible entities.

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

- 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

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Annually	Meetings/Presentation Email Webinar Public Notice	State office includes updates on this subject in meetings/webinars as well as email correspondence
State Plan Development	As needed	Meetings/Presentation Email Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence
Organizational Standards Progress	As needed	Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence
State Accountability Measures Progress	Annually	Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence
Community Needs Assessments/ Community Action Plans	Annually	Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence
State Monitoring Plans and Policies	Annually	Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence
Training and Technical Assistance (T/TA) Plans	Annually	Webinar	State office includes updates on this subject in meetings/webinars as well as email
ROMA and Performance Management	Annually	Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence
State Interagency Coordination	Quarterly	Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence
CSBG Legislative/Programmatic Updates	As needed	Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence
Tripartite Board Requirements	Annually	Webinar	State office includes updates on this subject in meetings/webinars as well as email correspondence

NOTE: THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST PRIOR TO INITIALIZING A NEW CSBG STATE PLAN.

- 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. [Narrative, 4000 characters]

The SCSO forwards copy of the ACSI report to the agencies within 30 days of receipt of the report. The SCSO presents the report via webinar and gathers input from the CAAs and state association for how to improve performance. The SCSO shares its plan for improvement on the ACSI through email, webinar discussion, or in person meeting (State Association or other) within 60 days of receipt of report and following analysis and strategic planning conducted by the SCSO.

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

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

- 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. [Narrative, 4000 characters]

The SCSO continued to adjust its communication plan to solicit and encourage CAA participation in the development of the FY23-FY24 State Plan so as to encourage maximum participation. The SCSO recognized from analysis of ASCI scores that opportunities for improvement remain in this area. SCSO invited direct input during webinars (or to be sent by email) in February, March and April, 2022. Agencies expressed support for continued use of the round table discussion format for a focused review of the plan and central opportunity to share feedback. SCSO called into the round table meeting so as to be available during part of the meeting to answer questions. The feedback gathered by the State Association was shared with SCSO and incorporated into the development of the FY23-FY24 plan. Agencies shared with SCSO and with the State Association that they feel included in the process and that they have a voice in shaping the State Plan.

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

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG 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.

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule – Year One

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”
<i>[READ ONLY]</i>	<i>[Dropdown Options: Full On-Site Newly Designated Follow-up Other No Review]</i>	<i>[Dropdown Options: Onsite Review Desk Review]</i>	<i>[Dropdown Options: FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4]</i>	<i>Select a Date</i>	<i>Select a Date</i>	<i>If “Other” is selected in Column 2, describe in this column</i> <i>[Narrative, 500 characters]</i>
Bear River Association of Governments	Full On-site	Onsite	FY1 Q1--Oct	10/14/21	10/14/21	On-site planned—will pivot to remote if pandemic conditions require
Community Action Services and Food Bank	Full On-site	Onsite	FY1 Q2--Feb	3/17/22	3/31/22	On-site planned—will pivot to remote if pandemic conditions require
Family Connection Center	Full On-site	Onsite	FY1 Q1--Oct	10/28/21	11/9/21	On-site planned—will pivot to remote if pandemic

						<i>conditions require</i>
Five County Association of Governments	Full On-site	Onsite	FY1 Q1- Dec	<i>1/27/22</i>	<i>1/28/22</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Ogden-Weber Community Action Partnership Inc	Full On-site	Onsite	FY1 Q1 - Nov	<i>2/18/22</i>	<i>2/18/22</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Salt Lake Community Action Program	Full On-site	Onsite	FY1 Q2-Mar	<i>3/18/22</i>	<i>3/18/22</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Six County Association of Governments	Full On-site	Onsite	FY1 Q1--Nov	<i>11/10/21</i>	<i>11/15/21</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Southeastern Utah Association of Local Governments	Full On-site	Onsite	FY1 Q1--Dec	<i>12/14/21</i>	<i>12/17/21</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Uintah Basin Association of Governments	Full On-site	Onsite	FY1 Q2--Jan	<i>1/12/22</i>	<i>1/12/22</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>

Monitoring Schedule – Year Two

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”
<i>[READ ONLY]</i>	[Dropdown Options: Full On-Site Newly Designated Follow-up Other No Review	[Dropdown Options: Onsite Review Desk Review]	[Dropdown Options: FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4]	<i>Select a Date</i>	<i>Select a Date</i>	<i>If “Other” is selected in Column 2, describe in this column</i> [Narrative, 500 characters]
Bear River Association of Governments	Full On-site	Onsite	FY2 Q1--Oct	<i>10/14/21</i>	<i>10/14/21</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Community Action Services and Food Bank	Full On-site	Onsite	FY2 Q2--Feb	<i>3/17/22</i>	<i>3/31/22</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Family Connection Center	Full On-site	Onsite	FY2 Q1--Oct	<i>10/28/21</i>	<i>11/9/21</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Five County Association of Governments	Full On-site	Onsite	FY2 Q1- Dec	<i>1/27/22</i>	<i>1/28/22</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Ogden-Weber Community Action Partnership Inc	Full On-site	Onsite	FY2 Q1 - Nov	<i>2/18/22</i>	<i>2/18/22</i>	<i>On-site planned—will pivot to remote if pandemic conditions require</i>

Salt Lake Community Action Program	Full On-site	Onsite	FY2 Q2-Mar	3/18/22	3/18/22	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Six County Association of Governments	Full On-site	Onsite	FY2 Q1--Nov	11/10/21	11/15/21	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Southeastern Utah Association of Local Governments	Full On-site	Onsite	FY2 Q1--Dec	12/14/21	12/17/21	<i>On-site planned—will pivot to remote if pandemic conditions require</i>
Uintah Basin Association of Governments	Full On-site	Onsite	FY2 Q2--Jan	1/12/22	1/12/22	<i>On-site planned—will pivot to remote if pandemic conditions require</i>

GUIDANCE: Comprehensive monitoring includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program, this can be listed under “Other.”

When providing the date of your last full onsite review – this could be for any type of review that took place **onsite**. No dates for desk reviews should be provided here.

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. [Attach a document or add a link] **ATTACH**

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? [Insert a number from 1 – 100] **20 days**

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

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 the documenting closure of findings included in the state monitoring policies attached under 10.2? ☒ Yes ☐ No

10.4a. Closing Findings Procedures: If no, describe state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings.
[Narrative, 2500 characters] **N/A**

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. [Numeric Response, 0 – 100] **N/A**

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

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?
[Narrative, 4000 characters]

At the discretion of the SCSO (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), the SCSO allows the entity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan (QIP) to correct such deficiencies within a reasonable period of time, as determined by the SCSO. The SCSO will review and issue a decision on whether to approve the plan no later than 30 days after receiving the plan from an eligible entity. If the SCSO does not accept the plan, the SCSO will specify the reasons why the proposed plan cannot be approved and will, in partnership with the entity, develop and implement a different QIP with an accompanied time frame. SCSO will report to the Federal OCS any QIP within 30 calendar days of the QIP being created and approved. The report will contain the agency undergoing the QIP, the deficiency being addressed, the rationale for the QIP, and the QIP in its entirety

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

- 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) of the CSBG Act. ☒ 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:** Does 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. [Narrative, 2500 Characters] **N/A**

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. [Narrative, 4000 characters]

The State Community Services Office will adhere to the requirements in Section 676A of the CSBG Act and the federal guidance provided in Office of Community Services, CSBG Information Memorandum, Transmittal No. 42 to designate new eligible entities.

- 10.9. Eligible Entity Termination:** Does the 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. [Narrative, 2500 characters] **N/A**

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. [Narrative, 4000 characters]

The State Community Services Office will adhere to the requirements in Section 678C of the CSBG Act and the federal guidance provided by the Office of Community Services, CSBG Information Memorandum, Transmittal No. 116 to terminate the designation of eligible entities.

- 10.10. Eligible Entity Re-Designation:** Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? ☐ Yes ☒ No

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters] **N/A**

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters] --

The State Community Services Office will adhere to the requirements in Section 678C of the CSBG Act and the federal guidance provided in Office of Community Services, CSBG Information Memorandum, Transmittal No. 116 to re-designate an existing eligible entity.

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

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). [Narrative, 4000 characters]

The primary financial accounting system for the State of Utah is FINET. Data from this system is used to compile the annual SF-425 Federal fiscal reports (FFR). This report is reviewed by the Department's Finance Director and submitted annually based on the September 30 Federal fiscal year end. The SCSO, within the Housing and Community Development Division (HCDD) of the Utah Department of Workforce Services (DWS), has primary responsibility for administering the CSBG program. SCSO utilizes WebGrants, a web-based grants management system, for tracking expenditures under the CSBG program. Financial data from the WebGrants system is reconciled to the FINET system monthly. Eligible entities are required to submit an annual application which includes a community action plan (CAP) and CSBG program budget. The applications are submitted online; funding is appropriated; and the grant agreements are generated from the WebGrants system. The CSBG sub-awards are managed on a cost reimbursement basis. Throughout the grant period, the sub-recipients create and submit a request for reimbursement online using WebGrants. Costs are summarized and reported by CSBG budget category. Supporting documentation includes a minimum of transaction level detail report(s) generated from the eligible entity's financial management system and which is attached to each request for funds (RFF). The RFF is reviewed by the program specialist to determine if the reported costs are appropriate and, if approved, forwarded to DWS Finance for further processing. Finance reviews each claim and, upon approval, forwards authorization for payment. All nine eligible entities requested and have been approved for Direct Deposit. Discretionary funds are managed similarly to those of the eligible entities. Administrative costs include the salaries and benefits for various staff assigned to the CSBG program. Time is recorded in an online database and the detail is maintained in FINET. The State uses direct billing for all employee expenses, including travel. Summary amounts for administrative costs incurred are posted in the WebGrants system to assist the Program Manager in monitoring budgeted versus actual expenditures.

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. [Narrative, 4000 characters]

Single audit reports are reviewed by the Department of Workforce Services (DWS) single audit Compliance Officer and a Financial Analyst within DWS. SCSO is notified in writing of any findings that may affect CSBG or other programs administered by SCSO. The DWS auditor reviews the independent auditors finding(s) and the CAAs response(s). The DWS auditor notifies the CSBG program manager of any findings related to programmatic issues. SCSO staff may request specific documentation or conduct an on-site review to determine the extent to which CSBG program funds or program requirements may be affected. Once the evaluation has been completed, DWS issues a management decision letter to the CAA. DWS issues the management decision letter within six months of the date the single audit is accepted by the Federal Audit Clearinghouse. The letter states whether or not the audit finding is sustained, the reasons for the decision, and the expected CAA action to repay disallowed costs, make financial adjustments, or other action. For findings involving questioned costs, the management decision letter includes a statement that:

1. The corrective action taken by the CAA is considered adequate to resolve the finding and no further action is required; or
2. Additional information needs to be provided by the CAA as to the status of the planned corrective action; or
3. Based on the information made available through the date of the Management Decision Letter, the CAA is required to reimburse DWS an amount for questioned costs, or provide additional documentation justifying the allowability of questioned costs by a specified date.

The CAA is provided information regarding any appeal process available and notified of the consequences for failure to honor such request for repayment or additional documentation. For administrative findings, the Management Decision Letter includes a statement that: DWS is satisfied that the CAA has taken corrective action to resolve the finding(s), and no further action is required; or The CAA needs to address the uncorrected issues by developing and implementing the necessary corrective actions. The CAA may be required to submit quarterly progress reports, with the due date of the initial report and dates for subsequent quarterly reports specified. Any uncorrected administrative findings will be tracked until effective corrective action is implemented, or other resolution occurs that meets the approval of DWS.

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

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

10.14. 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. [Narrative, 2500 Characters]

The SCSO implemented a Year 1 Monitoring Procedure to complement the regular program monitoring in place. The Year 1 procedure addresses department requirements to monitor contracts within 12 months of start date. CSBG program contracts are generally 18 months and may be extended to 24 months. Additionally, SCSO permitted remote monitoring during the pandemic. The new procedures are included with the policies and procedures attached to this plan.

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

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 [\[Narrative, 2500 characters\]](#)

11.2. Tripartite Board Updates: Provide how often the state requires 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. [\[Select one and provide a narrative where applicable\]](#)

- ☐ Annually
- ☐ Semiannually
- ☒ Quarterly
- ☐ Monthly
- ☐ As It Occurs
- ☐ Other [\[Narrative, 2500 characters\]](#)

11.3. Tripartite Board Representation Assurance: Describe how the states 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. [\[Narrative, 2500 Characters\]](#)

The SCSO will review, as part of the monitoring process each fiscal year, the bylaws of the eligible entities and determine if there is a procedure describing how a qualified individual or organization can petition for representation on the board. This review occurs before the SCSO Program Specialist arrives at the organizations site. If the Program Specialist determines that the procedure is not in the bylaws then the SCSO will provide the agencies with the appropriate language and procedure, and require that the agency incorporate the procedures into their bylaws by the next agency board meeting (the agency will be permitted to use language that is appropriate for their agency). Within one week of the board meeting, the agency is required to submit the updated and approved bylaws to the appropriate SCSO staff for review and verification. SCSO will ensure that all eligible entities have a petitioning procedure in their bylaws. If, after being supplied with the appropriate language and procedure, the agency does not include such a procedure in its bylaws by the next board meeting, the SCSO will pursue corrective action or training and technical assistance to ensure that the agency included the proper petitioning procedures.

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

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 participation 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. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. [\[Narrative, 2500 Characters\]](#) **N/A**

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. [Select one item below and numeric response where applicable.]

- ☐ 125% of the HHS poverty line
- ☒ X % of the HHS poverty line (fill in the threshold): **200%** [Numeric response]
- ☐ Varies by eligible entity [Narrative, 4000 characters]

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition. [Narrative, 4000 characters]

Utah expanded eligibility for FY21 to 200% FPL in accordance with the federally permitted expansion that expires 9/30/22. Currently, there is no Federal permission to expand for FY23--so eligibility for FY23 will remain at or below 125% of FPL unless Federal permission is provided for expansion. CSBG Income Verification Procedures: All clients receiving services or participating in programs that use CSBG funding must be able to demonstrate that they are eligible for the CSBG program and that the household gross income, of those 18 years or older, is 125% or less than the federal poverty guidelines (Note—unless expanded to 200% FPL). According to Community Action Program Legal Services (CAPLAW), the income of all members of each individual family unit must be included in determining the income eligibility. A family unit is either (1) related individuals, or (2) an unrelated individual excluding house mates (renters or leasers). If a household includes more than one family unit, the poverty guidelines shall be applied separately to each family unit, and not to the household as a whole. If a person lives with a family, add up the income of all family members. (Non-relatives such as housemates [renters, leasers] are not included) A list of allowable and unallowable income verification types and sources is available upon request. In order to accurately determine income eligibility for program services, the eligibility determinations must be based on gross household income for the 30 days prior to application for assistance/services. In order to continue to qualify for services, each Agency will require recipients of CSBG funded services to submit approved income documentation at a minimum of once every 12 months. In order to accurately demonstrate client eligibility, the following items must be included in each client file: Current poverty guidelines; Gross income for all household members over 18 (as determined from the above sources); Source documentation for determining income and income types and amounts; Calculations used to determine annualized gross income Agencies are also required to verify residency using a financial or bill statements, letters or documents from an official government source or verifiable entity, or other confirmable source excluding friends, relatives, or neighbors.

Mailed sources must have been received by the applicant within 30 days prior to the application being filled out and submitted. Limited in-take procedures In situations where individual income verification is not possible or practical, or the client claims zero income, eligible entities are required verify income in one of the following ways: a) Using third party documentation, such as other government funded program applications (e.g. SNAP and TANF, etc.). b) In the situation that income documentation does not exist, or the participant has tried to retrieve documentation of proof of income and has been unsuccessful, the participant is required to complete and sign a self-declaration of no income.

Note: procedures were modified to allow for self-declaration of income during a declared state of emergency or declared public health emergency and when the client is unable to access documentation during the declared emergency.

- 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 intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. [Narrative, 4000 characters]

The nine CAAs throughout Utah verify income, using third party documentation, for every program that requires verification. In the situation that such documentation does not exist, the participant is required to complete and sign a self-declaration of no income. When the participant is able to obtain proof of income, the participant is required submit it to a case manager who will then assess the income eligibility of the services provided.

- 12.3. Community-targeted Services:** Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). [Narrative, 4000 characters]

Eligible entities begin the process of ensuring that services target low-income communities through the needs assessment. This assessment surveys low-income individuals and organizations serving low-income people. The survey collects information regarding services that are available and services that are needed. With this data, entities create partnerships, strategic goals, community programs, and services that target the people and organizations surveyed. The agencies partner with other organizations that serve low-income individuals and their communities. The State verifies, (using the needs assessment, annual report, and monitoring results) that services are targeting low-income individuals.

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. **[Select one]**

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 of 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. **[Narrative, 4000 characters]**

The SCSO includes adherence to the organizational standards in its CSBG contracts. The SCSO's monitoring tool also includes the organizational standards, several of which incorporate ROMA. The SCSO supports ROMA training and implementation through Discretionary activities which include support for regular training, as-needed training, and consultation on ROMA principles to local CAAs by ROMA certified trainers.

- 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. **[Narrative, 4000 characters]** **N/A**

- 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. **[Select one and provide a narrative, 4000 characters]**

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

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

- 13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using ROMA or an alternative performance management system. **[Narrative, 4000 characters]**

The nine Community Action Agencies (staff and boards) have been trained and continue to receive ongoing training in outcome-based management, and Community Action Agencies have implemented ROMA concepts for all CSBG-related activities to guide needs assessments, agency mission review, activity planning, resource allocations, service delivery, and measuring and reporting results. The use of a data system is required and must be submitted annually to the SCSO to support the Annual Report. With this requirement, the agencies have the data available to evaluate program performance and make adjustments. In monitoring for compliance with the organizational standards, the SCSO also holds

agencies and their board accountable to using ROMA methodology and provides T/TA support via the State Association on a scheduled and as-needed basis.

Note: The activities described under Item 13.3 may include activities listed in “Section 8: 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.

13.4. Eligible Entity Use of Data: Describe how the state intends to validate that the eligible entities are using data to improve service delivery. [Narrative, 4000 characters]

The SCSO does and will ensure that entities are using client data, which is tracked and gathered for outcome measures and to improve service delivery, as part of the monitoring process and procedures that occur annually. The SCSO attends or receives minutes of mid-year board meetings where the CAAs report on their mid- year progress in meeting organizational goals. During the monitoring process, the SCSO will continue to review the ROMA tracking system that each entity uses. Most of the CAAs have either the ClientTrack or CAP60 system that is used for client application in-take and outcome measures. During the monitoring process, the SCSO staff member reviews the entity’s client tracker system and data reports. The use of data is also verified in the mid-year and annual reports. Below are the monitoring questions that the State asks the eligible entities on how data is used to improve service delivery:

--Is the agency on track to meet the goals and objectives stated in the application and Scope of Work by the end of the contract period?

--Is the agency utilizing all of its current year Performance Measures in its service delivery area to measure outcomes?

--Has the agency developed a system, or does the agency use the existing ROMA system, to provide a description of outcome measures to be used to measure performance in promoting self-sufficiency, family stability, and community revitalization?

--Is the agency utilizing all of its current year Performance Measures in its service delivery area to measure outcomes?

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

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. [Narrative, 4000 characters]

The SCSO requires a work plan to accompany annual application for CSBG funding. The contract work plan must tie directly to the agency’s Community Action Plan which comes from the CAAs three year community needs assessment. The most recent needs assessments and community action plans were submitted to the SCSO in August, 2022.

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

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. [Narrative, 4000 characters] –

The SCSO currently and will continue to require that agencies submit a community needs assessment every three years and as required by Section 676(b)(11) of the CSBG Act. The most recent needs assessment submitted is August 2022. If an agency does not submit a needs assessment, the SCSO will make sure T/TA and consulting is provided to the entity to assist in conducting an assessment.

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

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 farmworkers, 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;

[Narrative, 4000 characters]

CSBG funds are used to support the homeless, elderly, low-income individuals and their families, and families receiving TANF that are income eligible for CSBG. The SCSO will collect, through the needs assessment and the CAP, data that is analyzed and used to determine the different programs and services

that will be offered in each program area. Each entity tailors program offerings to meet the needs of its jurisdiction. The SCSO will verify that the services and programs are being provided through the information collected in the annual report. Through yearly programmatic monitoring, the SCSO will follow up with the entities to determine if they are spending money in the programmatic areas as planned as part of contract performance review. The annual monitoring also includes review of local partnerships, linkages, and referrals to assure that clients' emergency needs are met, literacy, financial, and employment skills are promoted, housing needs are addressed, and grass roots participation is fostered.

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;

[Narrative, 4000 characters]

The SCSO assures that funds will be used to address the needs of youth in low-income communities through review of the CAAs’ triennial needs assessments which identifies any youth needs and through review of the CAAs’ community action plans which detail strategies and programs to redress identified need. Some of the programs supported that address youth need include: child nutrition, mental health supports, education and employment supports.

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)

[Narrative, 4000 characters]

The SCSO assures that funds are used to make more effective use of, and coordinate with, other programs related to the purposes of CSBG through several mechanisms, including holding regular meetings with CAAs to which state managers of other programs are invited. The State also requires submission of comprehensive 3-Year Community Needs Assessments (CNA), in accordance with CSBG Act Section 676(b)(11). CNAs include data specific to poverty and its prevalence related to gender, age, and race/ethnicity in the service area, qualitative and quantitative data on the geographic service area, and key findings on the causes and conditions of poverty and the needs of the communities assessed. The analysis and strategic planning activities mandated by the CNA require eligible entities to examine internal programmatic activities and resources to determine whether more efficient or effective strategies for service delivery exist within the agency. The SCSO will utilize the process and findings of the CNAs to encourage more effective use of funds and coordination with other funding sources and related programs in each respective service area. Furthermore, the eligible entity community action plans will be used to inform the CSBG contract making process with each eligible entity. The SCSO further assures

coordination of programs and effective use of funds through monitoring activities, including but not limited to the collection of Annual Reports each year, which include detailed information on the resources of local eligible entities and National Performance Indicators (NPIs) that measure eligible entities' capacity to achieve results. The SCSO also encourages coordination through support of Continua of Care and encouragement of CAA participation in local homeless councils. With homeless funds, LIHEAP, LIHWAP, Weatherization, and TANF funds administered by DWS, program coordination is a natural result.

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

[No response as the state describes this assurance under 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...”

Eligible Entity Service Delivery System

- 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;”

[Narrative, 4000 characters]

Utah’s CSBG network consists of nine community action agencies, five of which are public, and four of which are private. CSBG grantees meet the requirements of the CSBG Act through a variety of programs and activities. The service delivery systems vary among agencies, but all coordinate with local resources, including the WIOA One-Stops/American Job Centers. Changing local needs and the availability of resources are reflected in the annual application. Some agencies emphasize case management and family development programs, with others emphasizing emergency services, housing and nutrition. The community action plan identifies the problem area and outlines the objective, activities, and projected outcomes. The semi-annual progress report shows accomplishments and includes data on client management goals that fulfill its mission, State requirements, and the mandates of Federal legislation. Program administration includes planning and coordination, monitoring and oversight, characteristics and grantee level of effort.

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.

[No response as the state describes this assurance under 9.3b.]

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.

[No response as the state describes this assurance under 9.7]

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 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).

[Narrative, 4000 characters]

Local eligible entities use CSBG funds to meet family and community needs pertaining to poverty in their service regions, in accordance with the CSBG Act. The SCSO will encourage eligible entities to make effective use of funds, including through the State initiatives such as becoming a trauma informed state, and through local initiatives related to fatherhood initiatives with the goal of strengthening families and encouraging parenting. Local eligible entities may also partner with other service providers, whose activities include initiatives relating to fatherhood, parenting, and strengthening families. Further, the SCSO encourages and supports eligible entities in utilizing CSBG as base funds to leverage resources from other federal programs, such as Temporary Assistance for Needy Families (TANF), which directly supports initiatives pertaining to fatherhood, parenting, and strengthening families, in addition to other state, local, and private resources.

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.”

[Narrative, 4000 characters]

Each of the nine CAAs will determine, in conjunction with the needs assessment, what food services and nutrition programs are needed and that they will offer. The SCSO will use the needs that are identified per agency and monitor each entity according to the strategy and program detailed in the contract to address the need. The SCSO will also use the annual report to verify that agencies are offering appropriate services in line with the identified needs in their area. Community Action Agencies provide a variety of food programs aimed at counteracting hunger and malnutrition for a diverse population of low-income individuals within their jurisdictions.

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.”

Note: The state describes this assurance in Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 9.4b]

State Coordination/Linkages and Low-income Home Energy Assistance

14.6. 676(b)(6) Provide “an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low- income home energy assistance) are conducted in such community.”

Note: The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 9.2 and 9.5]

Federal Investigations

14.7. 676(b)(7) Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

Note: The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 10.13]

Funding Reduction or Termination

- 14.8. 676(b)(8)** Provide “an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).”

Note: The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 10.7]

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

- 14.9. 676(b)(9)** Describe how the state will assure “that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

Note: The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 9.6]

Eligible Entity Tripartite Board Representation

- 14.10. 676(b)(10)** Describe how “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

Note: The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

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 State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-

needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

Note: The state describes this assurance in Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 13.5 and 13.6]

State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. 676(b)(12) Provide “an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Note: The state describes this assurance in Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

[No response for this item]

☐ By checking this box, the state CSBG authorized official is certifying the assurances set out above.

SECTION 15: Federal Certifications

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

15.1. 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.

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

15.2. 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) [\[Narrative, 2500 characters\]](#)

- ☐ 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]

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

15.3. Debarment

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 remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (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.
- ☐ By checking this box, the state CSBG authorized official is providing the certification set out above.

15.4. 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.

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