

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Commerce, Washington State Department of

Report Name: CSBG State Plan

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

Report Status: Submission Accepted by CO

Report Sections

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

CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)				Form Approved OMB No: 0970-0382 Expires:09/30/2025	
COVER PAGE					
* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)		* 1.b. Frequency: <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)		* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	
		2. Date Received:		* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update	
		3. Applicant Identifier:		State Use Only:	
		4a. Federal Entity Identifier:		5. Date Received By State:	
		4b. Federal Award Identifier:		6. State Application Identifier:	
7. APPLICANT INFORMATION					
* a. Legal Name: Washington State Department of Commerce					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-0823820				* c. Organizational DUNS: 808882302	
* d. Address:					
* Street 1:	PO Box 42525		* Street 2:	1011 Plum Street SE	
* City:	Olympia		* County:	Thurston	
* State:	WA		* Province:		
* Country:	United States		* Zip / Postal Code:	98516	
e. Organizational Unit:					
Department Name: Washington State Department of Commerce				Division Name: Community Services Division	
f. Name and contact information of person to be contacted on matters involving this application:					
* Prefix:	* First Name: Diane		* Middle Name:		* Last Name: Klontz
* Suffix:	* Title: Deputy Director		* Organizational Affiliation:		
* Telephone Number: (360) 725-4142	* Fax Number:		* Email: Diane.Klontz@commerce.wa.gov		
* 8a. TYPE OF APPLICANT: A: State Government					
b. Additional Description:					
* 9. Name of Federal Agency:					
<div style="display: flex; justify-content: space-between;"> <div> 10. CFDA Numbers and Titles </div> <div> Catalog of Federal Domestic Assistance Number: 93569 </div> <div> CFDA Title: Community Services Block Grant </div> </div>					
11. Descriptive Title of Applicant's Project Community Services Block Grant 2 year State Plan					
12. Areas Affected by Funding: Statewide					
13. CONGRESSIONAL DISTRICTS OF:					
* a. Applicant 10			b. Program/Project:		
Attach an additional list of Program/Project Congressional Districts if needed.					
14. FUNDING PERIOD:			15. ESTIMATED FUNDING:		
a. Start Date:	b. End Date:	* a. Federal (\$): \$0		b. Match (\$): \$0	
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?					
a. This submission was made available to the State under the Executive Order 12372					
Process for Review on :					
b. Program is subject to E.O. 12372 but has not been selected by State for review.					

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

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

☐ YES

☒ NO

Explanation:

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

****I Agree** ☒

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

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

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

18d. Email Address

18b. Signature of Authorized Certifying Official



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

10/03/2024

Attach supporting documents as specified in agency instructions.

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:09/30/2025	
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
1.1. Identify whether this is a One-Year or a Two-Year Plan		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2025	Year Two 2026
1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. <i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, select the fields that have been changed [Check all that apply]			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
1.2a. Lead agency		Washington State Department of Commerce	
1.2b. Cabinet or administrative department of this lead agency [Check one and provide a narrative where applicable]			
<input type="radio"/> Community Affairs Department			
<input checked="" type="radio"/> Community Services Department			
<input type="radio"/> Governors Office			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Washington State Department of Commerce	
1.2d. Authorized Official of the Lead Agency			
Name: Diane Klontz		Title: Deputy Director of Division and Program Alignment	
1.2e. Street Address		1011 Plum St SE	
1.2f. City		Olympia	1.2g. State WA
1.2i. Telephone number 360 725 - 4142 ext.		1.2j. Fax number -	
1.2k. Email address diane.klontz@commerce.wa.gov		1.2l. Lead agency website www.commerce.wa.gov	
1.3. Designation Letter: Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
1.4. CSBG Point of Contact: provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.			
Has Information regarding to the state point of contact has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			

If yes, select the fields that have changed [check all the apply]			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>		<input type="checkbox"/>	Website
1.4a. Agency Name Washington State Department of Commerce			
1.4b Point of Contact Name			
Name: Karl Hoffmann		Title: CSBG Program Manager	
1.4c. Street Address		1011 Plum St SE	
1.4d. City		Olympia	1.4e. StateWA 1.4f. Zip 98504
1.4g. Telephone Number 360 725 - 2903 ext.		1.4h. Fax Number -	
1.4i. Email Address Karl.hoffmann@Commerce.wa.gov		1.4j. Agency Website www.commerce.wa.gov	
1.5. Provide the following information in relation to the State Community Action Association.			
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No			
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have been changed [Check all the apply]			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director
<input type="checkbox"/>	City	<input type="checkbox"/>	State
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead
1.5a. Agency Name WA State Community Action Partnership			
1.5b. Executive Director or Point of Contact			
Name: Jeff DeLuca		Title: Executive Director	
1.5c. Street Address		PO Box 7130	
1.5d. City		Olympia	1.5e. StateWA 1.5f. Zip 98507
1.5g. Telephone number 360 464 - 4290 ext.		1.5h. Fax number -	
1.5i. Email Address Jeff@wapartnership.org		1.5j. State Association Website https://wapartnership.org/	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input checked="" type="radio"/> Yes <input type="radio"/> No			

Section 2: State Legislation and Regulation

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

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

SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG ☒ Yes ☐ No

2.2. CSBG State Regulation:

State has regulations for CSBG ☒ Yes ☐ No

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

<https://app.leg.wa.gov/RCW/default.aspx?cite=43.63A.115>

2.4. State Authority:

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

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

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

Section 3: State Plan Development and Statewide Goals

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

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

SECTION 3

State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

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

The Washington State Department of Commerce mission is to strengthen communities in Washington. The Department of Commerce is the lead state agency charged with enhancing and promoting sustainable community and economic vitality in Washington. We administer a diverse portfolio of more than 100 programs and several state boards and commissions, all focused on helping communities achieve positive growth. Our key customers include businesses, local governments, tribes and community-based organizations. We also play the crucial role of convening numerous local, state, regional and federal partners and stakeholders, both public and private. Together we work to support the Governors priorities and achieve shared goals and objectives for the people of Washington.

3.2. State Plan Goals:

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

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

Commerce will continue to work with the State Association (WSCAP) and the network of 30 Community Action Agencies (CAAs). Commerce is committed to the goals of addressing and ending poverty and strengthening communities so all residents may thrive and prosper. Our primary goals for state administration under this plan are as follows: Use Discretionary funds awarded to WSCAP, our designated T/TA provider, for activities that strengthen, connect, and support the Community Action Network in its anti-poverty work including: Coordinating and offering training and professional development through the state association for a range of target audiences including executive directors, leadership staff, middle managers, direct service staff, and governing/advisory board members. Support individual CAA's facing organizational, management, board governance, and fiscal challenges with targeted technical assistance. Raise awareness regarding poverty in our state and position Community Action Agencies as a resource for information and advocacy for addressing poverty in WA State. Be the lead agency for Results Oriented Management and Accountability (ROMA) training for the Community Action Agencies. We will continue to meet regularly with WSCAP to discuss matters impacting the network and improve lines of communication, including attendance and participation at the WSCAP quarterly meetings, which include; Executive Leadership from each CAA in WA state. Deliver training and technical assistance (T/TA) aligned with the priorities identified in the annual State T/TA Plan developed jointly with WSCAP. Attend and/or virtually participate in CSBG-related trainings and conferences in order to stay informed on recent developments impacting our network. Training and conferences to include, at minimum, those coordinated by the Regional Performance and Innovation Consortium, WSCAP, National Community Action Partnership, CAPLaw, OCS/HHS, as well as NASCSPs Annual and Mid-Winter Training Conferences.

3.3. State Plan Development:

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

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

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

☒ U.S. Census data

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

☒ Monitoring Visits/Assessments

☐ Tools Not Identified Above (specify)

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

☒ Eligible Entity Community Needs Assessments

☒ Eligible Entity Community Action Plans

☒ Public Hearings/Workshops

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

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

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

☒ State Association

☒ National Association for State Community Services Programs (NASCSP)

☒ Community Action Partnership (NCAP)

☒ Community Action Program Legal Services (CAPLAW)

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

☒ Regional Performance Innovation Consortium (RPIC)

<input checked="" type="checkbox"/>	Association for Nationally Certified ROMA Trainers (ANCRT)
<input checked="" type="checkbox"/>	Federal CSBG Office
<input type="checkbox"/>	Organizations not identified above [Specify]

3.4. Eligible Entity Involvement

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

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

Prior to posting the draft plan, Commerce solicited and considered informal input from the WA CAA network through multiple means, including GOV/ListServ notifications to the network and participation at quarterly meetings with the state association (WSCAP) and its Executive Committee members. Commerce also analyzes and considers a variety of CAA performance management data while developing the draft State Plan including the CSBG Annual Report, responses to the latest ACSI Survey, and the network's collective Community Action Work Plans. In addition, Commerce seeks to align the State Plan to the priority needs and strategies outlined in the State T/TA Plans developed with WSCAP and submitted annually to our RPIC. Each T/TA Plan is informed by a network-wide comprehensive needs assessment and strategic planning process conducted by WSCAP. Finally, the draft State Plan is posted on the Commerce Website, along with written notification of the public comment period. Any testimony received during the public comment period is considered before the plan is finalized and submitted to HHS for approval.

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

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

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.
 If the State is not making any adjustments, provide further detail.

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

With the development of this plan, we discussed each section of this plan at a Washington State Community Action Partnership (WSCAP) quarterly conference. This meeting helped with participation and getting feedback from each community action agency. There was a transition with the state office in program managers so this was helpful to see what has been done in the past and where we would like to improve in the future. We took any feedback over the past year from eligible entities into account while building this plan.

3.5. Eligible Entity Overall Satisfaction:
 Provide the State's target for eligible entity Overall Satisfaction during the performance period:

Year One	78	Year Two	80
----------	----	----------	----

Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.
(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)

Section 4: CSBG Hearing Requirements

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

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

SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

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

The draft plan was posted for public inspection on Wednesday, June 26, 2024 on the Washington State Department of Commerce's website for review June 27, 2024- August 12, 2024.

4.2. Public Notice/Hearing:

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

The State announced the expected timeline to eligible entities via calls, emails, the Commerce website, and an Interested Parties letter. Commerce provided an opportunity for the public to review and/or submit written comments for the FFY25-26 CSBG State Plan. The draft CSBG State Plan was posted on Commerce's website for public inspection on June 26, 2024. Interested parties notification was also provided to eligible entities and other appropriate entities announcing Commerce's intention to hold a Public Hearing on the proposed Plan. The interested parties/written notification, was posted on Commerce's website, included the public hearing date and time. The Public Hearing took place via Microsoft TEAMS meeting on Monday, August 12, 2024 from 1 p.m. -3p.m. No public comments or testimony were made during the public hearing. The Department of Commerce would have considered comments and testimony in the development of the final CSBG state plan up until August 12, 2024.

4.3. Public and Legislative Hearings:

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

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/12/2024	Microsoft TEAMS platform	Public	<input type="checkbox"/>

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

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

Attachment of 2025-2026 CSBG State Plan Public Hearing that took place on Monday, August 12, 2024 has been added.

Section 5: CSBG Eligible Entities

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

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

SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

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

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Benton Franklin Community Action Committee	Benton County, Franklin County	Non-Profit	Community Action Agency
2	Blue Mountain Action Council	Walla Walla County	Non-Profit	Community Action Agency
3	Byrd Barr Place (Formerly Centerstone)	King County	Non-Profit	Community Action Agency
4	Chelan-Douglas Community Action Council	Chelan County, Douglas County	Non-Profit	Community Action Agency
5	Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	King County	Public	Limited Purpose Agency
6	Clark County, Community Services Department	Clark County	Public	Community Action Agency
7	Coastal Community Action Program	Grays Harbor County, Pacific County	Non-Profit	Community Action Agency
8	Community Action Center - Whitman	Whitman County	Non-Profit	Community Action Agency
9	Community Action Council of Lewis, Mason, & Thurston Counties	Lewis County, Mason County, Thurston County	Non-Profit	Community Action Agency
10	Community Action Partnership - Idaho	Asotin County	Non-Profit	Community Action Agency
11	El Centro de la Raza	City of Seattle, South King County	Non-Profit	Community Action Agency
12	Hopelink	North King County, East King County	Non-Profit	Community Action Agency
13	HopeSource	Kititas County	Non-Profit	Community Action Agency
14	Kitsap Community Resources	Kitsap County	Non-Profit	Community Action Agency
15	Lower Columbia Community Action Program	Cowlitz County, Wahkiakum County	Non-Profit	Community Action Agency
16	Metropolitan Development Council	City of Tacoma	Non-Profit	Community Action Agency
17	Multi-Service Center	South King County	Non-Profit	Community Action Agency
18	Neighborhood House	King County	Non-Profit	Community Action Agency
19	Okanogan County Community Action Council	Okanogan County	Non-Profit	Community Action Agency
20	Olympic Community Action Programs	Clallam County, Jefferson County	Non-Profit	Community Action Agency
21	Opportunities Industrialization Center of WA	Adams County, Grant County, Yakima, County	Non-Profit	Community Action Agency
22	The Opportunity Council	Island County, San Juan County, Whatcom County	Non-Profit	Community Action Agency
23	Pierce County Department of Human Services	Pierce County	Public	Community Action Agency
24	Rural Resources Community Action	Ferry County, Lincoln County, Pend Oreille County, Stevens County	Non-Profit	Community Action Agency
25	Community Action of Skagit County	Skagit County	Non-Profit	Community Action Agency
26	Snohomish County Human Services Department	Snohomish County	Public	Community Action Agency
27	Solid Ground of WA	City of Seattle, King County	Non-Profit	Community Action Agency
28	Spokane Neighborhood Action Partners	Spokane County	Non-Profit	Community Action Agency
29	Washington Gorge Action Programs	Skamania County, Klickitat County	Non-Profit	Community Action Agency
30	Yakima Valley Farmworkers Clinic / Northwest Community Action Center	Lower Yakima County	Non-Profit	Migrant or Seasonal Farmworker Organization

5.2. Total number of CSBG eligible entities 30				
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].				
<input type="checkbox"/> Designation and/or Re-Designation <input type="checkbox"/> De-Designations and/or Voluntary Relinquishments <input type="checkbox"/> Mergers <input checked="" type="checkbox"/> No Changes to Eligible Entities List				
5.3a. Designation and Re-Designation: Identify any new entities that have beendesignated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year.Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.				
CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)				
CSBG Eligible Entity	Reason	Delete		
5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.				
Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

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

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

SECTION 6 Organizational Standards for Eligible Entities

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

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

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

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

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

6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:
1) provide any changes from the last set provided during the previous State Plan submission;
2) describe the reasons for using alternative standards; and
3) describe how they are at least as rigorous as the COE- developed standards

☒ There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

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

☐ Regulation

☒ Policy

☒ Contracts with eligible entities

☐ Other, describe:

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

☐ Peer-to-peer review (*with validation by the State or state-authorized third party*)

☒ Self-assessment (*with validation by the State or state-authorized third party*)

☐ Self-assessment/peer review with state risk analysis

☐ State-authorized third party validation

☐ Regular, on-site CSBG monitoring

☐ Other

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

Similar to previous years, Commerce assesses all CSBG-eligible entities each year to identify if organizational standards are met or not met using a consistent review process. Eligible entities are required to complete and submit a web-based assessment (requiring the upload of relevant, current documentation to demonstrate compliance) based on the CAP model and the WA State Supplemental Guidance. After submittal by the eligible entities, CSBG State Office staff review each agency's assessment in depth and detail. Assessments are reviewed by the state office for compliance with standards within 45 working days of submittal. Validation of Not Met Standards is transmitted to each eligible entity through a notification report that is auto-generated through the CSBG On-Line reporting system for both annual Organizational Standards Assessment reviews and during scheduled full onsite triennial monitoring. Upon completion of the assessment process, eligible entities with identified Performance Improvement Deliverables provide Commerce with updates on progress towards meeting those items. If a Technical Assistance Plan (TAP) is required, the TAP is integrated into the web-based system, and submitted, tracked, and approved through the system. A TAP will only be closed out once the complies with the agreed-upon terms of the TAP and requirements of the standard. Additional Review Process: After an Assessment is initially submitted, CSBG State Office Staff provide an initial review/rating. For cases of concern and/or significant issues - a webinar/conference call will be held with each entity to review the current rated status of each standard and discuss needed progress to meet any needed compliance. This collaborative and partnership approach has greatly improved the relationships with grantees, the state association, and CSBG staff. The purpose of these interactions is to provide the T & TA needed on an individual agency basis to improve compliance and to address the need to provide T & TA to newly hired staff at CAA's.

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)? <input checked="" type="radio"/> Yes <input type="radio"/> No			
6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption			
Total Number of Exempt Entities: 3			
CSBG Eligible Entity		Description / Justification	Delete
Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation		This agency is a designated "Limited Purpose Agency", in addition to being a Public (city of Seattle) agency.	
Yakima Valley Farmworkers Clinic / Northwest Community Action Center		This agency is a federally designated Farmworker Clinic.	
Community Action Partnership - Idaho		This agency receives less than \$60,000 of CSBG funding annually and provides services in a small county in WA State. The agency is located in Idaho and also submit all required CSBG reporting through the State of Idaho. Due to these factors, the State of WA allows CAP-Idaho to provide their annual Org Standards Assessment results as issued by the State of Idaho. This eliminates the agency for duplicate reporting and considerable staff time.	
6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period			
Year One	85%	Year Two	88%
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.</i>			

Section 7: State Use of Funds

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

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

SECTION 7 State Use of Funds

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

7.1. Formula:

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

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

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

CSBG funds are allocated through a distribution formula that was developed with respect to service area poverty levels and other demographic variables. Eligible entities receive a \$99,600 base and a percentage of the remaining 90% pass through funds based on 2020 Census Data. Every three years, this data is updated to reflect the most current ACS data on record. Since the pandemic, each jurisdiction's percent of the state's total population living at or below 200% of poverty level was determined and used as a multiplier in addition to the base allocation. Should this percentage not be instituted in our FFY25 and/or FFY26 funding, we will use the 125% rating for FPL.

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

7.2. Planned Allocation:

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

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

Year One	90.00%	Year Two	90.00%
-----------------	--------	-----------------	--------

Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Benton Franklin Community Action Committee	\$341,617	
Blue Mountain Action Council	\$156,122	
Byrd Barr Place (Formerly Centerstone)	\$187,644	
Chelan-Douglas Community Action Council	\$198,794	
Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	\$180,625	
Clark County, Community Services Department	\$439,722	
Coastal Community Action Program	\$193,857	
Community Action Center - Whitman	\$149,823	
Community Action Council of Lewis, Mason, & Thurston Counties	\$432,751	
Community Action Partnership - Idaho	\$53,660	
El Centro de la Raza	\$168,978	
Hopelink	\$304,278	
HopeSource	\$135,670	
Kitsap Community Resources	\$252,880	
Lower Columbia Community Action Program	\$198,250	
Metropolitan Development Council	\$264,513	
Multi-Service Center	\$606,131	
Neighborhood House	\$185,254	
Okanogan County Community Action Council	\$149,174	
Olympic Community Action Programs	\$189,258	
Opportunities Industrialization Center of WA	\$390,538	

The Opportunity Council	\$335,845
Pierce County Department of Human Services	\$547,477
Rural Resources Community Action	\$172,942
Community Action of Skagit County	\$191,612
Snohomish County Human Services Department	\$591,240
Solid Ground of WA	\$174,851
Spokane Neighborhood Action Partners	\$609,900
Washington Gorge Action Programs	\$127,897
Yakima Valley Farmworkers Clinic / Northwest Community Action Center	\$252,041
Total	\$8,183,344

CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Benton Franklin Community Action Committee	\$341,617	
Blue Mountain Action Council	\$156,122	
Byrd Barr Place (Formerly Centerstone)	\$187,644	
Chelan-Douglas Community Action Council	\$198,794	
Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	\$180,625	
Clark County, Community Services Department	\$439,722	
Coastal Community Action Program	\$193,857	
Community Action Center - Whitman	\$149,823	
Community Action Council of Lewis, Mason, & Thurston Counties	\$432,751	
Community Action Partnership - Idaho	\$53,660	
El Centro de la Raza	\$168,978	
Hopelink	\$304,278	
HopeSource	\$135,670	
Kitsap Community Resources	\$252,880	
Lower Columbia Community Action Program	\$198,250	
Metropolitan Development Council	\$264,513	
Multi-Service Center	\$606,131	
Neighborhood House	\$185,254	
Okanogan County Community Action Council	\$149,174	
Olympic Community Action Programs	\$189,258	
Opportunities Industrialization Center of WA	\$390,538	
The Opportunity Council	\$335,845	
Pierce County Department of Human Services	\$547,477	
Rural Resources Community Action	\$172,942	
Community Action of Skagit County	\$191,612	
Snohomish County Human Services Department	\$591,240	
Solid Ground of WA	\$174,851	
Spokane Neighborhood Action Partners	\$609,900	
Washington Gorge Action Programs	\$127,897	
Yakima Valley Farmworkers Clinic / Northwest Community Action Center	\$252,041	
Total	\$8,183,344	

7.3. Distribution Process:

Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

The state issues grant awards for each new award based upon the HHs Award letter which identifies the 1st release of the current fiscal year award. We then issue grants based upon the intended full award; however, limit grantees to only access the funds that are awarded incrementally by HHS. For example, we receive an award letter for FFY25 identifying WA will receive \$8,000,000 for the grant period. However, the award letter only releases 25% of the funding (1st quarter). We issue our grants then with the intended full amount but stipulate grantees can only access 25% of their total award amount until Commerce increases their spending authority in writing. As subsequent releases are received from HHS, we then issue spending authority increases to each grantee based on the amount of funding provided in each award letter. As additional funds are awarded Commerce increases the spending authority allowed for each grantee. When we receive the final award/release from HHS, we then amend grants if needed based on the final award amount. We allow grantees to submit for reimbursement no more than monthly; and no less than quarterly for grant fund reimbursements. The state uses a multi-year contract as a mechanism to provide funding to each CSBG-eligible entity. For FFY25, Grants begin on October 1, 2024, and close on September 30, 2026. There is an overlapping period of Federal and State funds. Eligible entities are required to spend out their earliest awarded Federal funds before

beginning spending of the next Federal grant. Grantees may spend CSBG State funds concurrently with federal CSBG funds. Grants are prepared by CSBG program staff and approved by the division budget manager, unit managing director, and the assistant director before issuance. The intent is to distribute funds within 30 days of receipt of OCS Federal award.

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

☒ Reimbursement

☐ Advance

☐ Hybrid

☐ Other

7.4. Distribution Timeframe:
Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☒ Yes
☐ No

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

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

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

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

WA state continues to follow the funding release process and release a spending authority to each eligible entity based on grant award releases/notices and available federal funding award allocations. This has proven to be the most accommodating way to allocate and distribute federal CSBG funds. Agencies can update their budgets based on the activities. We are continuing to look at how we release these incremental funds, but this has proven to be the most efficient. In addition, it reduces the workload of the agencies and the state by avoiding multiple contract amendments as the release letters come in.

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

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

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

Year One (0.00%)	5.00	Year Two (0.00%)	5.00
------------------	------	------------------	------

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	14.00	Year Two	14.00
----------	-------	----------	-------

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	4.30	Year Two	4.30
----------	------	----------	------

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

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

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
------------------	-------	------------------	-------

Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

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

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

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$110,140.50	These planned services/activities will be described in State Plan Item 8.1.

7.9b. Coordination of state-operated programs and/or local programs	\$110,140.50	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$55,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$50,000.00	Continue Coordination of new state Working Families Tax Credit and Earned Income Tax Credit Outreach statewide
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$124,300.00	Support, annual subscription/maintenance, and updates to CSBG web-based reporting system for eligible entities and the state office.
Total	\$449,581.00	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$110,140.50	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$110,140.50	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$55,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	50,000	Continuation of coordinating the new state Working Families Tax Credit and Earned Income Tax Credit Outreach statewide
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$124,300.00	Support, annual subscription/maintenance, and updates to CSBG web-based reporting system for eligible entities and the state office.
Total	\$449,581.00	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. [Check all that apply and narrative where applicable]		
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)		
<input checked="" type="checkbox"/> The state partially carries out some activities		
<input type="checkbox"/> CSBG eligible entities (<i>if checked, include the expected number of CSBG eligible entities to receive funds</i>)		
<input checked="" type="checkbox"/> Other community-based organizations		
<input checked="" type="checkbox"/> State Community Action association		
<input checked="" type="checkbox"/> Regional CSBG technical assistance provider(s)		
<input checked="" type="checkbox"/> National technical assistance provider(s)		
<input type="checkbox"/> Individual consultant(s)		
<input type="checkbox"/> Tribes and Tribal Organizations		
<input checked="" type="checkbox"/> Other Support, maintenance, and updates to CSBG web-based reporting system for CSBG eligible entities		
Note: This response will link to the corresponding CSBG assurance, item 14.2.		
7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.		
Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.		
The State may require increased activities in the contract with the Washington State Community Action Partnership (state association). This is due to the newly awarded State Funded CSBG and the ongoing request to match our annual federal award. The state CSBG funding has a specific focus on DEI, BIPOC, and rural service areas. WSCAP is responsible for providing Technical Assistance and Training on behalf of the Department of Commerce and		

the needs of the Community Action network. WSCAP will contract, when necessary, with consultants to provide training and supportive services as identified in an annual T & TA Needs Survey and through ongoing training requests from Community Action Agency (CAA) staff and Commerce CSBG staff. WSCAP will provide outreach and marketing of this service to CAA staff, inclusive of Executive Directors, Fiscal Directors, Human Resource staff, CSBG Program Staff, CSBG Data staff, and Board members.

Section 8: State Training and Technical Assistance

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

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

SECTION 8

State Training and Technical Assistance

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

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

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
2	FY1-Q3	Both	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Both	Organizational Standards for eligible entities with unmet TAPs and QIPs	
4	Ongoing / Multiple Quarters	Both	Reporting	
5	Ongoing / Multiple Quarters	Both	Monitoring	
6	Ongoing / Multiple Quarters	Both	Community Assessment	
7	Ongoing / Multiple Quarters	Both	Fiscal	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
2	FY2-Q3	Both	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Both	Organizational Standards for eligible entities with unmet TAPs and QIPs	
4	Ongoing / Multiple Quarters	Both	Reporting	
5	Ongoing / Multiple Quarters	Both	Monitoring	
6	Ongoing / Multiple Quarters	Both	Fiscal	

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

Year One	\$110,140	Year Two	\$110,140
-----------------	-----------	-----------------	-----------

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The Department of Commerce will continue to collaborate with WSCAP and other stakeholders in the planning and delivery of training and technical assistance. We are currently in the middle of a five-year contract with WSCAP, which enables us to more efficiently plan out strategies, provide training and technical assistance, and strengthen the network. With a new CSBG program manager and several other key position changes within the network, it is very important to continue the delivery of technical assistance to the network to ensure the communities are still being served with no interruptions.

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. For eligible entities with unmet Organizational Standards, Commerce will provide ongoing follow-up regarding agency Performance Improvement Deliverables. During the spring/summer of FFY25, the state will provide an in-depth training on specific categories of the Organizational Standards to help CAA's better understand how to achieve compliance. Commerce's policies and procedures for addressing issues related to CSBG oversight, including unmet Organizational Standards, will be further summarized in quarterly updates to members of the state association and used to collaborate on future training needs. T/TA is also provided through WSCAP to assist agencies in addressing unmet standards.

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

☐ All T/TA is conducted by the state

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

<input checked="" type="checkbox"/> Other community-based organizations	
<input checked="" type="checkbox"/> State Community Action association	
<input checked="" type="checkbox"/> Regional CSBG technical assistance provider(s)	
<input checked="" type="checkbox"/> National technical assistance provider(s)	
<input checked="" type="checkbox"/> Individual consultant(s)	
<input type="checkbox"/> Tribes and Tribal Organizations	
<input type="checkbox"/> Other	

8.4.CSBG-Funded T/TA Performance Management Adjustment:Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

The Washington State Community Action Partnership (WSCAP) is responsible for providing Training and Technical Assistance on behalf of the Department of Commerce and the needs of the Community Action Network. WSCAP will contract, when necessary, with consultants to provide training and supportive services as identified in an annual T/TA Needs Survey and through ongoing training requests from Community Action Agency (CAA) staff and Commerce CSBG staff. WSCAP will reach out and market this service to CAA staff, inclusive of Executive Directors, Fiscal Directors, Human Resource staff, CSBG Program Staff, CSBG Data staff, and Board members. In addition, WSCAP will also offer T/TA to CAAs regarding Results Management and Accountability (ROMA) and any alternative methods that will meet the needs of ROMA.

Section 9: State Linkages and Communication

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

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

SECTION 9

State Linkages and Communication

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

9.1. State Linkages and Coordination at the State Level:

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

Describe additional information as needed.

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

- ☒ 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

Lead Rental Registry Team, which is in partnership with the Department of Health regarding Lead Hazards in Washington and impacts on young children. Homeless Youth Advisory Committee - Governors Office staff, Housing Assistance Unit, Columbia Legal, and other local service providers and stakeholders. Affordable Housing Advisory Board, Housing Finance Commission, variety of local stakeholders working on affordable housing availability, maintenance, and other issues related to housing issues. Adult Education Advisory Council, Workforce Development Councils, Community Action Agencies, Community Colleges, Employment Security, Department of Corrections, Workforce board, Office of Superintendent of Public Instruction, Department of Social and Health Services. EITC & the WA Working Families Tax Credit Campaign - Partner with the Department of Social and Health Services, WorkFirst, IRS, State Department of Revenue, and 211 WorkFirst Leadership Team which partners with the Department of Social and Health Services, TANF, Employment Security, State Board of Community & Technical Colleges, and Department of Early Learning. Rapid Rehousing Leaders - collaborative efforts with Governor's Office staff, Commerce Housing staff, the Department of Social and Health Services, the Employment Security Department, other local housing providers, and other stakeholders to address homelessness issues. State Re-entry Council - collaboration with partners and providers to expand efforts to assist offenders as they enter society post-incarceration.

9.2. State Linkages and Coordination at the Local Level:

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

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

The Community Services Division (CSD) within the Department of Commerce is the conduit through which Commerce provides CSBG services to the low-income population of Washington. Working in cooperation with the federal government, other state agencies, local and regional nonprofits, and the private sector, Commerce is responsible for planning, implementing, and monitoring the delivery of federal and state anti-poverty efforts and activities across the state. CSD is organized into nine (9) sections/units: the Community Economic Opportunities Unit, the Directors office, the Policy and Communications team, the Developmental Disabilities Council, the Statewide Reentry Council, the Special Initiatives Unit, the Community Reinvestment Plan (CRP), the Office of Crime Victims Advocacy (OCVA) and the Office of Firearm Safety and violence prevention. Commerce integrates the resources of each unit within CSD along with other divisions within the department, such as Energy (weatherization), and Local Government (CDBG), to ensure increased access to CSBG services for low-income people and communities. Commerce supports new and innovative projects aimed at meeting the goals of the agency, including self-sufficiency, educational outcomes, and combatting homelessness. Commerce accomplishes this through 1. programs and funding that target populations of low to moderate incomes and those with special needs; 2. coordinated, integrated, and balanced agency responses to address the comprehensive needs and interests of communities; 3. programs and technical assistance designed to facilitate informed decision-making at the local level, and to encourage self-sufficiency of residents and communities; and 4. sound business practices that ensure the highest standards of public accountability and responsibility. The Commerce (CSBG program) also leads the annual EITC Campaign in partnership with the Internal Revenue Service, Department of Social and Health Services, WorkFirst, WA 2-1-1, and local Asset Building Coalitions as well as the Washington Diaper Program, Family Resource Center Program and Working Families Tax Credit Outreach Program.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and

collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

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

CSBG-eligible entities must submit a Community Action Plan to the Department of Commerce annually through our web-based reporting system. This plan includes a detailed section on Organizational Information. This section includes a tab where eligible entities must describe the process utilized to link services/programs and coordinate funding in their service area. Eligible entities also provide information on coalitions, MOUs, and partnerships in their communities. Commerce continues to update the organization Information section of our online community action plan. Dialogue is conducted with each eligible entity based on their submission. CAA's must respond to the following specific questions contained in the Org Info Section: 1. Describe the process utilized by your agency to link services and coordinate funding of services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5) of the CSBG Act). a. Indicate how staff was involved, i.e. attended community meetings, Information and Referral, etc. b. Describe how services are targeted to low-income individuals and families. c. Describe how linkages will be developed to fill identified gaps in 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. d. How do you avoid duplication of services within your community? e. Indicate how your agency determines the effectiveness of the delivery and coordination of CSBG services through your linkages/partnerships to low-income people? 2. Explain if there is a formalized coalition of social service providers in your service area (as required by the assurance under Section 676(b)(5) of the CSBG Act). If so list the coalitions by name, describe the mission of the coalition, who participates, and methods used by the coalition to coordinate services/funding. 3. Please describe how your agency will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations according to the assurance under Section 676(b)(9) of the CSBG Act.

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

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

The CSBG lead office will require eligible entities to issue a Community Needs Assessment report once every three years. This information is used to complete their annual community action plan and often aligns with the agency's strategic plans. As part of their work plan, the eligible entities address the service gaps in their area. Through partnership and or collaboration with other area service providers the eligible entities will identify possible strategies to fill any gaps that exist. The state continues to encourage agencies to develop innovative strategies to bridge gaps in services.

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

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

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

The State CSBG Lead Agency, designated by the chief executive of Washington State, collaborates closely with statewide and local Workforce Innovation and Opportunity Act (WIOA) workforce development systems. This coordination ensures that employment and training activities funded by CSBG are aligned with the broader goals of the states workforce development initiatives. Key aspects of this coordination include: Integration with One-Stop Centers: CSBG-funded employment and training services are integrated with the local one-stop centers, ensuring that participants have access to a wide range of resources and support services. This integration facilitates a seamless experience for individuals seeking employment and training opportunities. Alignment with State WIOA Strategies: Employment and training activities funded by CSBG are required to align with the strategic priorities of the state's WIOA plan. This alignment ensures that CSBG-funded programs contribute to the overall objectives of enhancing workforce skills, reducing unemployment, and increasing economic self-sufficiency. Collaborative Planning and Implementation: The State CSBG Lead Agency works in conjunction with local workforce development boards to plan and implement coordinated employment and training activities. This collaborative approach helps to leverage resources, avoid duplication of services, and maximize the impact of both CSBG and WIOA-funded initiatives.

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

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

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

The Department of Commerce also administers LIHEAP funding. LIHEAP additionally supports the Department's weatherization program. 26 of the 30 agencies receiving LIHEAP and Weatherization funding are also CSBG-eligible entities. Commerce reserves a portion of CSBG discretionary funds for assistance in the event of natural disasters such as major floods or wildfires. These funds may be used to provide emergency energy crisis intervention.

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

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

The Department of Commerce will assure eligible entities coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, through our annual review of organizational standards as well as the annual contracts to the agencies that required the eligible entities to submit a community action plan. In addition the state will also monitor each agency no less than once every three years to ensure compliance.

9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:
Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

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

CSBG-eligible entities must submit a Community Action Plan to the Department on an annual basis. CAA's are also required to provide performance updates on meeting goals and targets established every six months. CAAs must identify and describe organizations with which they coordinate services.

The CSBG Contract also requires eligible entities to issue a Community Needs Assessment once every 3 years and that information from the Needs Assessment be used to complete their Community Action Plan. The annual Community Action Plan includes descriptions of how eligible entities will coordinate CSBG funds with other public and private resources.

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

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

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

The State contracts discretionary funds to the Washington State Association to provide training and technical assistance to the network. The Association and the state office collaborate on monthly calls with the entire network on a quarterly basis to encourage information sharing, updates, and planning. The State Association will also provide training and technical assistance on an as-needed basis. The Department of Commerce will also host meetings, hold webinars and conduct conference calls to support coordination among eligible entities and the state association.

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

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

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Biannual	Meetings/Presentation	
State Plan Development	Biannual	Email	
Organizational Standards Progress	Annually	1:1	
State Accountability Measures Progress	Annually		
Community Needs Assessments/Community Action Plans	Annually	Phone Calls	
State Monitoring Plans and Policies	As needed	Meetings/Presentation	
Training and Technical Assistance (T/TA) Plans	Quarterly	Meetings/Presentation	
ROMA and Performance Management	Annually	1:1	
State Interagency Coordination	As needed	Meetings/Presentation	
CSBG Legislative/Programmatic Updates	As needed	Email	
Tripartite Board Requirements	As needed	Meetings/Presentation	

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

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

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

The Department of Commerce provides feedback to the entire state CSBG network on an annual basis and in the context of webinars and during monitoring visits, as well as through quarterly meetings with the Washington State Community Action Partnership, which includes leadership team members of the Community Action Agencies. Feedback to individual agencies occurs as needed or as requested to ensure continued compliance with accountability measures, organizational standards, and ROMA implementation.

9.11. Communication Plan Performance Management Adjustment:

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

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

The State office continues to communicate information, updates, and changes via email, webinars, and quarterly state-wide calls through the Washington State Community Action Partnership. Occasionally, our data collection software is updated, which has always been preceded by email communication or a webinar as appropriate for the level of change in functionality.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Benton Franklin Community Action Committee	No review					
2	Blue Mountain Action Council	Full On-site	Onsite Review	FY1 Q3	08/10/2022	08/10/2022	
3	Byrd Barr Place (Formerly Centerstone)	No review					
4	Chelan-Douglas Community Action Council	Full On-site	Onsite Review	FY1 Q2	06/14/2022	06/14/2022	
5	Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	No review					
6	Clark County, Community Services Department	No review					
7	Coastal Community Action Program	No review					
8	Community Action Center - Whitman	Full On-site	Onsite Review	FY1 Q3	07/19/2022	07/19/2022	
9	Community Action Council of Lewis, Mason, & Thurston Counties	Full On-site	Onsite Review	FY1 Q3	09/07/2022	09/07/2022	
10	Community Action Partnership - Idaho	No review					
11	El Centro de la Raza	No review					
12	Hopelink	No review					
13	HopeSource	No review					
14	Kitsap Community Resources	Full On-site	Onsite Review	FY1 Q3	08/23/2022	08/23/2022	
15	Lower Columbia Community Action Program	No review					
16	Metropolitan Development Council	No review					
17	Multi-Service Center	No review					
18	Neighborhood House	No review					
19	Okanogan County Community Action Council	No review					
20	Olympic Community Action Programs	Full On-site	Onsite Review	FY1 Q3	07/25/2022	07/25/2022	
21	Opportunities Industrialization Center of WA	No review					
22	The Opportunity Council	No review					
23	Pierce County Department of Human Services	Full On-site	Onsite Review	FY1 Q2	06/13/2022	06/13/2022	
24	Rural Resources Community Action	Full On-site	Onsite Review	FY1 Q3	08/17/2022	08/17/2022	

25	Community Action of Skagit County	Full On-site	Onsite Review	FY1 Q2	06/28/2022	06/28/2022	
26	Snohomish County Human Services Department	No review					
27	Solid Ground of WA	Full On-site	Onsite Review	FY1 Q3	08/02/2022	08/02/2022	
28	Spokane Neighborhood Action Partners	No review					
29	Washington Gorge Action Programs	No review					
30	Yakima Valley Farmworkers Clinic / Northwest Community Action Center	No review					
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Benton Franklin Community Action Committee	Full On-site	Onsite Review	FY2 Q3	07/24/2023	07/24/2023	
2	Blue Mountain Action Council	No review					
3	Byrd Barr Place (Formerly Centerstone)	Full On-site	Onsite Review	FY2 Q2	05/23/2023	05/23/2023	
4	Chelan-Douglas Community Action Council	No review					
5	Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	No review					
6	Clark County, Community Services Department	No review					
7	Coastal Community Action Program	Full On-site	Onsite Review	FY2 Q2	06/20/2023	06/20/2023	
8	Community Action Center - Whitman	No review					
9	Community Action Council of Lewis, Mason, & Thurston Counties	No review					
10	Community Action Partnership - Idaho	Full On-site	Onsite Review	FY2 Q2	05/11/2023	05/11/2023	
11	El Centro de la Raza	No review					
12	Hopelink	No review					
13	HopeSource	No review					
14	Kitsap Community Resources	No review					
15	Lower Columbia Community Action Program	No review					
16	Metropolitan Development Council	No review					
17	Multi-Service Center	Full On-site	Onsite Review	FY2 Q2	04/26/2023	04/26/2023	
18	Neighborhood House	Full On-site	Onsite Review	FY2 Q2	06/15/2023	06/15/2023	
19	Okanogan County Community Action Council	Full On-site	Onsite Review	FY2 Q2	06/27/2023	06/27/2023	
20	Olympic Community Action Programs	No review					
21	Opportunities Industrialization Center of WA	No review					
22	The Opportunity Council	Full On-site	Onsite Review	FY2 Q2	06/26/2023	06/26/2023	
23	Pierce County Department of Human Services	No review					
24	Rural Resources Community Action	No review					
25	Community Action of Skagit County	No review					
26	Snohomish County Human Services Department	No review					
27	Solid Ground of WA	No review					
28	Spokane Neighborhood Action Partners	Full On-site	Onsite Review	FY2 Q2	05/09/2023	05/09/2023	

29	Washington Gorge Action Programs	Full On-site	Onsite Review	FY2 Q3	08/08/2023	08/08/2023	
30	Yakima Valley Farmworkers Clinic / Northwest Community Action Center	No review					

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

Attached.

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

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

30

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

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

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

If findings are identified during monitoring of an eligible entity, they are documented in the CSBG On-line Reporting System, WA State's Web-based system for tracking monitoring results, CSBG reporting, and Board Management. The system also manages Technical Assistance Plans (TAPs). When a finding is identified, the eligible entity proposes and submits a TAP to address the proposed deliverable and timeline, through the online system. Once the CSBG State Office reviews and accepts the TAP, the system begins tracking the deliverable date. As the eligible entity works to resolve the TAP, they submit updates on their progress and upload supporting documentation or updates to the deliverable plan via the online system to keep the state office informed as to the agency's effort and progress towards compliance. Once an agency completes its TAP, the state office "Accepts and Closes" the TAP, which formally documents the completed process in the online system.

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

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

0

10.6. Reporting of QIPs:
Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

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

See Community Services and Housing Division CSBG Monitoring Policy attached in Item 10.2. In addition, the same steps used for a TAP in item 10.4 above are used for QIP's via the WA State CSBG On-Line reporting system. Also, pursuant to section 678C (a)(4), 42 U.S.C. § 9915(a)(4), in the event an eligible entity submits a proposed Quality Improvement Plan (QIP) and the Commerce CSBG State Office approves the QIP, the Office of Community Services is notified within 30 calendar days of the QIP.

10.7. Assurance on Funding Reduction or Termination:
The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8). ☒ Yes ☐ No

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

Policies on Eligible Entity Designation, De-designation, and Re-designation

10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? ☐ Yes ☒ No

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public

Per Information Memorandum 116 - The Commerce CSBG State Office uses the steps and process guidelines identified to inform and determine procedures regarding designation and/or de-designation of eligible entities.

10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities ☐ Yes ☒ No

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public

The Commerce CSBG State Office uses the steps and process guidelines identified in federal MOU's to inform and determine procedures regarding termination of new eligible entities.

10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? ☐ Yes ☒ No

10.10a. If Yes, provide the citation(s) of the law and/or regulation.

<p>10.10b. If No, describe State procedures for re-designation of existing eligible entities. State will use guidance and steps provided in IM 116 regarding process steps for re-designation of an existing eligible entity.</p>
<p align="center">Fiscal Controls and Audits and Cooperation Assurance</p>
<p>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).</p>
<p>Expenditures are tracked separately by each appropriation in the WA State Contract Management System within Commerce (CMS). Grants are awarded to entities and budgets are requested. After grant budgets are approved by the CSBG Grant Manager, expenditure requests are established in CMS for use by each eligible entity to submit for reimbursement based upon the existing spending authority based upon incremental releases of funding from HHS. As funds are awarded by HHS, CSBG increases spending limit amounts to each eligible entity allowing agencies to access additional permitted grant funds. To track individual CAA expenditures, CAAs are required to submit a minimum of quarterly expenditure reports in the CMS system which ensures the agency budget and expenditures align with grant funds available per line item. The CSBG Program Manager monitors and performs monthly reviews of expenditure reports and budget performance via a monthly meeting with the unit Managing Director and CSBG Budget Managers.</p>
<p>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.</p>
<p><i>Note: This information is associated with State Accountability Measure 4Sd.</i></p>
<p>The Commerce CSBG State Office requires CAA's to submit their annual audits to the federal clearing house. We also require CAA's to submit their audits to Commerce within 6 months of being received at the Federal clearing house. Once audits are received at our office they are verified by our agency auditor to review each audit for findings, areas of concern, etc. In addition, before we issue any new federal and/or state CSBG grants, we verify the current audit information for each agency within the Federal Clearing House. Also, each CAA uploads a copy of their most recent audit into our state on-line reporting system for Organizational Standard Assessments so we can verify compliance with the standards. Commerce is responsible for issuing a management decision within six months of acceptance of the audit report by the Federal Audit Clearinghouse. The eligible entity must initiate and proceed with corrective action as rapidly as possible and corrective action should begin upon receipt of the audit report.</p>
<p>10.13. Assurance on Federal Investigations: The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><i>Note: This response will link with the corresponding assurance, Item 14.7.</i></p>
<p>10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations.</p>
<p>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.</p>
<p><i>Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.</i></p>
<p>During most of FFY22 Commerce did not perform any on-site monitoring's, however, we did perform virtual monitoring's during the COVID-19 pandemic. All scheduled monitoring's have gone back to full on-site monitoring's.</p>

Section 11: Eligible Entity Tripartite Board

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

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

SECTION 11 Eligible Entity Tripartite Board

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

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

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

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

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

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

The state of Washington follows federal and state guidelines requiring eligible entities to have written procedures under which a low-income individual, community organization, religious organization, or representative of such may petition for adequate representation on the board of an eligible entity. This verification is included as part of our on-site monitoring tool questionnaire but is often verified during regular oversight reviews of Organizational Standards when Bylaws are provided as documentation of compliance. The annual CSBG contracts that Commerce executes with eligible entities also require the eligible entities to assure compliance with the CSBG Act and all applicable federal requirements. Additionally, during triennial monitoring of each eligible entity, the State monitors whether the agency has a policy allowing low-income individuals or groups to petition for representation on the agency's Board through a pre-assessment questionnaire.

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

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

Section 12: Individual and Community Eligibility Requirements

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

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

SECTION 12 Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

Provide the income eligibility threshold for services in the state.

[Check one item below.]

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

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

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

The States current eligibility directive to agencies states that eligibility for CSBG services will be determined based on a 200% FPL threshold. Should the allowable threshold change during this state plan period, we will reissue our directives as needed. Household income is determined at the time of initial application and upon recertification. Proof of household income documentation may include but is not limited to: payroll check stubs, award letters, communication from state office of Social and Health Services, Employment Security Department, accessing state database (BVS), bank statements, letters from employers, self-employment records and tax records. Income eligibility is verified during on-site monitoring by reviewing client files to determine compliance with program requirements.

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

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

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

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

The State draws upon information provided by each grantee in their Community Needs Assessment Report and their annual Community Action Plan (CAP) to ensure services that provide a community-wide benefit are targeted to low-income communities. The CAP provides a logical description of an entitys reason for providing a given service in a given community, supported by data from their Community Needs Assessment. In addition, should an identified need not be a priority of the grantee, they are asked to identify how the need is met through other organizations in the community.

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

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

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

SECTION 13 Results Oriented Management and Accountability (ROMA) System

13.1. Performance Measurement System:

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

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

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

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

Commerce has incorporated ROMA principles in the areas of required reporting, Community Action Plans, Strategic Planning, Community Needs Assessment, goal/target setting, and Board Training. Commerce has two Certified ROMA Implementers (NCRI's) on staff. All eligible entities are required to provide ROMA training to both staff and board members. In addition, we require each eligible entity to document how ROMA principles are implemented with an agency. This form is required as part of the annual Organizational Standards Assessment (please see copy of attached NCRI/NCRT Standard 4.3 Form.) The requirement to implement the Results Oriented Management Accountability (ROMA) approach to program management is included in our annual CSBG contract. To support the implementation of the ROMA approach, Commerce will continue existing partnerships with the state association to provide eligible entities a detailed planning guide for completing a community assessment report and strategic plan. The planning guide gives an overview of the ROMA approach in the context of a community assessment and strategic plan and highlights Organizational Standards that require the application of ROMA methods. In addition, written guidance, including information on National Performance Indicators and demographic data is also provided to support eligible entities in completing their annual Community Action Plans and CSBG Annual Report. Commerce plans to partner with WSCAP to create a more flexible option for agencies that would prefer to use another continuous improvement model after receiving feedback that ROMA wasn't always the most appropriate. CAP Infinity Basic is a six-module, asynchronous course to convey the foundations of Community Action, understand the concepts of and explore various models of continuous improvement, and engage learners in goal setting and action plans that apply to their day-to-day work. Additionally, the principles of data basics, strategic thinking, and problem-solving are introduced in real-world, personalized scenarios. The programmatic goal is for each user to deeply understand how they, as individuals, fit into the mission of Community Action. This 100-level course is appropriate training for new employees, frontline workers, program employees, and staff. CAP Infinity Basic is part of the multi-tiered CAP Infinity program that is differentiated to address a variety of needs at different levels in Community Action.

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

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

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

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

The State uses the National Performance Indicators to measure eligible entities performance in meeting the requirements under Section 676(b)(12) of the CSBG Act.

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

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

The State supports eligible entities in using the ROMA system through multiple means. First, the State provides written guidance and subsequent feedback on key ROMA practices including community needs assessment reports, strategic plans, Community Action Plans, and CSBG Annual Report. Additionally, to help ensure eligible entity staff and Boards are trained and knowledgeable in ROMA, Commerce allocates discretionary funds to the state association (WSCAP) to coordinate training efforts, including support for certified ROMA Trainers and Implementers across the network. Finally, to further demonstrate the state's commitment to ensuring our network effectively uses ROMA, there are two Nationally Certified ROMA Implementers (NCRI) on staff at the CSBG State office and one NCRI on staff with WSCAP. WSCAP is also working on additional support in the offering of CAP infinity performance measurement system as an alternative to ROMA.

13.4. Eligible Entity Use of Data:

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

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

Through the CSBG contract with eligible entities, the state requires agencies to submit a Community Action Plan (CAP) based upon a community needs assessment which includes objectives and activities they plan to accomplish during the CSBG program year. The CAP is submitted through the state's CSBG on-line reporting system, and identifies any services to be provided, strategies to be implemented, and National Performance Indicators to be reported on by the eligible entity. The State requires eligible entities also submit a final report on progress meeting their targeted outcomes. Final progress report information data is used to auto-populate eligible entities CSBG Annual Reports. At all reporting points the State reviews eligible entities' actual

performance compared to their target and provides feedback where needed.

Community Action Plans and Needs Assessments

13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.

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

Contracts with each eligible entity requires agencies to submit a Community Action Plan based upon a community-needs assessment to the State with program objectives and activities they plan to accomplish during the CSBG program year. The CAP is submitted through the CSBG on-line reporting system and is reviewed and approved by the State.

13.6. Community Needs Assessment:

Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

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

As part of the Organizational Standards Assessment, each agency must submit a copy of its current Needs Assessment on an annual basis to ensure each agency is in compliance with the requirements of the Act. In addition, the state requires specific information to be completed by eligible entities in other reports within the CSBG online reporting system, which allows agencies to immediately upload new or revised Needs Assessments. This mechanism allows for the state to review new Needs Assessments as they are immediately released. Compliance is also verified during on-site monitoring.

Section 14: CSBG Programmatic Assurances and Information Narrative

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

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

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

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

The State will assure CSBG funding is used to support activities consistent with the purposes listed above through annual CSBG contracts with the States eligible entities. The contract requires the eligible entities to assure that CSBG funding will be used in compliance with the CSBG Act and to submit a Community Action Plan based upon a community assessment report and strategic plan. The State will also monitor eligible entities to ensure compliance with this assurance.

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;

Per Department of Commerce CSBG POLICY 203: The use of CSBG funds shall comply with the CSBG Coats Human Services Reauthorization Act of 1998 (and any subsequent reauthorizations), Sec. 672, to provide assistance to eligible entities for: The reduction of poverty; The revitalization of low-income communities; and The empowerment of low-income families and individuals to become fully self-sufficient. Activities will be supported through planning and coordinating service provision; by using innovative and community-based approaches; and through broadening of the resource base. Low-income community residents will be an integral partner in these activities. Funds shall be spent according to the Community Action Plan as approved annually by the state CSBG office. Funds may be used for: Training and technical assistance; Coordinating state-operated programs and services targeting low-income children and families to increase access to services; Supporting statewide coordination and communication among eligible entities; Analyzing the distribution of funds to determine if they have targeted the areas of greatest need; Supporting asset-building programs; Supporting innovative programs and activities to eliminate poverty, promote self-sufficiency, and promote community revitalization; and Supporting other activities consistent with the Act. Commerce will award CSBG grants to eligible entities. With prior approval, funds may be sub-granted to private, non-profit, or faith-based organizations in the same community. All grant terms and conditions must be passed down to sub-grantees. Per the CSBG Act of 1998, assistance is to be given in the following areas: 1. To help TANF families, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to: a) remove obstacles and solve problems that block the achievement of self-sufficiency; b) secure and retain meaningful employment; c) attain an adequate education, and improve literacy; d) make better use of income; e) obtain and maintain adequate housing; f) obtain emergency assistance; and g) achieve greater participation in community affairs, including grassroots partnerships with law enforcement, housing authorities, private foundations; and document best practice for replication. 2. To address low-income youth needs through youth development programs to support the family, prioritize youth crime prevention (e.g. through violence-free zones, youth mediation and mentoring, life skills training, job creation, entrepreneurship, after-school childcare programs). 3. To coordinate with other similar programs. In addition to the required policy compliance, the state monitors eligible entities during on-site monitoring to ensure alignment and compliance.

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)
<p>Per Department of Commerce CSBG POLICY 203: (ALLOWABLE ACTIVITIES, USE OF FUNDS) The use of CSBG funds shall comply with the CSBG Coats Human Services Reauthorization Act of 1998 (and any subsequent reauthorizations), Sec. 672, to provide assistance to eligible entities for: The reduction of poverty; The revitalization of low-income communities; and The empowerment of low-income families and individuals to become fully self-sufficient. Activities will be supported through planning and coordinating service provision; by using innovative and community-based approaches, and through broadening the resource base. Low-income community residents will be an integral partner in these activities. Funds shall be spent according to the Community Action Plan as approved annually by the state CSBG office. Funds may be used for Training and technical assistance; Coordinating state-operated programs and services targeting low-income children and families to increase access to services; Supporting statewide coordination and communication among eligible entities; Analyzing the distribution of funds to determine if they have targeted the areas of greatest need; Supporting asset-building programs; Supporting innovative programs and activities to eliminate poverty, promote self-sufficiency, and promote community revitalization; and Supporting other activities consistent with the Act. Commerce will award CSBG grants to eligible entities. With prior approval, funds may be sub-granted to private, non-profit, or faith-based organizations in the same community. All grant terms and conditions must be passed down to sub-grantees. Per the CSBG Act of 1998, assistance is to be given in the following areas: 1. To help TANF families, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to a) remove obstacles and solve problems that block the achievement of self-sufficiency; b) secure and retain meaningful employment; c) attain an adequate education, and improve literacy; d) make better use of income; e) obtain and maintain adequate housing; f) obtain emergency assistance; and g) achieve greater participation in community affairs, including grassroots partnerships with law enforcement, housing authorities, private foundations; and document best practice for replication. 2. To address low-income youth needs through youth development programs to support the family, prioritize youth crime prevention (e.g. through violence-free zones, youth mediation and mentoring, life skills training, job creation, entrepreneurship, and after-school childcare programs). 3. To coordinate with other similar programs. In addition to the required policy compliance, the state monitors eligible entities during on-site monitoring to ensure alignment and compliance.</p>
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."
<i>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</i>
Eligible Entity Service Delivery, Coordination, and Innovation
14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."
14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;
<p>CSBG State Policy requires each eligible entity to submit an annual Community Action Plan which is required to receive funding. The plan is a structured process that ensures community and customer input in identifying critical needs. Grantees are notified of the due date of the Community Action Plan in their grant terms and conditions. The following items are included in the plan: 1. A description of the service delivery system targeting low-income individuals and families. 2. A description of how the CSBG funds will be coordinated with other resources to fill identified gaps in service. 3. A description of how the CSBG funds will support innovative initiatives including those to promote strengthening families. 4. The Community Action Plan demonstrates how conditions or causes of poverty have been addressed or eliminated, how unmet community need is addressed, and demonstrates innovative ways of offering support. 5. An assurance the Grantee will, to the maximum extent possible, coordinate, form linkages and/or partnerships with other programs to assure effective service delivery, and avoid duplication of services. This will include a description of how the Grantee will coordinate employment and training activities under the Workforce Investment Act of 1998 and emergency energy programs (such as Low-Income Home Energy Assistance Program). 6. An assurance the Grantee will participate in the Results Oriented Management and Accountability (ROMA) system, or an alternative system for measuring performance and results that meet federal requirements. 7. Community Needs Assessment</p>
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."
<i>Note: The state describes this assurance in the state linkages and communication section, item 9.3b.</i>
<p>The CSBG lead office will require eligible entities to issue a Community Needs Assessment report once every three years. This information is used to complete their annual community action plan and often aligns with the agency's strategic plans. As part of their work plan, the eligible entities address the service gaps in their area. Through partnership and or collaboration with other area service providers the eligible entities will identify possible strategies to fill any gaps that exist. The state continues to encourage agencies to develop innovative strategies to bridge gaps in services.</p>
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."
<i>Note: The state describes this assurance in the state linkages and communication section, item 9.7.</i>
<p>CSBG-eligible entities must submit a Community Action Plan to the Department on an annual basis. CAA's are also required to provide performance updates on meeting goals and targets established every six months. CAAs must identify and describe organizations with which they coordinate services. The CSBG Contract also requires eligible entities to issue a Community Needs Assessment once every 3 years and that information from the Needs Assessment be used to complete their Community Action Plan. The annual Community Action Plan includes descriptions of how eligible entities will coordinate CSBG funds with other public and private resources.</p>
Eligible Entity Innovative Community and Neighborhood Initiatives, Including

Fatherhood/Parental Responsibility
14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."
<i>Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).</i>
On an annual basis, CSBG-eligible entities must submit a Community Action Plan to the Department. In addition, CAA's are required to provide performance updates on meeting goals and targets established every six months. CAA's must also identify and describe organizations with which they coordinate services. The CSBG Contract also requires eligible entities to issue a Community Assessment Report once every 3 years and that information from the Needs Assessment be used to complete their Community Action Plan. The annual Community Action Plan includes descriptions of how eligible entities will coordinate CSBG funds with other public 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."
The State will ensure CSBG funding is used to support activities consistent with the purposes listed above through Commerce's annual CSBG contracts with the state-eligible entities, which require the eligible entities to ensure that CSBG funding will be used in compliance with the CSBG Act and to submit a Community Action Plan based upon a community assessment report and strategic plan. The State will also monitor eligible entities to ensure compliance with this assurance.
State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities
14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."
<i>Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.</i>
State Coordination/Linkages and Low-income Home Energy Assistance
14.6. 676(b)(6) Provide "an assurance that the state will ensure coordination between antipoverty programs in each community in the state, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community."
<i>Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.</i>
Federal Investigations
14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.</i>
Funding Reduction or Termination
14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." Yes
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.</i>
Coordination with Faith-based Organizations, Charitable Groups, Community Organizations
14.9. 676(b)(9) Describe how the state will assure "that the state and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the state, including religious organizations, charitable groups, and community organizations."
<i>Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.</i>
Eligible Entity Tripartite Board Representation
14.10. 676(b)(10) Describe how "the state will require each eligible entity in the state to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."

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

The state of Washington follows federal and state guidelines requiring eligible entities to have written procedures under which a low-income individual, community organization, religious organization, or representative of such may petition for adequate representation on the board of an eligible entity. This verification is included as part of our on-site monitoring tool questionnaire but is often verified during regular oversight reviews of Organizational Standards when Bylaws are provided as documentation of compliance. The annual CSBG contracts that Commerce executes with eligible entities also require the eligible entities to assure compliance with the CSBG Act and all applicable federal requirements. Additionally, during triennial monitoring of each eligible entity, the State monitors whether the agency has a policy allowing low-income individuals or groups to petition for representation on the agency's Board through a pre-assessment questionnaire.

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide "an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

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

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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



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

Section 15: Federal Certifications

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

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

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

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

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

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