

# Completing the State Plan

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January 18, 2024





# Agenda

20 minutes

What is the State Plan

20 minutes

Approach to the State Plan

45 minutes

Overview of State Plan Requirements

5 minutes

Wrap Up



“

“STATE APPLICATION AND PLAN.—Beginning with fiscal year 2000, to be eligible to receive a grant or allotment under section 675A or 675B, a State shall prepare and submit to the Secretary an application and State plan covering a period of not less than 1 fiscal year and not more than 2 fiscal years.”

CSBG Act Section 676(b) [42 USC § 9908]

# What the State Plan IS

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

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

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

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

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

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

# What the State Plan is NOT

- Copy/paste from the year before
- Just *another* pointless task or *useless* document
- Shouldn't be done, and then put on a shelf to be forgotten
- Just checking a box

OMB Control No: 0970-0382

Expiration Date: XX/XX/XXXX



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Office of Community Services

## Community Services Block Grant (CSBG) State Plan

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



# Determine Your State's Goals



# Performance Management

STANDARDS



CENTER OF EXCELLENCE  
DEVELOPED CSBG  
ORGANIZATIONAL STANDARDS

Community Action Partnership  
1140 Connecticut Avenue, NW, Suite 1210  
Washington, DC 20036  
202.265.7546 | FAX 202.265.5048  
WWW.COMMUNITYACTIONPARTNERSHIP.COM

## Appendix 2 STATE ACCOUNTABILITY MEASURES

These measures are tied to the critical activities required by the CSBG Act and laid out in the State plan. They are an indication of *how efficiently and effectively* the State implemented the elements of the State plan, and *what impact* the State's efforts had on the performance of local eligible entities. The "performance period" for each of the measures is generally the Federal Fiscal Year (FFY). These measures apply to the States' interactions with all eligible entities.

### Development of the State Plan

*During the performance period...*

- 1Sa. The State's Community Services Block Grant (CSBG) State Plan
- Included a statewide vision with CSBG-specific goals and strategies<sup>1</sup> for meeting the intent and purpose of the CSBG Act; and
  - Explained specific steps the State took in developing the State plan to involve the eligible entities.
- 1Sb. Using data from a nationally administered survey<sup>2</sup> of eligible entities, and feedback from OCS and other sources, the State adjusted its plan (in the next State plan submission), as appropriate, to improve performance regarding:
- The extent of eligible entity participation in developing the State plan; and
  - How well the State plan reflects the input of the eligible entities.<sup>3</sup>

### Implementation of the State Plan

#### Distribution of Funds

*During the performance period...*

- 2Sa. The State made funds available to eligible entities within 30 calendar days after Federal and State authority was provided.
- 2Sb. Using data from a nationally administered survey<sup>4</sup> of eligible entities and feedback from OCS and other sources, the State adjusted its plan (in the next State plan submission), as appropriate, to improve the quality of grant administration.

#### Use of Remainder/Discretionary Funds

*During the performance period...*

- 3Sa. The State used its discretionary funds in accordance with the strategy and dollars/percentages outlined in the State plan.<sup>5</sup>

<sup>1</sup> Strategies would include use of CSBG 90 percent and discretionary funds, a T&TA plan, a communication plan, use of organizational standards, and partnership strategies, as detailed throughout the State plan.

<sup>2</sup> OCS will use the American Customer Satisfaction Index (ACSI), OMB-approved methodology.

<sup>3</sup> State Accountability Measures 1Sb, 2Sb, 3Sb, 3Sd, 4Sb, and 7Sb are measures of eligible entity satisfaction with the state's performance of critical elements of the State plan.

<sup>4</sup> OCS will use the American Customer Satisfaction Index (ACSI), OMB-approved methodology.

<sup>5</sup> At some future point, possibly FY 2017, this will be a semi-annual measure.

## Appendix 3 FEDERAL ACCOUNTABILITY MEASURES

These measures are tied to the critical roles and responsibilities of OCS, as required by the CSBG Act, and are an indication of its *effectiveness and efficiency as well as what impact* their efforts had on improving the performance of the States. The "performance period" for each of the measures is generally the FFY.

### State Plan Review and Acceptance

*During the performance period...*

- 1Fa. "x" number<sup>20</sup> of State plans reviewed and accepted within 30 business days of receipt of the complete State plan; "x" number of State Plans reviewed and accepted within 60 business days of receipt of the complete State plan.
- 1Fb. Using data from a nationally administered survey<sup>21</sup> of the States and feedback from other sources, OCS made organizational adjustments, as appropriate, to improve performance regarding its grant management services:
- Clarity, ease and timeliness of information about grant requirements;
  - Quality of feedback provided about the State plan.<sup>22</sup>

### Distribution of Funds

*During the performance period...*

- 2Fa. "x" percent<sup>23</sup> of States, tribes and territories received funding within 15 business days of OMB/Department of Health and Human Services (HHS) apportionment of funds and acceptance of the State plan.
- 2Fb. Using data from a nationally administered survey<sup>24</sup> of the States and feedback from other sources, OCS made organizational adjustments, as appropriate, to improve the quality of grants administration.

### Grant Monitoring and Corrective Action

*During the performance period...*

- 3Fa. "x" percent<sup>25</sup> of draft State assessment reports sent within 60 calendar days of State assessment site visit.
- 3Fb. "x" percent<sup>26</sup> of deficiencies noted in the State assessment reports resolved or a corrective action plan initiated within six months.

<sup>20</sup> OCS will establish a baseline percentage for number of plans accepted within 30 days and number accepted within 60 days. OCS will track and report on improvements in subsequent years.

<sup>21</sup> OCS will use the American Customer Satisfaction Index (ACSI), OMB-approved methodology.

<sup>22</sup> Federal Accountability Measures 1Fb, 2Fb, 3Fd, 4Fb, 6F, 7F and 8F are measures of state satisfaction with OCS' performance of critical program elements.

<sup>23</sup> The goal for this measure is 100%. If the baseline percentage is less than 100%, OCS will track and report on improvements in subsequent years.

<sup>24</sup> OCS will use the American Customer Satisfaction Index (ACSI), OMB-approved methodology.

<sup>25</sup> The goal for this measure is 100%. If the baseline percentage is less than 100%, OCS will track and report on improves in subsequent years.

<sup>26</sup> OCS will establish a baseline percentage in the first year and set targets for subsequent years.



# Role of the Annual Report



Fulfills CSBG Act requirements.



State Plans are required and indicate how the State *plans* to operate CSBG and use CSBG funding.



Annual Reports are required and indicate how the state actually operated and used CSBG funding.



Provides information on State progress with organizational standards and state accountability measures.



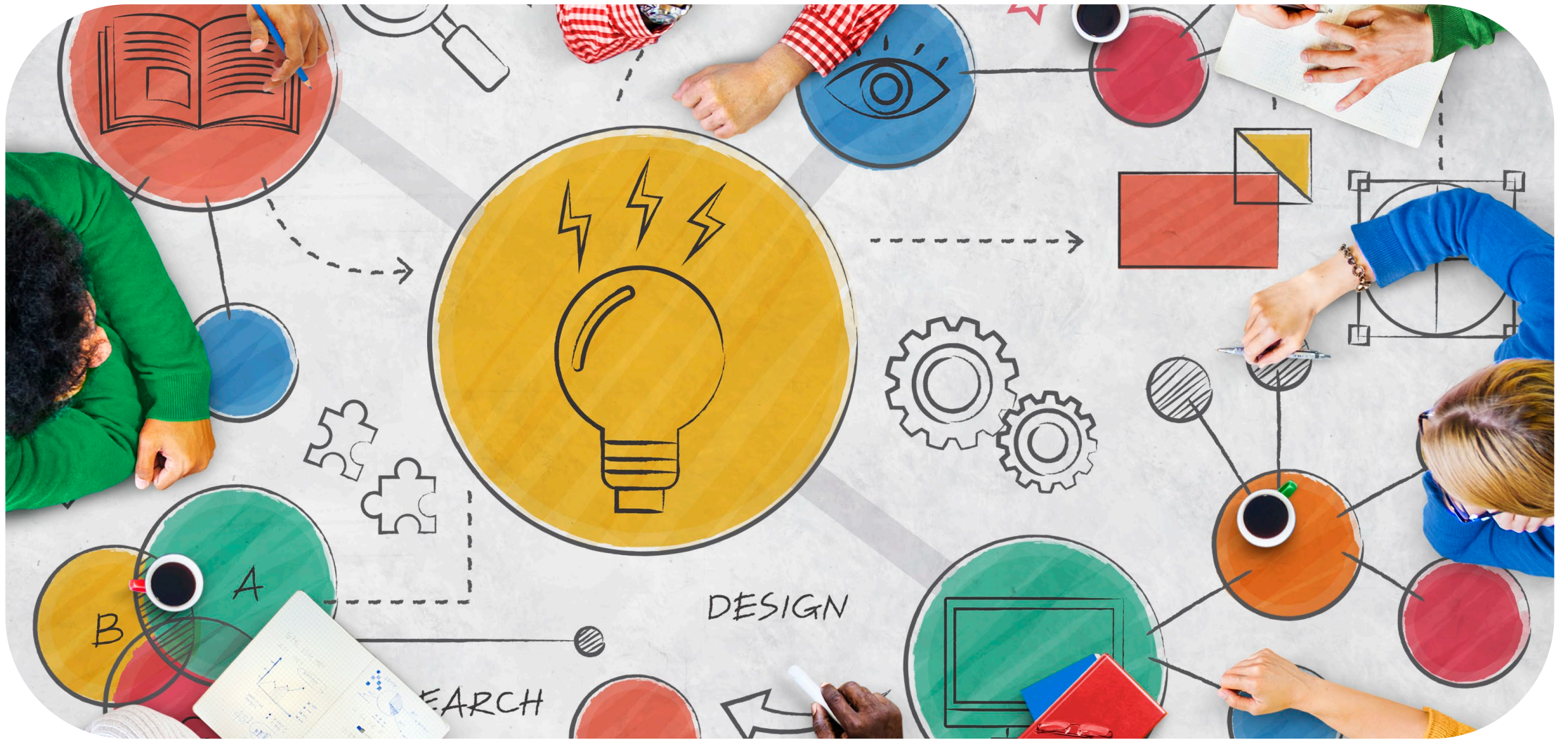
Provides information for OCS, State and local CAAs to use to manage and improve results.

# How does it all fit together?





# *Approach to the State Plan*

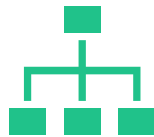


# Starting from Scratch

# What are some things to consider when doing the State Plan?



Materials



People



Time



Miscellaneous

# 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

B.) CSBG STATE 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*
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B5a.) Contact LIHEAP for joint hearing*
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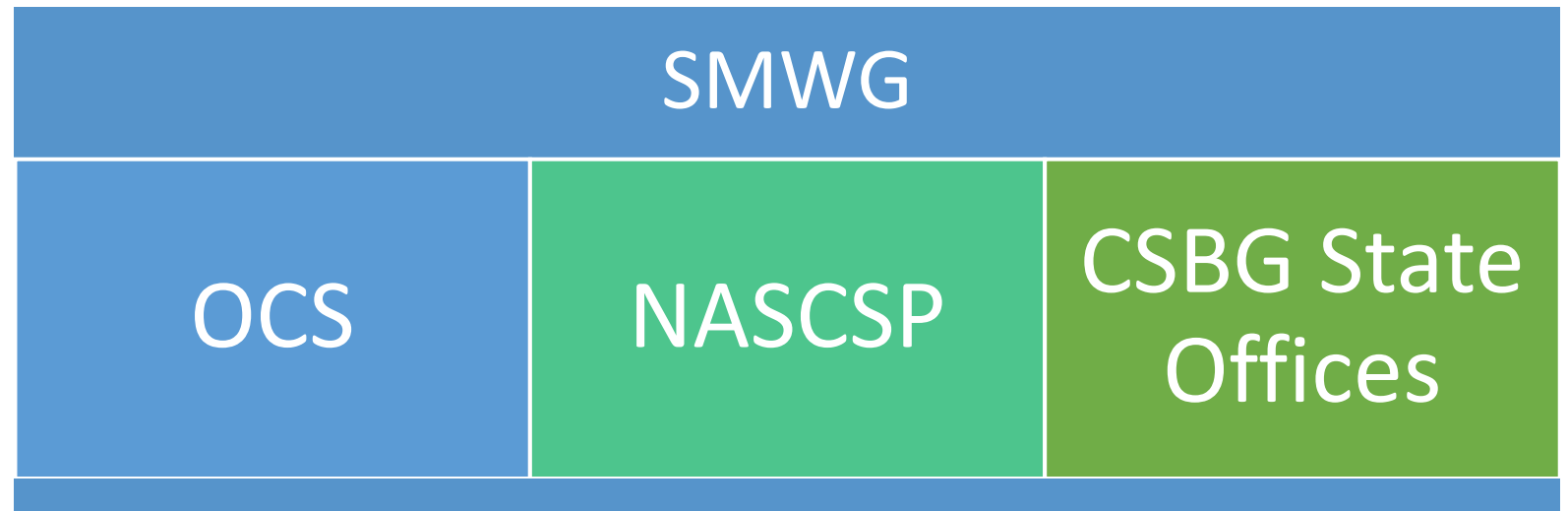
## Other items included:

- Who
- When
- Dependency
- Notes/Questions
- Tool/Resources



# 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.



# 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

# Sample Compendium

The [Compendium of Promising Practices](#) includes:

- The promising practice
- Who employs the practice
- The purpose
- The method
- The challenges
- The benefits
- Tools/Templates/Resources

**1. Start Early: Timeline Mapping** – Develop a timeline, customized by the state, which outlines all the steps including completion dates needed to develop the State Plan

**States Who Have Employed This Practice:**

Maryland, Nebraska, North Dakota, Virginia, Utah

**Purpose:**

ACSI top-scoring states indicated they all started the state plan application process early in the fiscal year, engaged in conversations about the purpose of the State Plan, and held planned listening sessions for feedback. Developing an individualized timeline of these important tasks can help State Administrators execute the planning process to reduce workload burden, offer better Network engagement, and increase ACSI scores.

**Method:**

Establishing and maintaining a strong, collaborative relationship with the State Association and the Network is key in state planning. How State Administrators involve Eligible entities varies but the common thread is meeting with their Network early and frequently with in-person or one-on-one meetings to increase understanding of the State Plan with open feedback opportunities.

States must develop an outline specific to their needs, which includes state regulations related to CSBG, public hearings, and/or nonprofits, for example:

- Submission deadline
- Review of IMs/statutes for any relevant updates/requirements
- Ensure or establish user accounts in OLDC
- Obtain an updated Designation Letter (if applicable) - this can take longer in some states
- Collect ACSI survey information
- Collect monitoring information

# SMWG Webpage

The webpage includes:

- [Compendium of Promising Practices](#)
- [Data Map](#)
  - Acts as a quick and easy way to explore the promising practices and which states have employed them.
- [Tools and Resources](#)
  - **Four tools** related to the State Plan can be found here!
- [Webinars](#)

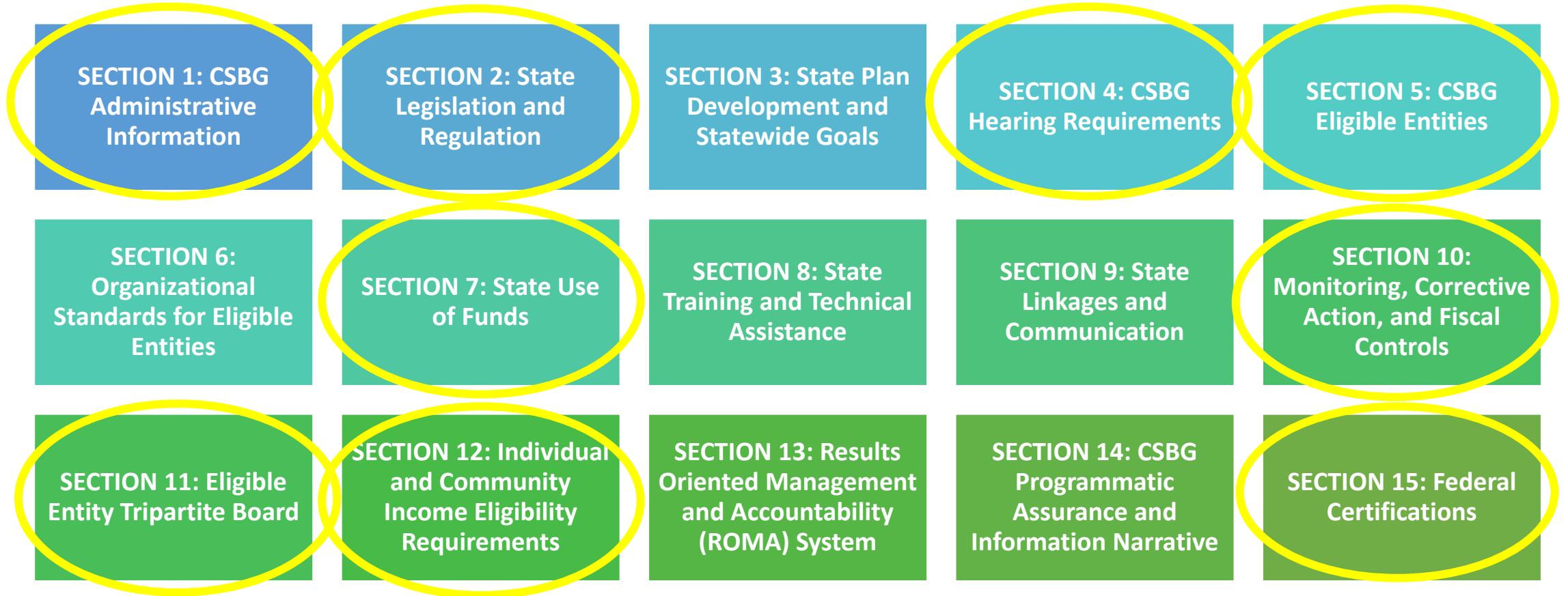


# *CSBG State Plan*

Breaking down the Plan



# Components of the State Plan



# Section 1 Administration Information

- Lead Agency
- Authorized Official of the Lead Agency
- CSBG Point of Contact
- State Association

**SECTION 1: CSBG Administrative Information**

1.1. Identify whether this is a one-year or a two-year plan.  One-Year  Two-Year

1.1a. Provide the federal fiscal years this plan covers: Year One \_\_\_\_ Year Two \_\_\_\_

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

1.2. **Lead Agency and Authorized Official:** Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan?  Yes  No

If yes, select the fields that have changed. [\[Check all the apply\]](#)

<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name
<input 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 [\[Narrative, 150 Characters\]](#)

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

**EXAMPLE:** Office of Community Services (OCS)

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

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

1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official [\[Narrative, 100 Characters\]](#)

Section 1 CSBG Administrative Information 2



# Section 2 Legislation & Regulation

- CSBG State Legislation
- CSBG State Regulation

**SECTION 2: State Legislation and Regulation**

2.1. **CSBG State Legislation:** State has a statute authorizing CSBG.  Yes  No

2.2. **CSBG State Regulation:** State has regulations for CSBG.  Yes  No

2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or item 2.2. [\[Attach a document and/or provide a link, 1500 characters\]](#)

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

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

2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year.  Yes  No

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

Section 2 State Legislation and Regulation 5

# Section 3 Goals & Objectives

- State Mission & Responsibilities
- State Plan Goals
- State Plan Development
- Eligible Entity Involvement

## SECTION 3: State Plan Development and Statewide Goals

- 3.1. **CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency. [Narrative, 2500 characters]
- 3.2. **State Plan Goals:** Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan. [Narrative, 3000 characters]

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

**Instructional Note:** For examples of "goals," see State Accountability Measure 15a(i).

**Note:** This information is associated with State Accountability Measure 15a(i) and pre-populates the state's Annual Report, Module 1, Item B.1.

- 3.3. **State Plan Development:** Indicate the information and input the state accessed to develop this State Plan.
- 3.3a. **Analysis of state-level tools** [Check all that applies and provide additional information where applicable]
- State Performance Indicators and/or National Performance Indicators (NPIs)
  - U.S. Census data
  - State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
  - Monitoring Visits/Assessments
  - Tools Not Identified Above (specify) [Narrative, 500 characters]
- 3.3b. **Analysis of local-level tools** [Check all that applies and provide additional information where applicable]
- Eligible Entity Community Needs Assessments
  - Eligible Entity Community Action Plans
  - Public Hearings/Workshops
  - Tools Not Identified Above (e.g., state required reports) [specify] [Narrative, 500 characters]
- 3.3c. **Consultation with** [Check all that applies and provide additional information where applicable]
- Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
  - State Association
  - National Association for State Community Services Programs (NASOSP)
  - Community Action Partnership (NCAP)
  - Community Action Program Legal Services (CAPLAW)
  - CSBG Tribal Training and Technical Assistance (T/TA) provider
  - Regional Performance Innovation Consortium (RPIC)

# Module 1 – Section B

B.1 – Progress on State Plan Goals

B.2 – CSBG Eligible Entity Overall Satisfaction Targets

B.2. CSBG Eligible Entity Overall Satisfaction Targets:

In the table below, provide the State's most recent target for CSBG Eligible Entity Overall Satisfaction during the performance period (FFY).

Prior Year Target	Most Recent American Customer Survey Index (ACSI) Score	Future Target	Delete
0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>

B.3 – Eligible Entity Feedback and Involvement

B.4 – State Management Accomplishment

B.5 – CSBG Eligible Entity Management and Accomplishment

B.6 – Innovative Solutions Highlights

# Section 3 – State Example

## 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 Example

## 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 Hearing Requirements

- Public Inspection
- Public Notice/Hearing
- Public and Legislative Hearings

**SECTION 4: CSBG Hearing Requirements**

**4.1. Public Inspection:** Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act. [Narrative, 2500 Characters]

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

**4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act. [Narrative, 2500 Characters]

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

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

Date	Location	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirm that the public was invited.
[Select a Date]	[Provide the facility and city – Narrative 100 characters]	<input type="radio"/> Public <input type="radio"/> Legislative <input type="radio"/> Combined	<input type="checkbox"/>

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

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

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

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

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

Section 4
CSBG Hearing Requirements
8

# Section 5 Eligible Entities

- CSBG Eligible Entities
- Changes to the List

## SECTION 5: CSBG Eligible Entities

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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
[READ-ONLY]	[READ-ONLY]	[READ-ONLY]	[READ-ONLY] <ul style="list-style-type: none"> <li>• Community Action Agency</li> <li>• Limited Purpose Agency</li> <li>• Migrant or Seasonal Farmworker Organization</li> <li>• Tribe or Tribal Organization</li> </ul>

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

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

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

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

***INSTRUCTIONAL NOTE:*** **Limited Purpose Agency** refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

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

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



# Section 6 Organizational Standards

- Implementation
- Assessment
- Performance Targets

## SECTION 6: Organizational Standards for Eligible Entities

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

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

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

**6.1a. Modified Organizational Standards:** In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale. [\[Narrative, 2500 characters\]](#)

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

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

There were no changes from the previous State Plan submission [\[if not selected, provide a narrative, 2500 characters\]](#)

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

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

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

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

# Module 1 – Section D

## D.2 – Organizational Standards Performance

### D.2. Organizational Standards Performance:

In the table below, please provide the percentage of CSBG Eligible Entities that met all State-adopted organizational standards in the reporting period (FFY). The target set in the CSBG State Plan is provided in the left-hand column. For more information on the CSBG Organizational Standards, see [CSBG Information Memorandum # 138](#).

#### Target vs. Actual Performance on the Organizational Standards

Fiscal Year	State CSBG Plan Target	Number of Entities Assessed	Number that Met <u>All</u> (100%) State Standards	Actual Percentage Meeting <u>All</u> (100%) of State Standards	Delete
2016		2	1	50.00%	<input type="checkbox"/>

#### Progress Indicators

Indicate the number of entities that met the following percentages of Organizational Standards

	Number of Entities Assessed	Number that Met between 90% and 99% of State Standards	Actual Percentage
	2	1	50.00%
	Number of Entities Assessed	Number that Met between 80% and 89% of State Standards	Actual Percentage
	2	0	0.00%
	Number of Entities Assessed	Number that Met between 70% and 79% of State Standards	Actual Percentage
	2	0	0.00%

Note - While the State targets the percent of CSBG Eligible Entities to meet 100% of the Organizational Standards, targets are not set in the State Plan for 90%, 80%, and 70% progress indicators.

Note: [This information is associated with State Accountability measures 6Sa.](#)

# Module 1 – Section D

## D.2b – Percentage Meeting Organizational Standards by Category

### D.2b. Percentage Meeting Organizational Standards by Category.

In the table below, provide the number of eligible entities that met each category of the Organizational Standards. The percentage that met all standards in each category will be automatically calculated and totaled in the bottom row.

Percentage Meeting Organizational Standards by Category			
Category	Number of Entities Assessed	Number that Met all Standards in Category	Actual Percentage
1. Consumer Input and Involvement	2	2	100.00%
2. Community Engagement	2	2	100.00%
3. Community Assessment	2	2	100.00%
4. Organizational Leadership	2	2	100.00%
5. Board Governance	2	2	100.00%
6. Strategic Planning	2	1	50.00%
7. Human Resource Management	2	1	50.00%
8. Financial Operations & Oversight	2	2	100.00%
9. Data & Analysis	2	2	100.00%

# Module 1 – Section D

## D.3 – Technical Assistance Plans and Quality Improvement Plans

### D.3. Technical Assistance Plans and Quality Improvement Plans:

In the table below, please provide the number of CSBG Eligible Entities with unmet organizational standards with Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place.

#### Technical Assistance Plans and Quality Improvement Plans

Total Number of CSBG Eligible Entities with unmet organizational standards with Technical Assistance Plans (TAPS) in place

Total number of CSBG Eligible Entities with unmet organizational standards with Quality Improvement Plans (QIPS) in place

# Section 6 – State Example

## **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 – State Example

## 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 Use of Funding

- Allocation (90%)
- Distribution Process, Timeframe
- Administrative Funds (5%)
- Discretionary Funds (5%)
- 7.5 – Distribution of Funds Performance Management Adjustment
- 7.11 – Use of Remainder/ Discretionary Funds Performance Management Adjustment

**SECTION 7: State Use of Funds**

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

**7.1. Formula:** Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. [Check one]

Historic  
 Base + Formula  
 Formula Alone  
 Formula with Variables  
 Hold Harmless + Formula  
 Other

**7.1a. Formula Description:** Describe the current practice for allocating CSBG funds to eligible entities. [Narrative, 4000 characters]

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

**7.2. Planned Allocation:** Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance to the “not less than 90 percent funds” requirement as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. Year One \_\_\_\_ % Year Two \_\_\_\_ %

**Planned CSBG 90 Percent Funds – Year One**

CSBG Eligible Entity	Funding Amount (\$)
[READ-ONLY] Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the first FFY covered by this CSBG State Plan.
<b>Total</b>	[Auto-calculated]

**Planned CSBG 90 Percent Funds – Year Two**

CSBG Eligible Entity	Funding Amount (\$)
[READ-ONLY] Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the second FFY covered by this CSBG State Plan.
<b>Total</b>	[Auto-calculated]

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

**7.3. Distribution Process:** Describe the specific steps in the state’s process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take. Please include information about state legislative approval or other types of administrative approval (such as approval by a board or commission). [Narrative, 4000 characters]

**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

Section 7 State Use of Funds 14



# Module 1 – Section E

E.2 – Planned vs Actual Allocation

E.3 – Actual Distribution Timeframe

E.4 – Administrative Funds

E.5 – Staff Positions

E.6 – Full Time Equivalents (FTEs)

E.7 – Remainder/Discretionary Funds

E.8 – Remainder/Discretionary Funds Organizations

E.9 – Total Obligations

# Section 8 State T/TA Assistance

- Plans for upcoming year(s)
  - Budget
  - Partners
  - Organizational Standards
- 
- 8.4 CSBG-Funded T/TA Performance Management Adjustment

## SECTION 8: State Training and Technical Assistance

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

**Note:** This information is associated with State Accountability Measure 3Sc and 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"
<b>Dropdown Options:</b> <ul style="list-style-type: none"> <li>• FY1 Q1</li> <li>• FY1 Q2</li> <li>• FY1 Q3</li> <li>• FY1 Q4</li> <li>• Ongoing/Multiple Quarters</li> <li>• All quarters</li> </ul>	<b>Dropdown Options:</b> <ul style="list-style-type: none"> <li>• Training</li> <li>• Technical Assistance</li> <li>• Both</li> </ul>	<b>Dropdown Options:</b> <ul style="list-style-type: none"> <li>• Fiscal</li> <li>• Governance/Tripartite Boards</li> <li>• Organizational Standards – General</li> <li>• Organizational Standards – for eligible entities with unmet TAPs or QJPs</li> <li>• Correcting Significant Deficiencies Among Eligible Entities</li> <li>• Reporting</li> <li>• ROMA</li> <li>• Community Assessment</li> <li>• Strategic Planning</li> <li>• Monitoring</li> <li>• Communication</li> <li>• Technology</li> <li>• Other</li> </ul>	If other is selected in Column 3, describe in this column.
<i>[Select one dropdown per row]</i>	<i>[Select one dropdown per row]</i>	<i>[Select one dropdown per row]</i>	<i>[Narrative, 500 characters]</i>

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

# Section 8 – State Example

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	

# Module 1 – Section F

F.1 – Training and  
Technical  
Assistance  
Activities

F.2 – Training and  
Technical  
Assistance  
Organizations

# Section 8 – State Example

## **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 Linkages & Communication

- State Linkages at the State & Local Levels
- Coordination among Eligible Entities & State Association
- Communications with Eligible Entities & State Association
- 9.3 Eligible Entity Linkages and Coordination
- 9.4 WIOA Employment and Training Activities
- 9.5 Emergency Energy Crisis Intervention
- 9.6 Faith-based Organizations, Charitable Groups, and Community Organizations
- 9.7 Coordination of Funds with Public/Private Resources

## SECTION 9: State Linkages and Communication

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

**9.1. State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [Check all that apply from the list below and provide a Narrative, 4000 characters]

**Note:** This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information is associated with State Accountability Measure 75a and pre-populates the Annual Report, Module 1, Item G.1.

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

**9.2. State Linkages and Coordination at the Local Level:** Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)). [Narrative, 4000 characters]

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

**9.3. Eligible Entity Linkages and Coordination**

**9.3a. State Assurance of Eligible Entity Linkages and Coordination:** Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). [Narrative, 4000 characters]

# Module 1 – Section G

G.1 – State Linkages and Coordination at the State Level

G.2 – State Linkages and Coordination at the Local Level

G.3 – CSBG Eligible Entity Linkages and Coordination

G.4 – Workforce Innovation and Opportunity Act (WIOA) Employment and Training Combined Plan Activities (if applicable)

G.5 – Coordination among CSBG Eligible Entities and the State Community Action Association

G.6 – Feedback to CSBG Eligible Entities and State Community Action Association

# Section 10 Monitoring

- Monitoring of Eligible Entities
- Corrective Action, Termination and Reduction of Funding and Assurance Requirements
- Policies on Designation, De-designation, and Re-designation
- Fiscal Controls and Audits and Cooperation Assurance
- 10.14 Monitoring Procedures Performance Management Adjustment

## SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

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

#### Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
[READ ONLY]	[Dropdown Options: Full On-Site Newly Designated Follow-up Other No Review]	[Dropdown Options: Onsite Review Desk Review]	[Dropdown Options: FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4]	Select a Date	Select a Date	If “Other” is selected in Column 2, describe in this column  [Narrative, 500 characters]

#### Monitoring Schedule – Year Two

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
[READ ONLY]	[Dropdown Options: Full On-Site Newly Designated Follow-up Other No Review]	[Dropdown Options: Onsite Review Desk Review]	[Dropdown Options: FY2 Q1 FY2 Q2 FY2 Q3 FY2 Q4]	Select a Date	Select a Date	If “Other” is selected in Column 2, describe in this column  [Narrative, 500 characters]



# Module 1 – Section H

H.1 – Monitoring of CSBG Eligible Entities

H.2 – Monitoring Policies

H.3 – Initial Monitoring Reports

H.4 – Technical Assistance Plans (TAPs)

H.5 – Quality Improvement Plans (QIPs)

H.6 – Single Audit Review

H.7 – Single Audit Management Decisions

# Section 11 Tripartite Board

- Verification
  - Updates
  - Representation Assurance
- 
- 11.3 Tripartite Board Representation Assurance

**SECTION 11: Eligible Entity Tripartite Board**

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

- Attend Board meetings
- Organizational Standards Assessment
- Monitoring
- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other [\[Narrative, 2500 characters\]](#)

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

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

**11.3. Tripartite Board Representation Assurance:** Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act. [\[Narrative, 2500 Characters\]](#)

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

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

**11.4a.** If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. [\[Narrative, 2500 Characters\]](#)

Section 11      Eligible Entity Tripartite Board      30

# Section 12 Income Eligibility

- Poverty Income Limit
- Income Eligibility for General/Short Term Services
- Community-targeted Services

## SECTION 12: Individual and Community Income Eligibility Requirements

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

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

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

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

**12.2. Income Eligibility for General/Short Term Services:** Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. [Narrative, 4000 characters]

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

# Section 13 ROMA

- Performance Measurement System - ROMA
- Outcome Measures – NPIs
- Community Action Plans
- Community Needs Assessments

## SECTION 13: Results Oriented Management and Accountability (ROMA) System

- 13.1. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act. **[Select one]**

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

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

**13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA. **[Narrative, 4000 characters]**

**13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement. **[Narrative, 4000 characters]**

- 13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act. **[Select one and provide a narrative, 4000 characters]**

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

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

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

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

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

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

### Community Action Plans and Needs Assessments

- 13.5. Community Action Plan:** Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act. **[Narrative, 4000 characters]**

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

# Module 1 – Section 1

I.1 – ROMA Participation Narrative

I.2 – State ROMA Support

I.3 – State Review of CSBG Eligible Entity Data

I.4 – State Feedback on Data Collection, Analysis, and Reporting

I.5 – State and CSBG Eligible Entity Continuous Improvement

# Section 14 Programmatic Assurances

- Poverty Income Limit
- Income Eligibility for General/Short Term Services
- Community-targeted Services

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

### 14.1. Use of Funds Supporting Local Activities

#### CSBG Services

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

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

[Narrative, 4000 characters]

# Section 15 Federal Certifications

- Lobbying
- Drug-Free Workplace Requirements
- Debarment
- Environmental Tobacco Smoke

## SECTION 15: Federal Certifications

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

### 15.1. Lobbying

#### *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### *Statement for Loan Guarantees and Loan Insurance*

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

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

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

# 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

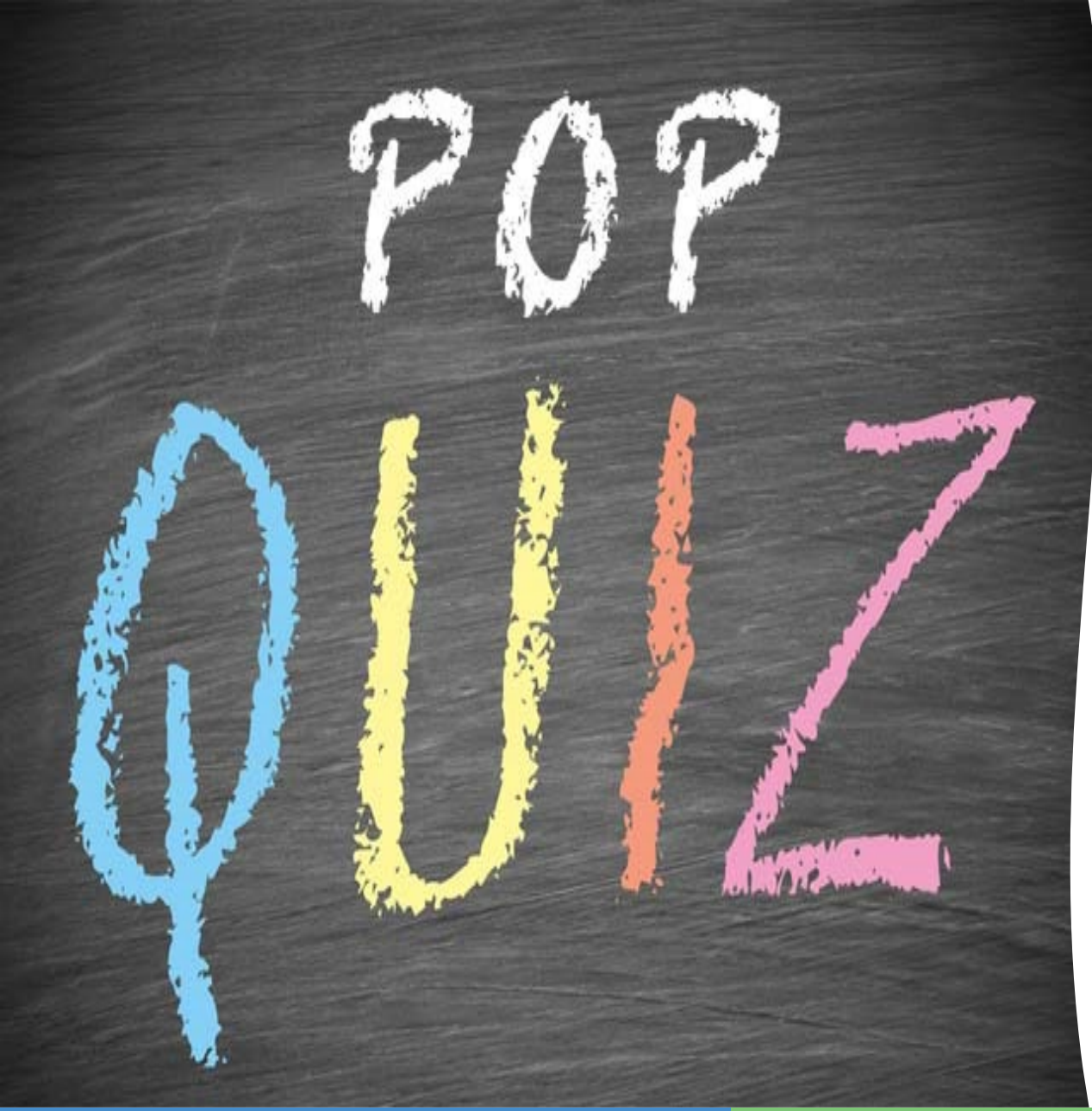


It's all about engagement with your agency network and improving communication



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



- [IM #144: State and Federal Accountability Measures and Data Collection Modernization](#)
- [OCS State Plan Toolkit Webpage](#)
- [State Management Work Group Webpage](#)
- [NASCSP State Plan Member Resource Webpage](#)



# Thank You!!



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