

## **CSBG State Plan**

**Program Name:** Community Services Block Grant

**Grantee Name:** DISTRICT OF COLUMBIA, GOVERNMENT OF

**Report Name:** CSBG State Plan

**Report Period:** 10/01/2022 to 09/30/2023

**Report Status:** Submission Accepted by CO

### **Report Sections**

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# CSBG Cover Page (SF-424M)

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>				<b>Form Approved</b> <b>OMB No: 0970-0382</b> <b>Expires: 08/30/2024</b>							
<b>COVER PAGE</b>											
<b>* 1.a. Type of Submission:</b> <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)		<b>* 1.b. Frequency:</b> <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)		<b>* 1.c. Consolidated Application/Plan/Funding Request?</b> Explanation:							
		<b>2. Date Received:</b>		<b>* 1.d. Version:</b> <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update							
		<b>3. Applicant Identifier:</b>		<b>State Use Only:</b>							
		<b>4a. Federal Entity Identifier:</b>		<b>5. Date Received By State:</b>							
		<b>4b. Federal Award Identifier:</b>		<b>6. State Application Identifier:</b>							
<b>7. APPLICANT INFORMATION</b>											
<b>* a. Legal Name:</b> Government of the District of Columbia											
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 53 - 600 1131				<b>* c. Organizational DUNS:</b> 137683426							
<b>* d. Address:</b>											
<b>* Street 1:</b>	64 New York Avenue, NE		<b>Street 2:</b>	6th Floor, Suite 6300							
<b>* City:</b>	Washington		<b>County:</b>								
<b>* State:</b>	DC		<b>Province:</b>								
<b>* Country:</b>	United States		<b>* Zip / Postal Code:</b>	20002 -							
<b>e. Organizational Unit:</b>											
<b>Department Name:</b> Department of Human Services			<b>Division Name:</b> Family Services Administration								
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>											
<b>Prefix:</b> Dr.	<b>* First Name:</b> Tunde		<b>Middle Name:</b>		<b>* Last Name:</b> Eboda						
<b>Suffix:</b>	<b>Title:</b> State CSBG Administrator		<b>Organizational Affiliation:</b>								
<b>* Telephone Number:</b> (202) 671-4339	<b>Fax Number:</b> (202) 671-4326		<b>* Email:</b> tunde.eboda@dc.gov								
<b>* 8a. TYPE OF APPLICANT:</b> A: State Government											
<b>b. Additional Description:</b>											
<b>* 9. Name of Federal Agency:</b>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">Catalog of Federal Domestic Assistance Number:</td> <td style="width: 33%; text-align: center;">CFDA Title:</td> </tr> <tr> <td>10. CFDA Numbers and Titles</td> <td style="text-align: center;">93569</td> <td style="text-align: center;">Community Services Block Grant</td> </tr> </table>							Catalog of Federal Domestic Assistance Number:	CFDA Title:	10. CFDA Numbers and Titles	93569	Community Services Block Grant
	Catalog of Federal Domestic Assistance Number:	CFDA Title:									
10. CFDA Numbers and Titles	93569	Community Services Block Grant									
<b>11. Descriptive Title of Applicant's Project</b>											
<b>12. Areas Affected by Funding:</b> City-wide											
<b>13. CONGRESSIONAL DISTRICTS OF:</b>											
<b>* a. Applicant</b> DC			<b>b. Program/Project:</b>								
Attach an additional list of Program/Project Congressional Districts if needed.											
<b>14. FUNDING PERIOD:</b>			<b>15. ESTIMATED FUNDING:</b>								
<b>a. Start Date:</b>	<b>b. End Date:</b>	<b>* a. Federal (\$):</b> \$0		<b>b. Match (\$):</b> \$0							
<b>* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?</b>											
<b>a. This submission was made available to the State under the Executive Order 12372</b>											
<b>Process for Review on :</b>											
<b>b. Program is subject to E.O. 12372 but has not been selected by State for review.</b>											

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)

01/05/2023

**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**

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:08/30/2024	
<b>SECTION 1</b> <b>CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</b>			
<b>1.1. Identify whether this is a One-Year or a Two-Year Plan</b>		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
<b>1.1a. Provide the federal fiscal years this plan covers:</b>		Year One 2023	Year Two 2024
<b>1.2. Lead Agency and Authorized Official:</b> 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 type="radio"/> Yes <input checked="" 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		
<b>1.2a. Lead agency</b>		Government of the District of Columbia	
<b>1.2b. Cabinet or administrative department of this lead agency</b> <i>[Check one and provide a narrative where applicable]</i>			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Community Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input checked="" type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Other, describe			
<b>1.2c. Cabinet or Administrative Department Name:</b> Provide the name of the cabinet or administrative department of the CSBG authorized official		DC Department of Human Services	
<b>1.2d. Authorized Official of the Lead Agency</b>			
Name: Laura Zeilinger		Title: Director	
<b>1.2e. Street Address</b>		64 New York Avenue, NE, 6th Floor	
<b>1.2f. City</b>		Washington	<b>1.2g. State</b> DC
			<b>1.2h. Zip</b> 20002
<b>1.2i. Telephone number</b> 202 671 - 4200 ext.		<b>1.2j. Fax number</b> 202 671 - 4326	
<b>1.2k. Email address</b> laura.zeilinger@dc.gov		<b>1.2l. Lead agency website</b> https://dhs.dc.gov	
<b>1.3. Designation Letter:</b>  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.			
<b>1.4. CSBG Point of Contact:</b> 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			

<b>If yes, select the fields that have changed [check all the apply]</b>			
<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

<b>1.4a. Agency Name DC Department of Human Services</b>			
<b>1.4b Point of Contact Name</b>			
Name: Tunde Eboda		Title: State CSBG Administrator	
1.4c. Street Address		64 New York Avenue, NE, 6th Floor	
1.4d. City		Washington	1.4e. StateDC
			1.4f. Zip 20002
1.4g. Telephone Number 202 671 - 4339 ext.		1.4h. Fax Number 202 671 - 4326	
1.4i. Email Address tunde.eboda@dc.gov		1.4j. Agency Website https://dhs.dc.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. ☐ Yes ☒ No

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

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

<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"/>		<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead

<b>1.5a. Agency Name</b>			
<b>1.5b. Executive Director or Point of Contact</b>			
Name:		Title:	
1.5c. Street Address			
1.5d. City		1.5e. State	1.5f. Zip
1.5g. Telephone number - ext.		1.5h. Fax number -	
1.5i. Email Address		1.5j. State Association Website	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input 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)

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### 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.*

**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)**

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### SECTION 3

#### State Plan Development and Statewide Goals

#### 3.1. CSBG Lead Agency Mission and Responsibilities:

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

The mission of the D.C. Department of Human Services is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. The mission of DHS is achieved via the following agency programs: Family Services- The Family Services Administration (FSA) provides protection, intervention, and social services to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency. FSA administers the following social service programs and grants; Adult Protective Services, American Recovery and Reinvestment Act - Stimulus Funds, Community Services Block Grant, DC Fatherhood Initiative, Emergency Rental Assistance Program, Emergency Shelter, Family Violence Prevention Service Grants, Homelessness Prevention and Rapid Re-housing Program, Homeless Services, Hypothermia Program, Office of Refugee Resettlement, Parent and Adolescent Support Services (PASS), Permanent Supportive Housing Program, Shelter Monitoring and Quality Assurance, Social Services Block Grant, Strong Families, Teen Parent Assessment Project, Temporary Shelter, Transitional Shelter, Veterans Administration Supportive Housing Program, Economic Security- The Economic Security Administration (ESA) (formerly known as IMA) determines eligibility for benefits under the following programs In addition, ESAs Food Stamp Employment and Training Program (FSET) provides employment and training services to able-bodied adults without dependents who receive food stamps. ESA also performs monitoring, quality control and reporting functions required by federal law and court orders.

#### 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.)***

Goal 1. The CSBG Program will be administered in compliance with the applicable federal and District statutes, rules and regulations. Objective 1: CSBG funds will be distributed in accordance with applicable federal and state statutes. Funds will be made available to the CAA within 30 calendar days after Federal and State authority is provided. Payments will be made as provided by the contract agreement. Objective 2: Programs will be monitored in compliance with the requirements of the CSBG Act. A comprehensive on-site review will be conducted at least every three years to include the newly established organizational standards. Assessment of the organizational standards will be conducted annually per the assessment procedures. A written report will be provided to the CAA within 60 days of completion. Training and technical assistance will be provided, as needed, to address identified deficiencies/needs. Goal 2. The CSBG office will secure the continuation of funds and ensure the delivery of comprehensive services and activities to assist low-income individuals, children and families to move out of poverty. Objective 1: The CSBG office will complete and submit the application for Federal funds, and in the event of the unavailability of Federal funds, will initiate requests for alternative funding to secure the goal of assisting individuals and families living in poverty in the District of Columbia. Objective 2: The CSBG office will perform activities to promote the successful results of CSBG funded program. The State will partner with governmental and public and private organizations to coordinate and promote the effective delivery of services to the low-income residents of the District of Columbia. The State will provide training and technical assistance to the CAA, as needed, to support its achievement in meeting 100% of the organizational standards to strengthen its capacity to provide services. Objective 3: The CSBG office will ensure documentation of the use and impact of CSBG funds. The CAA will prepare and submit an annual report documenting use of funds and the outcomes achieved. The CSBG State office will prepare and submit an annual report to the Office of Community Services Online Data Collection system, (OLDC).

#### 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 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)

Community Assessments of the Eligible Entity.

##### 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 and provide additional information where applicable]*

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

☐ State Association

☒ National Association for State Community Services Programs (NASCSPP)

<input checked="" type="checkbox"/>	Community Action Partnership (NCAP)
<input checked="" type="checkbox"/>	Community Action Program Legal Services (CAPLAW)
<input type="checkbox"/>	CSBG Tribal Training and Technical Assistance (T/TA) provider
<input checked="" type="checkbox"/>	Regional Performance Innovation Consortium (RPIC)
<input 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)*

The State conducted state plan development meetings with the eligible entity to discuss the requirements of the State Plan, and the use of funds. The eligible entity provided input by submitting a Program Plan and Budget to the state as their contribution to the State Plan. A draft State Plan was also provided to the eligible entity for their review and display on their website for public inspection and comments for a period of 30 days.

**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.)*

The State office is not making any adjustments to the State Plan development procedures. The process provides opportunities for several methods of collaborations between the State office and the eligible entity. Input from the community, clients and service providers are incorporated in the development of this State Plan and feedback is provided throughout.

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

<b>Year One</b>	100	<b>Year Two</b>	100
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**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)

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### 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 State Plan was made available for public inspection and comment on June 1, 2022, through July 5, 2022. Hard copies of the state plan were made available for public inspection and comment in several locations including the DC Department of Human Services (DHS) Headquarters, the public library, and the eligible entity's main headquarters. An electronic copy was made available on the DHS website and the eligible entity website.

#### 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.

A notice announcing the public hearing was published in the District of Columbia Register on August 19, 2022. The notice was also published on the Council of the District of Columbia website. The notice was also distributed to the eligible entity to inform their constituents to allow for public comment.

#### 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	09/22/2022	Council of the District of Columbia Committee on Human Services 1350 Pennsylvania Avenue, NW., Wash	Combined	<input checked="" 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.  
<https://lims.dccouncil.us/Legislation/HN24-0295>

## Section 5: CSBG Eligible Entities

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>				<b>Form Approved</b> <b>OMB No:0970-0382</b> <b>Expires:08/30/2024</b>	
<b>SECTION 5</b> <b>CSBG Eligible Entities</b>					
<b>5.1. CSBG Eligible Entities:</b> 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. <i>Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.</i>					
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	United Planning Organization	District of Columbia	Non-Profit	Community Action Agency	
<b>5.2. Total number of CSBG eligible entities</b> 1					
<b>5.3. Changes to Eligible Entities List:</b> 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].  <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> Designation and/or Re-Designation</div> <div><input type="checkbox"/> De-Designations and/or Voluntary Relinquishments</div> <div><input type="checkbox"/> Mergers</div> <div><input checked="" type="checkbox"/> No Changes to Eligible Entities List</div> </div>					
<b>5.3a. Designation and Re-Designation:</b> 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
<b>5.3b. Designation and Voluntary Relinquishments:</b> 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	
<b>5.3c. Mergers:</b> 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  
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### 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.

If the eligible entity is scheduled for triennial monitoring, the assessment will be a component of this exercise. For interim years, an annual assessment will be conducted using one of two approaches, State on-site assessment or eligible entity self-assessment with State or third-party verification. Reports will be submitted to the eligible entity within 60 days of completion of the assessment. If a standard or standards has/have not been met, the State will clearly communicate the specific deficiency and the requirement for correction action. Where determined appropriate, to support the eligible entity in meeting the standard(s), the State will offer training and technical assistance or require the eligible entity to submit a Quality Improvement Plan (QIP). The State will monitor the eligible entity's progress toward meeting the standard(s). As long as progress is being made, the State lead agency will continue to monitor and support the eligible entity in meeting the standard(s). Within 30 days of receiving documentation that the standard(s) has/have been met,

**6.4. Eligible Entity Exemptions:** Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? ☐ Yes ☒ No

**6.4a.** Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 0				
CSBG Eligible Entity		Description / Justification		Delete
6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period				
Year One	100%	Year Two	100%	
<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  
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### 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.

At least 90% of CSBG funds will be passed through to the Eligible Entity.

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%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
United Planning Organization	\$11,009,678	
<b>Total</b>	\$11,009,678	

#### CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
United Planning Organization	\$11,009,678	
<b>Total</b>	\$11,009,678	

##### 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 District of Columbia, unlike most states, has only one eligible entity. Therefore, the allocation of funds applies only to this entity. The eligible entity shall receive payment(s) for its approved budget in accordance with the following payment procedures: Upon receipt of the Notice of Grant Award (NOGA) from DHHS and completion of the grant agreement and approval process, CSBG funding is made available to the eligible entity Using a monthly payment methodology, financial statements, showing actual expenditures during the billing period are submitted by the eligible entity to the DSH/FSA/CSBG Grant Administrator within thirty (30) days of the closing of the said monthly billing period. Financial statements and expenditures, other supporting grant agreement performance reports also due as scheduled are reviewed and processed. A completed invoice form (DHS-1713) should be submitted to the DHS Office of the Chief Financial Officer with sufficient time and detail to allow for certification and processing within 3 5 days of receipt. The eligible entity shall receive payment for services to be rendered in the stated upcoming billing period. Payment will be issued within seven (7) business days of the inception of such billing period.

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

The District of Columbia, unlike most states, has only one eligible entity. Therefore, the allocation of funds applies only to this entity. The eligible entity shall receive payment(s) for its approved budget in accordance with the following payment procedures: Upon receipt of the Notice of Grant Award (NOGA) from DHHS and completion of the grant agreement and approval process, CSBG funding is made available to the eligible entity Using a monthly payment methodology, financial statements, showing actual expenditures during the billing period are submitted by the eligible entity to the

DSH/FSA/CSBG Grant Administrator within thirty (30) days of closing of the said monthly billing period. Financial statements and expenditures, other supporting grant agreement performance reports also due as scheduled are reviewed and processed. A completed invoice form (DHS-1713) should be submitted to the DHS Office of the Chief Financial Officer with sufficient time and detail to allow for certification and processing within 3 5 days of receipt. The eligible entity shall receive payment for services to be rendered in the stated upcoming billing period. Payment will be issued within seven (7) business days of the inception of such billing period.

#### 7.4. Distribution Timeframe:

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

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

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

#### 7.5. Distribution of Funds Performance Management Adjustment:

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

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

The District of Columbia's Office of Procurement and Contracting has transitioned to electronic invoicing. The E-Invoicing Module was developed to improve the payment process for vendors doing business with the District of Columbia Government. Our eligible entity and agency staff will gain several operational and strategic benefits from the new system, including: Increased Quick Payment Act compliance, resulting from more timely vendor payments; Automated, real-time invoice tracking for agency executive teams and agency program staff; Improved reporting capabilities, including alert notifications to staff to ensure the timely review of invoices; Deployed an intuitive, public-facing vendor portal that will allow vendors to access payment information (e.g. what payments have been made and due dates for future payments).

#### 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	6.00	Year Two	6.00
----------	------	----------	------

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	6.00	Year Two	6.00
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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%
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#### 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	\$110,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	

7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$500,000.00	Projects to benefit homeless individuals
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
<b>Total</b>	<b>\$610,000.00</b>	

Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$110,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$500,000.00	Projects to benefit homeless individuals
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
<b>Total</b>	<b>\$610,000.00</b>	

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

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

☐ The state partially carries out some activities

☒ CSBG eligible entities (*if checked, include the expected number of CSBG eligible entities to receive funds*) 1

☒ Other community-based organizations

☐ State Community Action association

☐ Regional CSBG technical assistance provider(s)

☐ National technical assistance provider(s)

☐ Individual consultant(s)

☐ Tribes and Tribal Organizations

☐ Other

**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.**

CSBG continues to make adjustments to the use of discretionary funds as a result of needs identified by the eligible entity and ongoing review of available data. Priorities can change based on input from the executive of the state and other elected stakeholders. We also review annually state and customer priorities.

## 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:08/30/2024

### 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	Training	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Training	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Training	Fiscal	

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Training	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Training	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Training	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*):

<b>Year One</b>	\$110,000	<b>Year Two</b>	\$110,000
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**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The State office will collaborate with the Eligible Entity to provide for training and Technical Assistance as needed to the Eligible Entity and the network during the period. The State office will work with the Eligible Entity to develop a Training and Technical Assistance strategy plan for new board members and or agency staff.

**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. The Eligible Entity organizational standards performance was reviewed during the FY 2020 Comprehensive Monitoring exercise. Eligible Entity met 95% of organizational standards (54 out of 57). A Technical Assistance Plan/Quality Improvement Plan was prepared by the Eligible Entity and will be implemented in FY 2021.

**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*) 1
- ☐ Other community-based organizations
- ☐ State Community Action association
- ☐ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other

**8.4. CSBG-Funded T/TA Performance Management Adjustment:** Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should



consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

The state remains open to revising training and technical assistance plans as data and other information demands.

## Section 9: State Linkages and Communication

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

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### SECTION 9 State Linkages and Communication

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

#### 9.1. State Linkages and Coordination at the State Level:

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

*Describe additional information as needed.*

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

☒ State Low Income Home Energy Assistance Program (LIHEAP) office

☒ State Weatherization office

☒ State Temporary Assistance for Needy Families (TANF) office

☒ Head Start State Collaboration offices

☒ State public health office

☒ State education department

☒ State Workforce Innovation and Opportunity Act (WIOA) agency

☒ State budget office

☒ Supplemental Nutrition Assistance Program (SNAP)

☒ State child welfare office

☒ State housing office

☐ Other

#### 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 District of Columbia operates as both a State and local system of government. Planned linkages at the governmental level are referenced in 9.1.

#### 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.*

**SERVICE DELIVERY LINKAGES** The eligible entity and its citywide network of organizations have maintained a successful approach of working in tandem and developing linkages with other local organizations in order to increase community service accomplishments. The plan is to continue this approach during fiscal years 2023 and 2024. Following is an extensive list of some of the key organizations with whom the eligible entity partners. (See File Attachment) **SERVICE DELIVERY LINKAGES**

#### **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.*

All customers receiving services through the eligible entity's community service programs determined to need assistance to overcome the barriers to self-sufficiency will be offered the opportunity to receive case management services. Upon accepting the offer, customers will receive assistance in creating self-sufficiency-related objectives along with plans to help them reach those objectives. Subsequently, staff will assist customers to achieve their goals through monitoring and advocacy. Further, through its extensive network of both private and public organizations, a variety of services are made available to customers. In FY 2023 and 2024, these partnerships will continue to fill identified gaps in services.

<b>9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:</b> 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 <i>(as required by the assurance under Section 676(b)(5) of the CSBG Act)</i> ? <input checked="" type="radio"/> Yes <input type="radio"/> No			
<i>Note: This response will link to the corresponding CSBG assurance, item 14.5.</i>			
<b>9.4a. WIOA Combined Plan:</b> 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 Community Services Block Grant (CSBG): CSBG, through its designated Community Action Agency, United Planning Organization (UPO), has developed Building Careers Academy in a 10,000 sq. ft. training facility that trains participants in the area of Building Careers/ Green Technology, with the purpose of preparing individuals for occupations that meet the needs of employers in today's labor market. In doing so, UPO now provides training that encompasses Professional Building Maintenance, Broadband and Telecommunications, and Plumbing and Weatherization. The course period has been expanded to 16-weeks for a full array of training that provides for more in-depth education on the subject matter. The goal of the program is to provide training in construction trades that builds twenty-first-century skills and work experience of students/trainees to enable them to obtain higher wages, sustainable employment, and enhanced skills for higher degrees of self-sufficiency and independence. Students now learn, in addition to trade skills, effective job site communication, problem-solving, professional behavior, and organizational skills necessary for successful careers. Building Careers Academy program participants enroll in the DC Networks at the American Job Center with the support of a Job Readiness Coach. As the participants acquire new skills during the training, the Job Readiness Coach will assist them with updating their profile thus increasing their employability. The Coach will also assist with connection First Source Employment Agreement employers to the Academy graduates to meet their hiring needs. Through CSBG, UPO also provided Culinary Arts Training (ServSafe Certifications), Commercial Driver's License (CDL), training and IT Training (Comp TIA Certification) to low-income residents of the District of Columbia. UPO will utilize their partnership and collaboration with the AJs to continue activities such as job search and placement assistance, career counseling, job recruitment, providing job vacancy listings, providing information regarding the filing of claims for unemployment compensation, assistance in establishing eligibility for programs providing financial aid for training and education programs.			
<b>9.4b. Employment and Training Activities:</b> 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.			
<b>9.5. Emergency Energy Crisis Intervention:</b> 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).			
<i>Note: This response will link to the corresponding CSBG assurance, item 14.6.</i>			
The Low-Income Heating Assistance Program (LIHEAP) is managed by the District of Columbia Department of Environment, District Office or Energy, and services are available city-wide. The eligible entity has an established partnership with the LIHEAP program and uses this to link low-income customers with the LIHEAP provider serving their community. In addition, the eligible entity provides non-emergency LIHEAP energy assistance by connecting low-income customers with opportunities to have their homes weatherized.			
<b>9.6. Faith-based Organizations, Charitable Groups, Community Organizations:</b> 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.			
<i>Note: this response will link to the corresponding assurance, item 14.9.</i>			
As part of the Community Action Plan, the eligible entity provides an extensive list of linkages and partnerships which include faith-based organizations, charitable groups, and community organizations. During the comprehensive monitoring exercise, the State will test the validity of these linkages and partnerships through review of documentation. This is also a component of the Organizational Standards which are assessed annually.			
<b>9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:</b> 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.			
<i>Note: this response will link to the corresponding assurance, item 14.3c.</i>			
The eligible entity is a multi-year and multi-funded agency receiving grants and contracts for more than twenty (20) specific programs and services that are projected to continue in FY 2023 and FY 2024. CSBG funding represents about a quarter (25%) of total agency resources. The balance of the agency's funding comes from federal and local sources for programs such as Head Start, daycare, initiatives for homeless individuals and families, energy conservation, welfare to work, substance abuse, and affordable housing initiatives. Public Sector funds are utilized in many ways to accomplish the mission of having a meaningful impact on ameliorating poverty. In addition, the eligible entity maintains a comprehensive network of community-based agencies that provide expertise (contractual relationships) to administer a variety of special emphasis programs. Most of these programs, examples listed above, are funded by public agencies local and federal. Examples of relationships with the community and private sector are: Agreements with home improvement contractors to provide services to low-income customers below their regular established prices; Agreements/commitments with wholesale and retail food chains for donations of food and grocery items; Agreements/commitments with private employers and businesses for commitments to hire eligible entity-trained individuals; Agreements/commitments from rental management companies to provide housing support for low-income and other vulnerable populations; Commitments from area banks to provide workshops on how to open no-fee bank accounts, qualify for community reinvestment benefits and maintain good creditworthiness; Commitments from volunteers to donate their time and expertise for mentoring and staffing purposes; Commitments from hospitals, universities, HMOs, and other private health institutions and facilities to conduct workshops focusing on healthy-living issues.			
<b>9.8. Coordination among Eligible Entities and State Community Action Association:</b> Describe state activities for supporting coordination among the eligible entities and the state community action association.			
<i>Note: This information will pre-populate the Annual Report, Module 1, Item G.5.</i>			
The District of Columbia does not have a State Community Action Association.			
<b>9.9. Communication with Eligible Entities and the State Community Action Association:</b> 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.			
<b>Communication Plan</b>			
Subject Matter	Expected Frequency	Format	Brief description of "Other"

Upcoming Public and/or Legislative Hearings	Biannual		Virtual Communications
State Plan Development	Biannual		
Organizational Standards Progress	Quarterly		
State Accountability Measures Progress	Monthly		Meetings through Virtual Communication
Community Needs Assessments/ Community Action Plans	Triennial		Meetings through Virtual Communication
State Monitoring Plans and Policies	Monthly		
Training and Technical Assistance (T/TA) Plans	Triennial		Meetings through Virtual Communication
ROMA and Performance Management	As needed		Meetings through Virtual Communication
State Interagency Coordination	As needed		
CSBG Legislative/Programmatic Updates	As needed		
Tripartite Board Requirements	As needed		Meetings through Virtual Communication

**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*

Within 60 days of receiving feedback from OCS on the state accountability measures, the state will prepare and submit a written report to the eligible entity. This report may also be discussed during the quarterly meeting.

**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.*

No changes are being made at this time. There are regularly scheduled meetings, and ongoing contact by telephone, e-mail, etc. is made as needed.

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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)						Form Approved OMB No: 0970-0382 Expires: 08/30/2024	
<b>SECTION 10</b> <b>Monitoring, Corrective Action, and Fiscal Controls</b>							
Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act )							
<b>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.</b>							
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.							
<i>Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.</i>							
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	United Planning Organization	Full On-site	Onsite Review	FY1 Q3	07/13/2020	07/24/2020	
1	United Planning Organization	Follow-up	Desk Review	FY2 Q3	07/13/2020	07/24/2020	
<b>10.2. Monitoring Policies:</b> Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.							
See Attachment; Monitoring Procedures							
<b>10.3. Initial Monitoring Reports:</b> According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?							
<i>Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.</i>							
60							
<b>Corrective Action, Termination and Reduction of Funding and Assurance Requirements</b> <b>(Section 678C of the Act )</b>							
<b>10.4. Closing Findings:</b> Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? <input checked="" type="radio"/> Yes <input type="radio"/> No							
10.4a. Closing Findings Procedures: If no describe state procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.							
<b>10.5. Quality Improvement Plans (QIPs):</b> Provide the number of eligible entities currently on QIPs, if applicable.							
<i>Note: The QIP information is associated with State Accountability Measures 4Sc.</i>							
0							
<b>10.6. Reporting of QIPs:</b> 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							
<i>Note: This item is associated with State Accountability Measures 4Sa(iii).</i>							
Within 30 days of receiving documentation that the standard(s) has/have been met, the State will provide written notification of closure of finding(s) to the Office of Community Services by email or other written correspondence.							
<b>10.7. Assurance on Funding Reduction or Termination:</b> 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). <input checked="" type="radio"/> Yes <input type="radio"/> No							
<i>Note: This response will link with the corresponding assurance under item 14.8.</i>							
Policies on Eligible Entity Designation, De-designation, and Re-designation							
<b>10.8. Eligible Entity Designation:</b> Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No							

<b>10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.</b>
<b>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</b>
The District of Columbia, unlike most states, has only one eligible entity. The current eligible entity has District-wide service coverage. In the unlikely event that there is a "cause or default" by the eligible entity, a designation or re-designation procedure will be developed going forward (no later than 9/30/23).
<b>10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.</b>
<b>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</b>
The District of Columbia has only one eligible entity. If the District through monitoring determines its single eligible entity is not meeting the performance goals, administrative standards or financial management requirements of the state plan it will follow the requirements of the CSBG Act (Section 678C).
<b>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?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>10.10a. If Yes, provide the citation(s) of the law and/or regulation.</b>
<b>10.10b. If No, describe State procedures for re-designation of existing eligible entities.</b>
The District of Columbia, unlike most states, has only one eligible entity. he current eligible entity has District-wide service coverage. In the unlikely event that there is a "cause or default" by the eligible entity, a designation or re-designation procedure will be developed going forward (no later than 9/30/23).
<b>Fiscal Controls and Audits and Cooperation Assurance</b>
<b>10.11. Fiscal Controls and Accounting:</b> 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).
As in the classic grant scheme, the sub-grantee, operates under an approved budget and submits documentation of its grant expenditures for approval by the granting agency, D.C. Department of Human Services. Where documentation is unclear, the granting agency, DHS, will provide the sub-grantee, with an opportunity to address the Agency's concerns and support its assertion that the expenditures are allowable under the grant. To ensure funds have been used appropriately the Eligible Entity must submit financial reports to the DHS FSA CSBG Grant Administrator as follows: 1. Quarterly report of funds passed through to community service centers and other subcontractors. Include the amount and percentage of indirect costs charged on these pass-through funds. 2. Monthly report of expenditures reflecting total budgeted, monthly expenditure, year-to-date expenditure, and budget-to-date balance. 3. Two (2) copies of the independent auditors report, OMB Circular A-133, and Management Letter shall be submitted to DHS FSA CSBG Grant Administrator no later than nine months following the end of the fiscal year. 4. Prior years finding in the independent audit report must be corrected within a reasonable time frame to be approved by the DHS FSA CSBG Grant Administrator. A viable solution shall be presented to the DHS FSA CSBG Grant Administrator within sixty (60) days of the Final Report.
<b>10.12. Single Audit Management Decisions:</b> 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.
<b>Note: This information is associated with State Accountability Measure 4Sd.</b>
Following receipt and review of the audit report, a letter is sent to the eligible entity acknowledging receipt, and where there are findings, requesting that a corrective action plan is submitted to the state office within 30 days. If approved, the eligible entity will be given 60 days to implement the plan and correct the findings. Should the eligible entity require additional time, the state office may grant an extension of up to 30 days. Within 30 days of receiving a report that all the findings have been corrected, the state office will schedule a follow-up site visit, if needed, to verify that the deficiencies identified in the original auditors report have been satisfactorily addressed. Upon verification that the deficiencies have been resolved, a letter will be issued to the eligible entity.
<b>10.13. Assurance on Federal Investigations:</b> 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
<b>Note: This response will link with the corresponding assurance, Item 14.7.</b>
<b>10.13a. Federal Investigations Policies:</b> 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
<b>10.13b. Closing Findings Procedures:</b> If no, describe state procedures for permitting and cooperating with federal investigations.
<b>10.14. Monitoring Procedures Performance Management Adjustment:</b> 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.
<b>Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.</b>
The monitoring procedures are being adjusted to incorporate Organizational Standards and revised monitoring tools.

## Section 11: Eligible Entity Tripartite Board

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Administration for Children and Families  
Community Services Block Grant (CSBG)

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### 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 Recommendation: Fill vacancies within 90 days.

**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 eligible entity has Democratic Selection Procedures for low-income representatives through which income-eligible individuals can apply to be a candidate or recommend an individual as a candidate for a low-income representative on the board. The eligible entity is required to submit this document as part of the grant application process.

**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

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Community Services Block Grant (CSBG)

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### 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 eligible entity has written procedures for the documentation of eligibility determination of income and residency.

#### 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.

Participants are required to fill out an income eligibility forms and/or to provide verification of residence as documentation that they reside in a community identified as an area of high need.

**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 Community Needs Assessment serves to identify those communities of greatest need and the demographics of the residents, which include income.



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

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Administration for Children and Families  
Community Services Block Grant (CSBG)

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

#### 13.1. Performance Measurement System:

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

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

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

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

The eligible entity is required to participate in a performance management system for measuring performance in meeting established goals. The approach used by the CSBG State office is the Results Oriented Management and Accountability (ROMA). This approach is designed to promote ongoing evaluation and efficiency through assessment of needs, development of a plan to respond to the assessment, implementation of services to carry out the plan and measurement of outcomes to determine effectiveness and to inform future planning. The eligible entity is required to maintain a data management system for collecting information for tracking and reporting goal achievement, performance outcomes, demographics and other information as needed to complete the annual report or other requested reports. In compliance with the CSBG Act, every three years, the eligible entity will conduct and submit to the CSBG State office a comprehensive Community Needs Assessment. The data gathered will be used to develop the Community Action Plan. This plan, which covers not less than one fiscal year and not more than two fiscal years, shall describe how the funds will be used to address the needs of the target population to mobilize resources, provide innovative solutions, and increase their own capacity to achieve results and guide the development and implementation of services. The CAA shall submit to the CSBG office the required performance data for the CSBG/IS Annual report by the deadline provided.

#### 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

See Attachment 13.2 FY 2023 and 2024 Projected Outcome Measures

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

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

The State has provided discretionary funding for updating the data collection and reporting system. Discretionary funding for ROMA training is also available upon request.

#### 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.**

The eligible entity completes a Comprehensive Needs Assessment documenting the source of the information which includes US Census data, assessments from other agencies, focus groups, surveys, etc. The information gathered is then used in the development of the Community Action Plan. In addition, board minutes submitted contain program reports which reflect the use of data to improve service delivery. This is further discussed with the eligible entity at quarterly meetings. During monitoring exercises, the system and process for analyzing data to improve services are discussed and reviewed.

#### Community Action Plans and Needs Assessments

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

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

The State includes the requirement for the Community Action Plan as part of the grant agreement.

#### 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.***

The State includes the requirement for the Community Needs Assessment as part of the grant agreement. The Eligible Entity, in cooperation with the State CSBG office, shall develop a method for completing a community needs assessment within the targeted areas during the program year. Activities toward this end shall include: 1. Complete a Community Needs Assessment to be used as a resource by the Board of Directors to determine targeted approaches and programming strategies for the agency. 2. In conjunction with the State CSBG Office, the Eligible Entity will develop a technical assistance plan to support the community action network partners in completing community needs assessments.

## Section 14: CSBG Programmatic Assurances and Information Narrative

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Administration for Children and Families  
Community Services Block Grant (CSBG)

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### 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;

See Attachment 14.1 CSBG Services

#### 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;

The eligible entity's Office of Early Learning (OEL) will serve 700 early Head Start children through direct services to provide educational, social-emotional and health needs to ensure school readiness. Another 200 children will be impacted through Hub services. The eligible entity has been designated as a training and technical assistance provider for seven (7) early learning centers throughout the City to ensure quality services for children and families in these centers. The eligible entity OEL will seek additional financial resources to support families in Ward 7 where there is currently a need for more early learning services. OEL is also poised to introduce a reading literacy program to parents that will provide books and reading circles to increase child and parent literacy. The eligible entity's Providing Opportunities With Educational Readiness (POWER) program currently operates a Science, Technology, Engineering and Math (STEM) program. Plans are underway to enhance this program by incorporating the arts using a Science, Technology, Arts and Math (STEAM) curriculum and engaging additional universities, arts and STEM professionals to support this effort. It will also partner with Destination Imagination to provide youth with year-long critical thinking projects. In its mission, the program states it provides a fun, hands-on system of learning that fosters students creativity, courage and curiosity through open-ended academic Challenges in the fields of STEM (science, technology, engineering and mathematics), fine arts and service learning. POWER students will also receive intensified social-emotional, coping and life skills support. Greater emphasis will also be placed on parent involvement in the POWER program and in the local schools as education advocates for their children. The Beavers Scholarship will be expanded through partnerships with local businesses interested in developing scholarships for local youth. Beavers scholars, along with college enrolled POWER program participants, will receive support from a College Outreach Coordinator to aid students and their families in the college transition process including enrollment and financial aid issues, time management, social-emotional issues and self-advocacy in their educational pursuits. The eligible entity's Freedom Schools participants will continue to be supported with reading literacy through after- school and summer programming. The Youth Services Division will align program services with the Raise DC initiative to reengage disconnected youth with school; coordinate a partnership with the Latin American Youth Center to develop two restorative justice programs for 50 youth ages 12-18; Establish partnerships with Serve DC, Coalition of Black Trade Unionists, Hands-on Greater DC Cares, and the Capital Area Food Bank for the coordination of meaningful initiatives that afford opportunities for youth to give back to their communities ; and establish partnerships with the Alliance of Concerned Black Men and the Department of Youth Rehabilitation Services.

#### Coordination of Other Programs

<b>14.1c. 676(b)(1)(C) Describe how the state will assure "that funds made available through grant or allotment will be used -</b>
<b>(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)</b>
The eligible entity will expand opportunities for its customers in 2023 and 2024 through strategic partnerships with businesses interested in civic engagement and volunteerism to seek new revenue streams, volunteers, and audiences to aid in the diversification of funding to better respond to the varying needs of the customer base. The eligible entity will continue its partnership expansion and add to the nearly 1000 partners including volunteer and intern organizations, emergency services agencies, parent support organizations, and literacy partners to name a few. The eligible entity will continue its membership on various boards and will establish neighborhood liaisons who will work with the Advocacy Division to provide support with outreach to the community and neighborhood partners, business associations, other CBOs and community stakeholders.
<b>State Use of Discretionary Funds</b>
<b>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."</b>
<b><i>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</i></b>
<b>Eligible Entity Service Delivery, Coordination, and Innovation</b>
<b>14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."</b>
<b>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;</b>
The eligible entity's Service Delivery Network is comprehensive both in its program activities and its coverage of those communities and neighborhoods in which the targeted client population resides. A listing of the Service Delivery Network which includes program information and ward(s) served is provided.
<b>Eligible Entity Linkages - Approach to Filling Service Gaps</b>
<b>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."</b>
<b><i>Note: The state describes this assurance in the state linkages and communication section, item 9.3b.</i></b>
All customers receiving services through the eligible entity's community service programs determined to need assistance to overcome the barriers to self-sufficiency will be offered the opportunity to receive case management services. Upon accepting the offer, customers will receive assistance in creating self-sufficiency-related objectives along with plans to help them reach those objectives. Subsequently, staff will assist customers to achieve their goals through monitoring and advocacy. Further, through its extensive network of both private and public organizations, a variety of services are made available to customers. In FY 2023 and 2024, these partnerships will continue to fill identified gaps in services.
<b>Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources</b>
<b>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."</b>
<b><i>Note: The state describes this assurance in the state linkages and communication section, item 9.7.</i></b>
The eligible entity is a multi-year and multi-funded agency receiving grants and contracts for more than twenty (20) specific programs and services that are projected to continue in FY 2023 and FY 2024. CSBG funding represents about a quarter (25%) of total agency resources. The balance of the agency's funding comes from federal and local sources for programs such as Head Start, daycare, initiatives for homeless individuals and families, energy conservation, welfare to work, substance abuse, and affordable housing initiatives. Public Sector funds are utilized in many ways to accomplish the mission of having a meaningful impact on ameliorating poverty. In addition, the eligible entity maintains a comprehensive network of community-based agencies that provide expertise (contractual relationships) to administer a variety of special emphasis programs. Most of these programs, examples listed above, are funded by public agencies local and federal. Examples of relationships with the community and private sector are: Agreements with home improvement contractors to provide services to low-income customers below their regular established prices; Agreements/commitments with wholesale and retail food chains for donations of food and grocery items; Agreements/commitments with private employers and businesses for commitments to hire eligible entity-trained individuals; Agreements/commitments from rental management companies to provide housing support for low-income and other vulnerable populations; Commitments from area banks to provide workshops on how to open no-fee bank accounts, qualify for community reinvestment benefits and maintain good creditworthiness; Commitments from volunteers to donate their time and expertise for mentoring and staffing purposes; Commitments from hospitals, universities, HMOs, and other private health institutions and facilities to conduct workshops focusing on healthy-living issues.
<b>Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility</b>
<b>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."</b>
<b><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></b>
See Attachment 14.3d: Innovative Community & Neighborhood Initiatives

## 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 eligible entity participates in the gleaning activities through which food is made available to customers and referrals are made for emergency needs. In addition, the eligible entity has been approved as a site for the Capital Food Bank and will become a provider for emergency food. In addition, the eligible entity will continue to serve customers in dire need of food assistance by issuing Electronic Benefit Transfer (EBT) card to 1,800 new customers referred from the Department of Human Services. The eligible entity also provides emergency rental assistance support to ensure housing for eligible customers and monthly grocery items for seniors and disabled individuals.

## State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

**14.5. 676(b)(5)** Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."

*Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.*

## State Coordination/Linkages and Low-income Home Energy Assistance

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

*Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.*

## Federal Investigations

**14.7. 676(b)(7)** Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.*

## Funding Reduction or Termination

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

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.*

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

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

*Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.*

## Eligible Entity Tripartite Board Representation

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

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

The eligible entity has Democratic Selection Procedures for low-income representatives through which income-eligible individuals can apply to be a candidate or recommend an individual as a candidate for a low-income representative on the board. The eligible entity is required to submit this document as part of the grant application process.

## 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:08/30/2024

### 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.