

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Puerto Rico

Report Name: CSBG State Plan

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

Report Status: Submission in Review by CO

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)			Form Approved OMB No: 0970-0382 Expires:08/30/2024				
COVER PAGE							
<div>* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)</div>		<div>* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)</div>		<div>* 1.c. Consolidated Application/ Plan/Funding Request? Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:</div>		<div>* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update</div> <div>State Use Only: 5. Date Received By State: 6. State Application Identifier:</div>	
7. APPLICANT INFORMATION							
* a. Legal Name: Office for the Socioeconomic and Community Development							
* b. Employer/Taxpayer Identification Number (EIN/TIN): 66-0636719				* c. Organizational DUNS: 080588307			
* d. Address:							
* Street 1:		1208 Ave. Roosevelt		Street 2:		ODSEC	
* City:		San Juan		County:		Puerto Rico	
* State:		PR		Province:			
* Country:		Puerto Rico		* Zip / Postal Code:		00920	
e. Organizational Unit:							
Department Name:				Division Name:			
f. Name and contact information of person to be contacted on matters involving this application:							
Prefix:		* First Name: Guarina		Middle Name:		* Last Name: Delgado-Garcia	
Suffix:		Title: Auxiliary Director		Organizational Affiliation: Socioeconomic and Community Development Office			
* Telephone Number: (787) 977-7060		Fax Number		* Email: gdelgado@odsec.pr.gov			
* 8a. TYPE OF APPLICANT: A: State Government							
b. Additional Description:							
* 9. Name of Federal Agency:							
		Catalog of Federal Domestic Assistance Number:		CFDA Title:			
10. CFDA Numbers and Titles		93569		Community Services Block Grant			
11. Descriptive Title of Applicant's Project Puerto Rico CSBG Program State Plan 2023							
12. Areas Affected by Funding:							
13. CONGRESSIONAL DISTRICTS OF:							
* a. Applicant PR				b. Program/Project: Community Services Block Grant			
Attach an additional list of Program/Project Congressional Districts if needed.							
14. FUNDING PERIOD:				15. ESTIMATED FUNDING:			
a. Start Date:		b. End Date:		* a. Federal (\$): \$0		b. Match (\$): \$0	
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?							
a. This submission was made available to the State under the Executive Order 12372							
Process for Review on :							
b. Program is subject to E.O. 12372 but has not been selected by State for review.							

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

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

☐ YES

☒ NO

Explanation:

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

****I Agree** ☒

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

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

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

18d. Email Address

18b. Signature of Authorized Certifying Official



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

09/01/2022

Attach supporting documents as specified in agency instructions.

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:08/30/2024	
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
1.1. Identify whether this is a One-Year or a Two-Year Plan		<input checked="" type="radio"/> one-year <input type="radio"/> two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2023	Year Two
1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. <i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have been changed [Check all the apply]			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
1.2a. Lead agency		Socioeconomic and Community Development Office	
1.2b. Cabinet or administrative department of this lead agency [Check one and provide a narrative where applicable]			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Community Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input checked="" type="radio"/> Other, describe			
Community Affairs Department			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Office for the Socioeconomic and Community Development	
1.2d. Authorized Official of the Lead Agency			
Name: Thais M. Reyes Serrano, Esq.		Title: Executive Director	
1.2e. Street Address		1208 Ave. Roosevelt	
1.2f. City		San Juan	1.2g. State/PR
		1.2h. Zip 00920	
1.2i. Telephone number 787 977 - 7060 ext. 2001		1.2j. Fax number 787 977 - 7058	
1.2k. Email address treyes@odsec.pr.gov		1.2l. Lead agency website	
1.3. Designation Letter: Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
1.4. CSBG Point of Contact: provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.			

Has Information regarding to the state point of contact has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have changed [check all the apply]			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>		<input type="checkbox"/>	Website
1.4a. Agency Name Socioeconomic and Community Development Office			
1.4b Point of Contact Name			
Name: Guarina Delgado-Garcia		Title: Assistant Director	
1.4c. Street Address		Office for the Socioeconomic and Community Development	
1.4d. City		San Juan	1.4e. StatePR 1.4f. Zip 00920
1.4g. Telephone Number 787 977 - 7060 ext. 2018		1.4h. Fax Number 787 977 - 7058	
1.4i. Email Address gdelgado@odsec.pr.gov		1.4j. Agency Website	
1.5. Provide the following information in relation to theState Community Action Association.			
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No			
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have been changed [Check all the apply]			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director
<input type="checkbox"/>	City	<input type="checkbox"/>	State
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number
<input type="checkbox"/>		<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead
1.5a. Agency Name Association of Community Agencies of Puerto Rico (PRCAA)			
1.5b. Executive Director or Point of Contact			
Name: Normary Silva-Soto		Title: Executive Director	
1.5c. Street Address		C/17 Final, Jardines de Country Club Antigua Escuela Maria Lopez Ponce	
1.5d. City		Carolina	1.5e. StatePR 1.5f. Zip 983
1.5g. Telephone number 787 520 - 5847 ext.		1.5h. Fax number 999 999 - 999	
1.5i. Email Address praacasoc@gmail.com		1.5j. State Association Website http://www.facebook.com/praccpr	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input type="radio"/> Yes <input checked="" 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.*

See attachment.

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

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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 and responsibilities of the Socioeconomic and Community Development Office of Puerto Rico (ODSEC) as lead agency is to work in partnership with the community services network of the eligible entities, community based organizations, the Association of Puerto Rico Community Action Agencies as well as federal, state, and local governments to effectively carry out the purposes, goals, the assurances of the CSBG Act, through an oversight for the use of the funds and a comprehensive service delivery system that ensures the economic development, improve the quality of life and self-sufficiency of the low-income population.

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.)

1) Create and implement strategies that meet the needs of low-income people, identified in the State needs study. a. Implement the "Communities 2050" initiative, which is aimed at reducing poverty in Puerto Rico by half, through strategies that improve the quality of life of residents of disadvantaged communities and guarantee them equal access to resources, services, among others. b. Implement the Digital Community program, to provide access to technological, educational and communication resources, to reduce the social and economic gap, and eliminate the technological barriers that keep disadvantaged communities isolated. c. Create a "Community Leaders Training Academy", to train leaders who accept the challenge and manage to organize their community, so that they can participate in the identification and solution of problems; that they make decisions and are agents of change, which will result in the sustainable development of disadvantaged communities. d. Create a training program, aimed at training and training a workforce that contributes to the reconstruction of Puerto Rico after the passage of hurricanes Irma and María and after the earthquake in the southern area of the Island. 2) Implement a data analysis system to attend and address, in a more direct and effective way, the needs of the State, in everything related to training and technical assistance. a. Proveer capacitación y asistencia técnica para asegurar que el 75% de las Entidades Elegibles puedan cumplir con los estándares organizacionales federales. 3) Distribute funds in a timely manner and in accordance with federal and state regulations. 4) Comply with Section 678. B, Monitoring of Eligible Entities of the CSBG Act; ODSEC will continue conducting a comprehensive on site and virtual review of the two (2) remaining Eligible Entities (ASPRI and INSEC) to complete the at least once every three years monitoring cycle, to determine whether Eligible Entities meet the performance goals, administrative and financial standards and other requirements as well.

3.3. State Plan Development:

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

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

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

☒ U.S. Census data

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

☒ Monitoring Visits/Assessments

☐ Tools Not Identified Above (specify)

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

☒ Eligible Entity Community Needs Assessments

☒ Eligible Entity Community Action Plans

☐ Public Hearings/Workshops

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

State Need Assessments.

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

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

☒ State Association

☒ National Association for State Community Services Programs (NASCSPP)

☐ Community Action Partnership (NCAP)

☐ Community Action Program Legal Services (CAPLAW)

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

☐ Regional Performance Innovation Consortium (RPIC)

☐ Association for Nationally Certified ROMA Trainers (ANCRT)

<input checked="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.	
<i>(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)</i>	
<p>The State shared with Eligible Entities sections such as 3.2 State Plan Goals and 8.1 State Plan to Offer T&TA to Eligible Entities to review goals and make recommendations and suggestions; in addition to recommend the topics that they are interested T&TA is provided. CSBG's Program Evaluation Specialists continue to analyze organizational standards in order to offer technical assistance to Eligible Entities</p>	
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?	
<p>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.</p>	
<i>(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)</i>	
<p>Having four Eligible Entities and having a Specialist for each entity allows us to have direct, daily, and continuous communication with them. Reinforcing its strengths and assisting in its weaknesses to achieve the objective of bringing the necessary services to the poor population of the communities of Puerto Rico. This teamwork allows us to achieve the goals established in each State Plan.</p>	
3.5. Eligible Entity Overall Satisfaction:	
Provide the State's target for eligible entity Overall Satisfaction during the performance period:	
Year One	40
Year Two	
<p>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.</p>	
<i>(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)</i>	

Section 4: CSBG Hearing Requirements

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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.

Still in Puerto Rico, due to the COVID-19 Pandemic, there are certain restrictions on group gatherings and maintaining social distancing, especially in work areas. As we have indicated previously, the ODSEC does not have a physical space, that meets these requirements where the public can visit and review it.

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.

as mentioned in section 4.1, still in Puerto Rico, due to the COVID-19 Pandemic, there are certain restrictions on group gatherings and maintaining social distancing, especially in work areas. As we have indicated previously, the ODSEC does not have a physical space, that meets these requirements where the public can visit and review it. And ODSECs webpage is still down and waiting for the the permission offered by the Puerto Rico Information and Technology Service (PRITS).

4.3. Public and Legislative Hearings:

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

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/03/2022	ODSEC	Public	<input type="checkbox"/>

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

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

See attachment sent via email to eligible entities.

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

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

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Acción Social de Puerto Rico, Inc.	Island Wide - Puerto Rico (except Bayamón and San Juan Municipalities)	Non-Profit	Community Action Agency
2	Instituto Socioeconómico Comunitario, Inc.	Island Wide - Puerto Rico (except Bayamón and San Juan Municipalities)	Non-Profit	Community Action Agency
3	Municipality of Bayamon	Bayamon	Public	Community Action Agency
4	Municipality of San Juan	Municipality of San Juan	Public	Community Action Agency

5.2. Total number of CSBG eligible entities 4

5.3. Changes to Eligible Entities List:

Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

- ☐ Designation and/or Re-Designation
☐ De-Designations and/or Voluntary Relinquishments
☐ Mergers
☒ No Changes to Eligible Entities List

5.3a. Designation and Re-Designation: Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete

5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

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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.

The Organizational Standards are evaluated once a year through a desk review. The State CSBG Program requires eligible entities to submit annually, first; a self-assessment, according to the instrument provided for the self-assessment of organizational standards, marking each standard as met or not met and the required documents attached. For each standard met, entities must provide supporting documentation evidencing their compliance. For each standard not met, a Technical Assistance Plan (TAP) is coordinated with the entity where the program staff meet with the entity's staff to train them on how to improve their performance and document compliance with the standard. Then, that the CSBG State Program staff has reviewed the entities' self-evaluations, they provide them with an evaluation report with their comments and recommendations, including requests for evidence, additional documentation, or make modifications to the documents submitted, and assistance begins to be provided. technique and necessary follow-up. This process continues until the entities have documented compliance with each standard, according to the approved Technical Assistance Plan (TAP) to finally validate their compliance. The standards review procedure was modified to respond to the statement that they did not have enough time to gather the documentation required to meet the standards due in large part to the fact that the standards required the approval of the board of directors, who meet once monthly. The purpose was to ensure that eligible entities had sufficient time to prepare and respond. The state agency will review the eligible entities TA plan to address any deficiencies and delays in the implementation of the CSBG organizational standards and through a regular on-site monitoring and evaluation visits on this matter.

6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? <input type="radio"/> Yes <input checked="" type="radio"/> No			
6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption			
Total Number of Exempt Entities: 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	75%	Year Two	0%
<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

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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.

The State allocates the funds according to the established formula so the 90% of the funds are remarked for the Eligible Entities and are distributed as follows: ASPRI 39% INSEC 32% San Juan Municipality 15% Bayamon Municipality 4% State has allocated the funds according to the established formula.

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	0.00%
-----------------	--------	-----------------	-------

Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Acción Social de Puerto Rico, Inc.	\$12,356,685	
Instituto Socioeconómico Comunitario, Inc.	\$10,138,819	
Municipality of Bayamon	\$1,267,352	
Municipality of San Juan	\$4,752,571	
Total	\$28,515,427	

CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Acción Social de Puerto Rico, Inc.	\$0	
Instituto Socioeconómico Comunitario, Inc.	\$0	
Municipality of Bayamon	\$0	
Municipality of San Juan	\$0	
Total	\$0	

7.3. Distribution Process:

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

The State uses the following process to distribute 90% of the funds to Eligible Entities: (1) Request for funding according to the distribution made by the formula. (2) Notification of award is received. (3) The CSBG Program asks the Finance Division for the budget impact and the distribution of the funds to the Eligible Entities. (4) The Finance Division makes the distribution of the funds of the Eligible Entities, according to the formula and accounts for them. (5) Once the distribution is received, the CSBG Program sends to the Eligible Entities, the notifications of the distribution of the funds for the new Fiscal Year. (6) The Legal Advisor of the CSBG Program prepares the contracts for the delegation of funds to the Eligible Entities. (7) The funds delegation contracts are signed between the Executive Director of ODSEC and the Eligible Entities.

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

<input type="radio"/> Hybrid			
<input type="radio"/> Other			
7.4. Distribution Timeframe: Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? <input checked="" type="radio"/> Yes <input type="radio"/> No			
7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.			
<i>Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.</i>			
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.			
<i>Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.</i>			
The State acquired the MIP accounting system, which helps to improve efficiency in the request for the disbursement of funds, the reconciliation of accounts and the rendering of reports. In Puerto Rico, the Department of the Treasury oversees the accounts of most of the Government Agencies, and the staff of the ODSEC Finance Division is in charge of making this request. The CSBG Program provides the Eligible Entities a calendar for each Fiscal Year in which appears the deadlines in which they must submit the requests for funds, readjustments and render the different reports.			
Administrative Funds [Section 675C(b)(2) of the CSBG Act]			
<i>Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.</i>			
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%)	
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	16.00	Year Two	
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	11.00	Year Two	
7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? <input checked="" type="radio"/> Yes <input type="radio"/> 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%)	0.00%
Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)			
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>			
<i>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.</i>			
<i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i>			
Remainder/Discretionary Fund Uses			
	Year One Planned \$	Brief description of services/activities and/or activities	
7.9a. Training/technical assistance to eligible entities	\$25,000.00	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	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$25,000.00	Financial Education.
Total	\$50,000.00	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$0.00	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	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$1,568,348.50	Delegated funds nonprofit organizations, municipalities and community based organizations.
Total	\$1,568,349.00	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. [Check all that apply and narrative where applicable]		
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)		
<input checked="" type="checkbox"/> The state partially carries out some activities		
<input type="checkbox"/> CSBG eligible entities (<i>if checked, include the expected number of CSBG eligible entities to receive funds</i>)		
<input checked="" type="checkbox"/> Other community-based organizations		
<input checked="" type="checkbox"/> State Community Action association		
<input type="checkbox"/> Regional CSBG technical assistance provider(s)		
<input type="checkbox"/> National technical assistance provider(s)		
<input checked="" type="checkbox"/> Individual consultant(s)		
<input type="checkbox"/> Tribes and Tribal Organizations		
<input checked="" type="checkbox"/> Other Nonprofit Organizations		
Note: This response will link to the corresponding CSBG assurance, item 14.2.		
7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.		
Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.		
The state will continue to allocate discretionary funds to non-profit organizations and local governments through proposals which should be aligned to the priorities set by ODSEC. The program maintain a very close communication with ODSEC fiscal division and the auditor program. The local treasury department is in charge of the disbursement of the CSBG funds to ODSEC. The state agency have a contact person at that agency and make all possible contact for the prompt of funds delivery to the eligible entities, the program also in frequently has communication with the entities, providing them a year calendar for requested documentation necessary for the procedure of disbursement. The agency add two regional offices to reinforce the network created last year and that will result in bringing services to the neediest people. ODSEC has reassessed the priorities of the state, tempering them to the real need of our communities after the passage of the most catastrophic event in the history of the nation, the earthquake and the COVID-19 Pandemic. The communication with the federal entities HHS, OCS, NASCSP, CAP as part of the objectives will continue to be one of the most important objectives, which allowed us to receive feedback immediately so that it could be incorporated into the states enforce.		

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

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	ROMA	
2	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Technical Assistance	Reporting	
4	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
5	Ongoing / Multiple Quarters	Training	Other	Disaster recovery
6	Ongoing / Multiple Quarters	Training	Other	Continuity plans in case of emergency
7	Ongoing / Multiple Quarters	Both	Other	Evidence-based practice models
8	Ongoing / Multiple Quarters	Technical Assistance	Fiscal	
9	Ongoing / Multiple Quarters	Technical Assistance	Community Assessment	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1				

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

Year One	\$25,000	Year Two	\$0
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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 collects the training and technical assistance needs of the Eligible Entities to work on them jointly with the Program Evaluation Specialists, with PRCAA and with the consultant of the CSBG Program.

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 Program Evaluation Specialists evaluate the organizational standards of each of their Entities and coordinate visits and meetings with them to offer them the assistance they need. The categories to cover are still the same as prior State Plan: Community Assessment, Organizational Leadership, Human Resources Management and Financial Operations and Oversight.

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)
- ☐ 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 has just gone through a monitoring by OCS. Based on the findings and recommendations made in the final presentation, a work plan is being developed to incorporate all these findings and recommendations. Once this final plan is available and by subject, coordination will be carried out with the Entities to offer them training and assistance in the subjects that refer to them. Among the most outstanding topics are the following: governance of the Board; composition of the Tripartite Board; organizational standards, among others.

Section 9: State Linkages and Communication

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

Form Approved
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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 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

ODSEC is the government entity called to work with everything related to community matters. ODSEC has an experience 20 years working tirelessly with the most vulnerable communities in Puerto Rico and their community leaders. The ODSEC develops inter-community development plans for more than 752 communities around the island, which gives us a radiographic tool that allows us to receive first hand the needs of the communities and how they visualize evolution. This toll is key to planning priorities and strategies to better serve the most vulnerable.

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.

ODSEC is currently creating training programs and establishing alliances with other government entities and non-profit organizations, to impact communities according to their needs. Our approach is aimed at offering services in an integrated and coordinated manner, with which we are efficient, thus reducing bureaucracy, as well as the duplication of resources and efforts. Likewise, work in harmony towards a multisectoral work approach that promotes solidarity actions to reduce social inequality and marginalization of our communities. This will result in greater efficiency, consistent with the duties and responsibility of the ODSEC established in Article 3.2 of its organic law, Law No. 10-2017, as amended. Part of the challenges that we have identified is the lack of training, education and motivation of the leaders, distrust in government processes and lack of a sense of belonging among the members of the community. For this reason, we are in the process of designing a Community Leaders Training Academy that allows us to train leaders who accept the challenge and manage to organize their community, so that they can participate in the identification and solution of problems, make decisions and be agents of change, which will result in their sustainable development. In the Community Leaders Training Academy, several educational modules will be taught, among which we have divided into three main components: Community Leader, Community Organization and Evaluation, Development and Mentoring. So that a training process can be established, for the training, development and mentoring that community leaders require to perform effectively and for the benefit of the needs identified in their community. This Program includes the establishment of collaborative agreements with the other agencies of the Central Government, the Municipalities, the non-profit organizations, as well as the proper coordination with the eligible entities that receive the Community Service Block Grant (CSBG) funds that we administer in the ODSEC, and discretionary funds directed to support national goals. CSBG's programmatic and administrative activities seek to help families below the poverty level so that they can train, obtain employment, make better use of their income, remove, and eliminate obstacles that impede and limit their self-sufficiency, as well as strengthen the community to plan and coordinate the use and scope of federal assistance, among others. For this reason, it is in harmony with the philosophy of the Academy and what we want to design. Being able to work from an interagency and multisectoral approach, having the community and its leaders as the main protagonists in the formation of this Academy, will be the cornerstone to establish the first Academy with a teaching model aimed at Puerto Rican communities. The way in which the courses will be taught, the methodology used and the technological resources to be implemented will be part of the creative and training process in which we will have the active participation of community leaders and their community.

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.
to assure coordination and the effective delivery of CSBG services to low-income people and communities, the State require the Eligible Entities in the contract of the delegation of funds, to formalize collaboration agreements with local government agencies, private and public. They must submit copies of these agreements and the outcomes of them. And to avoid the duplication of services, they will be monitored periodically, and the execution process will be evaluated.
9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps: Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.
Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.
The need assessment on poverty is made every three years and that it be updated annually for the purpose to identify information gaps problems, individuals and community needs and poor access areas. This facilitates the development of an articulated plan which includes specifics linkages and coordination strategies to address the identified needs. State Program by the eligible entities contract (clause No. 6 - Plan of Action) required to develop a low-income population needs assessment. The contract also requires detailed description of the plan to address, through case management, referral and follow-up, service gaps among the low-income population. It is also required that eligible entities provide quarterly results information about funds coordination with other public and private organizations including a formal agreement. This process is asked to the four entities once a year. To assurance the eligible entity linkages to fill service gaps the state will implement a frequent monitoring and evaluation plan.
9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities: Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? <input checked="" type="radio"/> Yes <input type="radio"/> No
Note: This response will link to the corresponding CSBG assurance, item 14.5.
9.4a. WIOA Combined Plan: If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.
ODSEC, recently has signed an agreement with the Workforce Development Program (PDL, acronym in Spanish). And with this agreement ODSEC will be able to bring the services offered by PDL to the residents of our most disadvantaged and vulnerable communities. These services include training, provision and strengthening of skills, employment opportunities and more. Eligible Entities also have collaboration agreements with the different consortia belonging to PDL and here in ODSEC we are in the process of formalizing agreements with each of these consortia's.
9.4b. Employment and Training Activities: If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.
9.5. Emergency Energy Crisis Intervention: Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).
Note: This response will link to the corresponding CSBG assurance, item 14.6.
The Energy Assistance Program is under the Family Department, we are in process to collaborate each other and pursue the most important thing that is helping our communities and the disadvantage people of our island. We have a great communication with the Puerto Rico Office of Public Energy Policy. 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 by developing a referral and coordination program between the state, eligible entities and other partners under the emergency energy crises intervention program through the strategic and operational planning.
9.6. Faith-based Organizations, Charitable Groups, Community Organizations: Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.
Note: this response will link to the corresponding assurance, item 14.9.
The state will annually require eligible entities, through its community action plan, to identify, coordinate and develop partnerships activities that meet the low-income people needs and to increase service accessibility. During the next fiscal year will be required for eligible entities to demonstrate results on low income people social conditions by the development of each alliance.
9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources: Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.
Note: this response will link to the corresponding assurance, item 14.3c.
The eligible entities coordinate with municipal agencies and private organizations the use of local facilities without cost, the access to in kind resources, and to identify other available funds to meet the needs of low-income population.
9.8. Coordination among Eligible Entities and State Community Action Association: Describe state activities for supporting coordination among the eligible entities and the state community action association.
Note: This information will pre-populate the Annual Report, Module 1, Item G.5.
PRCAA has a new Executive Director who is a very professional, experienced, active, and very initiative person. Several workshops have been offered to Eligible Entities and State employees. And we are working a work plan together to fulfill the training and technical assistance needs of both the Entities and the State.
9.9. Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Triennial	Public Notice	Newspaper and website public Notice. The State will be assessing the possibility of carrying out such an annual process.
State Plan Development	Annually	Other	Refunding Application.
Organizational Standards Progress	Annually		CSBG Organizational Standards Guide.
State Accountability Measures Progress	Annually		Trough letters, emails, phone calls, meetings and presentations.
Community Needs Assessments/ Community Action Plans	Annually	Other	Refunding Application.
State Monitoring Plans and Policies	Annually		Through letters and Procedures and Norms Manual (in revision).
Training and Technical Assistance (T/TA) Plans	Annually		Trough letters, emails, phone calls, meetings and presentations.
ROMA and Performance Management	Annually		Trough letters, emails, phone calls, meetings and presentations.
State Interagency Coordination	Annually		Refunding Application.
CSBG Legislative/Programmatic Updates	Annually	Public Notice	Newspaper public Notice.
Tripartite Board Requirements	Annually		Refunding Application.
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.			
<i>Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6</i>			
The ODSEC requests eligible entities to develop and submit an annual and quarterly report on service results. This report is evaluated by the program evaluation specialist in terms of legal and regulations compliance; effectiveness and efficiency of the service delivery system and to assess how close is following the CSBG goals and objectives. With this analysis and eligible entities feedback, the state coordinates a technical assistance plan to discuss the findings, address areas of opportunity and performance improvement.			
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.			
<i>Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.</i>			
Through the organizational standards self-assessment, the state verifies the unmet standards by the entities. The CSBG programs specialists identify the areas to be strengthened through technical assistance meetings, delivering reports with corrective actions or quality improvement plans and recommendations on how to achieve 100% of the organizational standard compliance policy. Because of the incorporation of a new staff member we are restructuring the work group to enhance the quality of contacts with each entity focused on accountability process. The state will increase the frequency of the technical assistance meetings on a monthly basis, publish the new policy and procedures and will send administrative and technical information memorandums on critical issues a new and reviewed norms and procedures manual. Make frequent on site evaluations and provide technical assistance visits. Coordinate technical assistance with CAPLAW and NASCSP.			

Section 10: Monitoring, Corrective Action, and Fiscal Controls

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)						Form Approved OMB No: 0970-0382 Expires: 08/30/2024	
SECTION 10 Monitoring, Corrective Action, and Fiscal Controls							
Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)							
10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.							
This is an estimated schedule to assist states in planning. States may indicate "no review" for entities the state does not plan to monitor in the performance period.							
<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>							
	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	Acción Social de Puerto Rico, Inc.	Full On-site	Onsite Review	FY1 Q3	06/01/2023	10/31/2023	Is going to be the last entity to be monitor.
2	Instituto Socioeconómico Comunitario, Inc.	Full On-site	Onsite Review	FY1 Q1	12/01/2022	04/30/2023	Is the next after we finish the monitor process.
3	Municipality of Bayamon	No review					
4	Municipality of San Juan	Full On-site	Onsite Review	FY1 Q1	02/02/2022	10/31/2022	In process.
	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	Acción Social de Puerto Rico, Inc.						
2	Instituto Socioeconómico Comunitario, Inc.						
3	Municipality of Bayamon						
4	Municipality of San Juan						
10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.							
See the Programmatic Monitoring and Standards Assessment Tool for Administering Awards under the Community Services Block Grant Program to Private CAAs Community Services Block Grant Program - CSBG MONITORING MANUAL							
10.3. Initial Monitoring Reports: According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?							
<i>Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.</i>							
30							
Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)							
10.4. Closing Findings: Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? <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.							
See Pages 31 -32.							
10.5. Quality Improvement Plans (QIPs): 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							
10.6. Reporting of QIPs:							

Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP
Note: This item is associated with State Accountability Measures 4Sa(iii).
The state uses the Information Memorandum No. 116 titled Corrective Action, Termination, or Reduction of Funding of 2012 as a guide to set procedures to the Quality Improvement Plan (QIP's). Also in the contract of delegation of funds in the tenth sixth clause of the terms and conditions for the termination or suspension of the funds including, among other things, breach of time, corrective action plans, provision of incomplete documents and improper and inappropriate use of funds. Also explains the process of notification of suspension or termination of contract.
10.7. Assurance on Funding Reduction or Termination: The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8). <input checked="" type="radio"/> Yes <input type="radio"/> No
Note: This response will link with the corresponding assurance under item 14.8.
Policies on Eligible Entity Designation, De-designation, and Re-designation
10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? <input checked="" type="radio"/> Yes <input type="radio"/> No No
10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.
The State terminates the designation of an organization as an eligible entity, or otherwise reduce funds, any resulting funding may be awarded only to an organization that is an eligible entity for CSBG funds. Section 676A of the Community Services Block Grant Act outlines procedures for designation and re-designation of eligible entities in unserved areas. In accordance with the CSBG Act a State or territory may solicited applications and designated as an eligible entity either: 1. A private nonprofit organization that is geographically located in an unserved area, that is capable of providing a broad range of services designated to eliminate poverty and foster self-sufficiency, and meets the requirements of the CSBG Act; or 2. A private nonprofit, eligible entity, that is geographically located in an area contiguous to or within reasonable proximity of hte unserved area and that is already providing related services in the unserved area. State must grant the designation to an organization of proven effectiveness in meeting the goals of the CSBG Act, and make its priority to an eligible entity in a contiguous area that is already providing related services in the unserved area. If no private nonprofit organization is identified or determined to be qualified as an eligible entity to serve the area, the State may designate an appropriate political sub-division of the State to serve as an eligible entity for the area. Any nonprofit or public agency receiving CSBBG funds must meet the tri-partite board requirements specified in Section 676B of the CSBG Act. The process of soliciting application to select a new eligible entity may take place during the period in whic the Health and Human Services Department is reviewing a State decision to terminate and organizations eligibility for CSBG funds. However, the State may not award the funds to a new eligible entity until the Department confirms the States finding for cause or the 90-days period for federal review has passed.
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
10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities <input type="radio"/> Yes <input checked="" type="radio"/> No
10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.
10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public The State procedure are available at the norms and procedure manual (in revision process). The State is still in the review process and the completion of the CSBG Program Standards and Procedures Manual in the Specification will specify the procedures in accordance with IM 116. As soon as the very end of will make you a copy.
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? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.10a. If Yes, provide the citation(s) of the law and/or regulation.
10.10b. If No, describe State procedures for re-designation of existing eligible entities. Puerto Rico CSBG Program will follow the requirements of the CSBG Act for re-designation of eligible entities and adhere to the guidance of CSBG IM 116. We also recognize the importance of further defining the procedures for de-designation and aim to establish the detailed procedures during the period covered by the application. Other Review Comments As a first step in order to deal with these issues, ODSEC contracted a professional firm in order to conduct an island-wide need assessment on poverty in Puerto Rico, according to the goals and mission of the CSBG Program. This study will allow the Program to have scientific data for defining the services, geographical areas specifically for Acción Social de Puerto Rico, Inc. (ASPRI) and the Instituto Socio-Económico Comunitario de Puerto Rico, Inc. (INSEC) and to establish program priority services in the development of the strategic plan for the island. This action will provide the Program with the necessary data to evaluate the actual eligible entities performance, and to delimit the services delivery area of both not profit agencies. Puerto Rico doesnt have a CSBG statute nor defying and detail program procedures for the de-designation or re-designation of a new eligible entities. We are requesting your due technical assistance.
Fiscal Controls and Audits and Cooperation Assurance
10.11. Fiscal Controls and Accounting: Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).
The ODSEC is part of the Central Government of Puerto Rico. As required by Local Law No. 230 July 23, 1974, as amended, the government of Puerto Rico has established the PRIFAS System as its accounting system for the Central Government agencies. The system includes records, reports, documents to be recorded, as well as the equipment and programming used. This system is managed by the Puerto Rico Treasury Department, as custodian of all the funds of the Central Government agencies, including Federal Financial Assistance. ODSEC developed a Manual of Procedures and Functions that facilitate the reporting and compliance with the implementation for accounting system. The accounting transactions are registered monthly in the subsidiaries and after, we make the conciliation with the PRIFAS system. ODSEC have its internal controls to ensure disbursements are properly documented and supported as required by state and federal regulations.
10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

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

In the Manual of Standards and Procedures of the CSBG Program was attached under item 10.2, in the page 153. (The Manual is revised). See attachment Monitorig Guide (referred 10.2)

10.13. Assurance on Federal Investigations:

The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. ☒ Yes ☐ No

Note: This response will link with the corresponding assurance, Item 14.7.

10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? ☒ Yes ☐ No

10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations.

10.14. Monitoring Procedures Performance Management Adjustment:

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

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

The State is carrying out the monitoring of the municipality of San Juan, then it will continue with INSEC and finally with ASPRI. Thus, culminating the monitoring process of the 4 Entities.

Section 11: Eligible Entity Tripartite Board

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Administration for Children and Families
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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

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

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

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

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

The state verifies, through monitoring processes, the eligible entities compliance under the Section 676 (b) (10), Tripartite Board; it also assures the boards of directors have governance policies and procedures.

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.

See attachment.

Section 12: Individual and Community Eligibility Requirements

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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 state requires the eligible entity to submit a poverty certification based on the Poverty Income Guidelines when determining applicant eligibility. Through the On Result System (ORS) the eligible entities collect information on income and participants characteristics.

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.

Verification is done through a participant income statement in some cases or by requesting evidence of health benefits like Medicaid, TANF, etc.

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

The state requires the eligible entities to submit, every three (3) years, a needs assessment of the communities they serve. The assessments are updated yearly and are evaluated by the CSBG Program.

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

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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 I, Item I.1.

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

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

In Puerto Rico we use what is provided by the Office of Community Services (OCS) and the National Association for State Community Services Programs (NASCSPP). The State has guidelines that direct eligible entities in developing its community action plan where it is required that the plan is developed according to the logic model referred to in ROMA.

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

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

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

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

The State and all eligible entities participate in the Results Oriented Management and Accountability System, another performance measure system for development pursuant to 678E(b), performance and results that meets the requirements of that section.

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.

PRCAA and the State have developed. The State has developed training processes, accompanied by technical assistance related to the ROMA system. These processes have been designed to improve and strengthen the administrative and programmatic operations of eligible entities. As part of these processes, the state has also participated in the webinar offered through the Office Community Services (OCS) and the National Association for State Community Services Programs (NASCSPP). ROMA system is also covered in section 103.5 of the Manual of Standards and Procedures of the Program CSBG Puerto Rico, page 102. The manual was included in section 10.2 of the State Plan. (The Manual is being reviewed)

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 entities must submit a quarterly report on program services results, based on their community action plans. The program evaluation specialists review the information reported according the requirement of qualitative and quantitative data and socio-demographic participant characteristics, and outstanding achievements. The CSBG specialists submit evaluation reports based on the organizations strengths and weaknesses in order to enhance the services delivery system. If necessary, the state coordinates and offers technical assistance.

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 will review annually the community action plan including the needs assessment, to assure the identification of services gaps on the low income individual, families and communities. For the submission of the Community Action Plan the CSBG Policy Manual, establishes to every Eligible Entity a periodic three (3) years need assessment, for the area to be served. This need assessment must be annually updated in every submission of the Community Action Plan. The contract of each Eligible Entity contains this requirement. As we spect in the last conference we are in the process with the NASCSPP introduce our new Need Assessment with the Community Software Group, with this software we will impact and do a better process for the Community Action Plan, the AnnualSurvey and the procedures for case management.

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.

Any eligible entity should develop a community action plan stratified by community served, that includes strategies that address the needs of these communities. It must also have a description of the procedures used to achieve compliance with national goals and program objectives. They must also submit, as part of this process, a description of the ways to enable coordination and liaison strategies to close the gaps in access to services in conjunction with other organizations and agencies. Each entity must develop a description explaining the procedures carried out to ensure that funds are coordinated with other public and private resources. They must also present evidence of the formal agreements that will strengthen access to services by low-income participants, families and communities.

Section 14: CSBG Programmatic Assurances and Information Narrative

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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;

To comply with the Section 676(b)(1)(A): the State will monitor and evaluate the organizations performance, establish contracts for the delegation of funds, update CSBG policies and procedures, and regularly review community action plans. Also, conduct the single and external audit reviews.

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;

To comply with the Section 676(b)(1)(A): the State will monitor and evaluate the organizations performance, establish contracts for the delegation of funds, update CSBG policies and procedures, and regularly review community action plans. Also, conduct the single and external audit reviews.

Coordination of Other Programs

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

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

To comply with the Section 676(b)(1)(A): the State will monitor and evaluate the organizations performance, establish contracts for the delegation of funds, update CSBG policies and procedures, and regularly review community action plans. Also, conduct the single and external audit reviews.

State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."

14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

Through collaborative agreements and alliances the Agency will improve the service delivery system to low income individuals, families and communities. The provision of services of eligible entities is through the programs presented in their Communal Action plan, where all three (3) levels of results are worked: 1. Family 2. Agency 3. Community

Eligible Entity Linkages - Approach to Filling Service Gaps

14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."

Note: The state describes this assurance in the state linkages and communication section, item 9.3b.

The need assessment on poverty is made every three years and that it be updated annually for the purpose to identify information gaps problems, individuals and community needs and poor access areas. This facilitates the development of an articulated plan which includes specifics linkages and coordination strategies to address the identified needs. State Program by the eligible entities contract (clause No. 6 - Plan of Action) required to develop a low-income population needs assessment. The contract also requires detailed description of the plan to address, through case management, referral and follow-up, service gaps among the low-income population. It is also required that eligible entities provide quarterly results information about funds coordination with other public and private organizations including a formal agreement. This process is asked to the four entities once a year. To assurance the eligible entity linkages to fill service gaps the state will implement a frequent monitoring and evaluation plan.

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."

Note: The state describes this assurance in the state linkages and communication section, item 9.7.

The eligible entities coordinate with municipal agencies and private organizations the use of local facilities without cost, the access to in kind resources, and to identify other available funds to meet the needs of low-income population.

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

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).

Through initiatives of community economic development tempered to our new reality of the COVID-19 Pandemic, an innovative business model from where the integral development of entrepreneurs working is encouraged. Starting with the strengthening of self-esteem, motivation and personal skills, and empowerment. Factors that evidence-based practices specified important in order to work in poor populations. These programs increase the effectiveness and sustainability of micro enterprises.

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."

To comply with the Section 676(b)(4) the state will monitor and evaluate the organizations performance, establish contracts for the delegation of funds, update CSBG policies and procedures, and regularly review community action plans. Also, conduct the single and external audit reviews.

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."
<i>Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.</i>
Federal Investigations
14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.</i>
Funding Reduction or Termination
14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." Yes
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.</i>
Coordination with Faith-based Organizations, Charitable Groups, Community Organizations
14.9. 676(b)(9) Describe how the state will assure "that the state and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the state, including religious organizations, charitable groups, and community organizations."
<i>Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.</i>
Eligible Entity Tripartite Board Representation
14.10. 676(b)(10) Describe how "the state will require each eligible entity in the state to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."
<i>Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.</i>
The state verifies, through monitoring processes, the eligible entities compliance under the Section 676 (b) (10), Tripartite Board; it also assures the boards of directors have governance policies and procedures.
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."
<i>Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.</i>
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."
<i>Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.</i>
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."
<i>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.</i>
<input checked="" type="checkbox"/> 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)

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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.