Completing the State Plan

May 23, 2023

Agenda

20 minutes	Approach to the State Plan
35 minutes	Overview of State Plan Requirements
5 minutes	Wrap Up

What is the State Plan

The State Plan is our application for funding. This is a requirement of the CSBG Act.

The Plan is submitted to the Administration for Children & Families (ACF) and reviewed by the Office of Community Services (OCS).

The State Plan outlines key elements of CSBG administration for the period covered by the plan.

States can submit a one-year or a two-year plan.

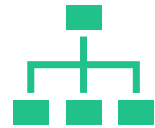There are 15 sections to the plan; Each Section is specific to a Federal requirement.

The plan is due in OLDC at the end of August each year (typically).

What are some things to consider when planning for the State Plan?

Materials   **People**   **Time**   **Miscellaneous**

State Management Work Group (SMWG)

Mission: to develop more robust CSBG State Plans that accurately reflect, support, and communicate the goals of the entire network and its various stakeholders, and that demonstrate clear, concrete, and measurable steps to achieving CSBG objectives.

SMWG		
OCS	NASCSP	CSBG State Offices

State Management Work Group
State Plan

Promising Practices

1. Start Early: Timeline Mapping

2. Educate the Network: State Plan Training

3. Gather Input First: Prior to Drafting the State Plan

4. Close the Loop: Follow-up on All Comments

5. Modified Public Hearing

6. Complete a Two-Year State Plan

2021 ACSI Top Scorers

High Scoring (70+)

- Arizona
- Georgia
- Iowa
- Maine
- Maryland
- Nebraska
- New Hampshire
- North Dakota

- Ohio
- Pennsylvania
- Rhode Island
- South Carolina
- Utah
- Virginia
- Wisconsin

CSBG STATE OFFICE ACTION PLAN

B.) CSBG STATE PLAN				Determine if your state uses 1 or 2 year plan
B1.) Develop a timeline map*				
B2.) State Plan Training for the Network*				
B3.) Gather Input Prior to Drafting*				
B3a.) Hold Roundtable Meeting with the Network*				
B3b.) Form a Workgroup*				
B3c.) Track all comments*		Ongoing		
B3d.) Follow-up on all comments*				
B4.) Development of Draft Version of Plan				
B5.) Hearing			Post public notice; comment period?	*Legislative hearing required every 3 years.
B5a.) Contact LIHEAP for joint hearing*				
B5b.) In-Person/Virtual*				
B5c.) Track all comments*		Ongoing		
B5d.) Follow-up on all comments*				
B6.) Finalize Plan based off of Comments				
B7.) Internal State Approval				
B8.) Submit via OLDC		August 30		

CSBG STATE OFFICE ACTION PLAN

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Other items included:
- Who
- When
- Dependency
- Notes/Questions

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CSBG State Plan

Breaking down the Plan

Components of the State Plan

SECTION 1: CSBG Administrative Information	**SECTION 2: State Legislation and Regulation**	**SECTION 3: State Plan Development and Statewide Goals**	**SECTION 4: CSBG Hearing Requirements**	**SECTION 5: CSBG Eligible Entities**
SECTION 6: Organizational Standards for Eligible Entities	**SECTION 7: State Use of Funds**	**SECTION 8: State Training and Technical Assistance**	**SECTION 9: State Linkages and Communication**	**SECTION 10: Monitoring, Corrective Action, and Fiscal Controls**
SECTION 11: Eligible Entity Tripartite Board	**SECTION 12: Individual and Community Income Eligibility Requirements**	**SECTION 13: Results Oriented Management and Accountability (ROMA) System**	**SECTION 14: CSBG Programmatic Assurance and Information Narrative**	**SECTION 15: Federal Certifications**

Sections 1–3: Lead Agency Information, Legislation & Regulation, and Plan Development

Basic Lead Agency Information

- *Attach Designation Letter(s)*

State Legislation and Regulation

- *Attach legislation/regulations, if any*

State Plan Development

- CSBG-specific goals for State administration of CSBG
- *Eligible entities (and others) involvement with developing the State Plan*
- *ACSI targets*

Section 3: State Plan Development

3.2 State Plan Goals

1. State will identify and implement resources for eligible entities for the collection, analysis, and application of Community Needs Assessment data statewide. Per State Accountability Measure 1Sa(i), this goal will be realized through the following strategies:

    a. Targeted T/TA by the State Association through a contract with the State Association;

    b. Meetings with State Associations to specifically discuss progress on this goal at least quarterly;

    c. Form a Community Needs Assessment work group;

    d. Analysis of Community Needs Assessment data.

2.   The State will increase employment opportunities for CSBG participants. Per State Accountability Measure 1Sa(i), this goal will be realized through the following strategies:

    a. Collaborating with state workforce partners to participate in the WIOA Combined State Plan;

    b. Employment-focused initiatives and communications on both the agency and community levels, including the dissemination of opportunities to eligible entities from other state agencies and key stakeholders; and

    c. Comparison of CSBG Annual Report and SEP outcomes to measure results.

1. The state will partner with eligible entities, other state agencies, and other trusted community partners to conduct vaccination hesitancy outreach and education. Per State Accountability Measure 1Sa(i), this goal will be realized through the following strategies:

    a. Collaborating with other state agencies, including DOA, DHS, and DPI;

    b. Streamlining communications and providing cross-training with the Head Start network;

    c. Providing targeted communications and resources; and

    d. Disseminating CSBG agency-generated materials and events across the state using press releases, social media posts, and connections with other state agencies;

    e. Offering up time and space during the State Association conferences and virtual training platforms;

    f. Administering CSBG funds with T/TA focused on these efforts through a contract with State Association.

Section 3: State Plan Development

3.4a. Eligible Entity Involvement

The state involved the eligible entities in the development of this State Plan in the following ways:

- Eligible entities were briefed on the CSBG State Plan process and encouraged to ask questions and provide feedback at:
    - A CSBG Annual Report training hosted by the state
    - The State Association Board of Directors meeting
    - The State Association annual meeting. The CSBG State Administrator also discussed the State Plan process and timeline with the eligible entities at both meetings.
- The state held a video conference call for the eligible entities and State Association to go over the draft State Plan, answer questions, and gather additional input. - Include the number of Staff members from the eligible entities who participated in this conference call.
- The state sent out a survey to request additional input on a variety of the State Plan elements, including goals, monitoring, allocation methodology, and communication strategy.
- The state shared an updated draft of the CSBG State Plan with the eligible entities.
- The state presented the CSBG State Plan at the State Association's quarterly board meeting.
- The state ensured that all eligible entities received notice of the combined public and legislative hearing on the CSBG State Plan and encouraged eligible entities to post the notice and plan in their local communities and participate in the hearing.

Section 4: CSBG Hearing Requirements:

Public inspection and public hearing

- *Describe how the state provided the plan for inspection and comment*
- *Attach supporting documentation*

Legislative hearings

- *Be aware of when they meet*

Sections 5 & 6: Eligible Entities & Organizational Standards

Eligible entities

- *Must list Designations, De-Designations, Relinquishments and/or Mergers*

Organizational Standards

- *Will the state use the COE Standards or alternate set?*
- *Describe the review process*
- *List targets for planning period*

Section 6: Org Standards for Eligible Entities

6.3a. Describe the planned assessment process

The state will assess if each eligible entity is meeting the CSBG Organizational Standards through the on-site CSBG monitoring that it conducts at least once every three years. The state will also conduct an annual desk review to assess each eligible entity against the Organizational Standards. This process requires eligible entities to first complete a self-assessment using the state's CSBG Organizational Standards Desk Audit form and submit supporting documentation of compliance. The state then reviews and validates each entity's compliance, the results of which are communicated to the State Association, the eligible entities, and OCS via the CSBG Annual Report.

Section 6: Org Standards for Eligible Entities

6.3a. Describe the planned assessment process

The state has been working with each entity over the past several years to provide resources and assistance to help agencies meet each standard. The state has conducted an initial desk audit of documentation during the application process in 2017 and has continuously been reviewing standards throughout the program year using a web-based database with all entities receiving an assessment of met standards each year in October. The state is continuing to work with agencies that have unmet standards, new training plans have been developed and we will provide feedback during monthly calls with entities. The state will also conduct annual reviews each October to update agencies on how many unmet standards they currently have. On-site monitoring will also be used to confirm documentation.

Section 7: State Use Of Funds

Distribution of 90% funds to eligible entities

- *Describe formula used for distribution*

Administrative activities

- *May require input from Financial Management staff*

Distribution of discretionary funds

- *Detail plan for allocating discretionary funds by category*

Section 8: State Training & Technical Assistance

Detail T/TA plan

- *Describe the state's plan for delivering CSBG-funded training and technical assistance to eligible entities*

State collaboration with Association

Performance Management Adjustments

- *What changes were made?*
- *Feedback from eligible entities?*

Section 8: State T/TA

		Training and Technical Assistance - Year One		
	Planned Timeframe	**Training, Technical Assistance, or Both**	**Topic**	**Brief Description of "Other"**
1	FY1-Q1	Training	Reporting	
2	FY1-Q2	Training	Other	Diversity Equity Inclusion
3	FY1-Q3	Training	ROMA	
4	FY1-Q4	Training	Fiscal	
5	Ongoing / Multiple Quarters	Training	Other	New Executive Director Orientation
6	All quarters	Technical Assistance	Other	Monthly Technical Assistance Calls
7	FY1-Q4	Training	ROMA	
8	FY1-Q1	Training	Other	Introduction to Community Services Block Grant Virginia Team
9	FY1-Q2	Training	Communication	
10	FY1-Q3	Training	Other	Community Action Planning
11	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards - General	

Section 8: State T/TA

8.1b. Training and Technical Assistance Collaboration

The state conducts a training and technical assistance survey to each eligible entity annually in May. Results from that survey are compiled and trainings are developed to meet those needs. The state office collaborates with the State Association to determine who will conduct the training, and how the training will be conducted. The state conducts trainings using a variety of methods including in person training and webinar format. The state also determines from the training and technical assistance survey which agencies need individual assistance versus multiple agency trainings.

Section 9: State Linkages

Describe partnerships at the State level

- *Utilize partner list and T/TA list to describe coordination at State level*

Describe coordination and linkages among eligible entities

- *Partnerships with faith-based organizations, charitable groups, and community orgs*

WIOA and LIHEAP coordination/partnership

- Employment and training activities

Section 10 – Monitoring:

Provide proposed monitoring schedule

Attach policies on monitoring; provide copy of monitoring document/tool

- Does the state have procedures for addressing and closing out deficiencies?

Assurance on Funding Reduction or Termination

Sections 11 & 12: Tripartite Boards and Income Eligibility

What measures are taken to ensure that eligible entities are meeting Tripartite Board requirements?

How often do eligible entities provide updates regarding their Tripartite Boards?

Provide the income eligibility threshold for services in the state.

Section 13: ROMA

ROMA

- *Consider all the various ways the State utilizes ROMA when completing questions*

CSBG Programmatic Assurance and Information Narrative

- *Utilize annual workshops, working groups and surveys to obtain eligible entity feedback*

Federal Certifications

- *Keep in mind somebody else may need to certify*

Key points

Start early and allow plenty of time for items out of your control

Let the State Plan questions help guide the development of your monitoring tools and processes

Utilize workshops, working groups and/or surveys (think ACSI) to obtain eligible entity feedback

It's all about engagement with your agency network and improving communication

There's always room for improvement and enhanced engagement

Knowledge Check

Which of the following are **true** of the State Plan process? (Select all that apply)

   A. States are required to hold a legislative hearing each year.

   B. The state plan does not require agency input.

   C. The state plan can cover a period of one or two years.

   D. The state plan outlines how the state will administer CSBG.

Resources

- CSBG State Office Action Plan

- CSBG State Plan Webpage

- State Plan Peer-to-Peer Resource

- Compendium of Resources

- WI State Plan

- VA State Plan

- ACSI Promising Practice Work Group (PPWG) Linkages | Recording | Slides | Handout

Thank You!

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