



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

## Community Services Block Grant (CSBG) State Plan

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is 08/31/2024. If you have any comments on this collection of information, please contact M. Monique Alcantara at [melania.alcantara@acf.hhs.gov](mailto:melania.alcantara@acf.hhs.gov).

## SECTION 1: CSBG Administrative Information

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

**1.1a.** Provide the federal fiscal years this plan covers: **Year One** Choose an item.

**Year Two** Choose an item.

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

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

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

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

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Lead Agency         | <input type="checkbox"/> Department Type | <input type="checkbox"/> Department Name |
| <input type="checkbox"/> Authorized Official | <input type="checkbox"/> Street Address  | <input type="checkbox"/> City            |
| <input type="checkbox"/> Zip Code            | <input type="checkbox"/> Office Number   | <input type="checkbox"/> Fax Number      |
| <input type="checkbox"/> Email Address       | <input type="checkbox"/> Website         |  |

**1.2a. Lead agency** [\[Narrative, 150 Characters\]](#) **Idaho Department of Health and Welfare (DHW).**

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

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

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

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor’s Office
- ☐ Health Department
- ☐ Housing Department
- ☐ Human Services Department
- ☐ Social Services Department
- ☒ Other, describe:

Idaho Department of Health and Welfare (DHW)

**1.2c. Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official  
Idaho Department of Health and Welfare (DHW)

- 1.2d. Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements.

**Name** Miren Unworth

**Title** Deputy Director

- 1.2e. Street Address** 450 West State Street, 10th Floor, , ID 83720-0036

- 1.2f. City** Boise

- 1.2g. State** Idaho

- 1.2h. Zip Code** 83720-0036

- 1.2i. Telephone Number** (208) 334-5506

- 1.2j. Fax Number** (208)334-5817

- 1.2k. Email Address** [Miren.Unworth@DHW.Idaho.gov](mailto:Miren.Unworth@DHW.Idaho.gov)

- 1.2l. Lead Agency Website** <http://www.healthandwelfare.idaho.gov>

**Note:** Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

- 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 designated agency has changed.

**GUIDANCE:** The designation letter should be updated whenever there is a change to the designee.

**INSTRUCTIONAL NOTE:** The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

- 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 the state point of contact changed since the last submission of the State Plan?** ☐ Yes ☐ No ☐ 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"/> Street Address | <input type="checkbox"/> City       |
| <input type="checkbox"/> State         | <input type="checkbox"/> Zip Code         | <input type="checkbox"/> Office Number  | <input type="checkbox"/> Fax Number |
| <input type="checkbox"/> Email Address | <input type="checkbox"/> Website          |   |                                     |

**1.4a. Agency Name** Idaho Department of Health and Welfare

**1.4b. Point of Contact Name**

**Name** Lisa Johnson

**Title** Program Manager

**1.4c. Street Address** 450 West State Street, 2<sup>nd</sup> Floor

**1.4d. City** Boise

**1.4e. State** Idaho

**1.4f. Zip Code** 83720

**1.4g. Telephone Number** 208-334-5739

**1.4h. Fax Number**

**1.4i. Email Address** lisa.johnson@dhw.idaho.gov

**1.4j. Agency Website** <http://www.healthandwelfare.idaho.gov>

**1.5.** Provide the following information in relation to the State Community Action Association.

**There is currently a state Community Action Association within the state.**

☐ Yes ☐ No

Yes

**Has information regarding the state Community Action Association changed since the last submission of the State Plan?**

☐ Yes ☐ No

No

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

- |  |   |   |                                     |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Agency Name   | <input type="checkbox"/> Executive Director | <input type="checkbox"/> Street Address | <input type="checkbox"/> City       |
| <input type="checkbox"/> State         | <input type="checkbox"/> Zip Code           | <input type="checkbox"/> Office Number  | <input type="checkbox"/> Fax Number |
| <input type="checkbox"/> Email Address | <input type="checkbox"/> Website            | <input type="checkbox"/> RPIC Lead      |                                     |

**1.5a. Agency name** Community Action Partnership Association of Idaho

**1.5b. Executive Director or Point of Contact**

**Name** Grant Jones

**Title** Board Chair

**1.5c. Street Address** 4307 Skyway St

**1.5d. City** Caldwell

**1.5e. State** Idaho

**1.5f. Zip Code** 83605

**1.5g. Telephone Number** (208)459-0063

**1.5h. Fax Number**

- 1.5i. Email Address** grant@metrocommunityservices.net
- 1.5j. State Association Website** N/A
- 1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead** ☐ Yes ☐ No No

## SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. ☐ Yes ☐ No **Yes**
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. ☐ Yes ☐ No **Yes**
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2.

**Links to Idaho CSBG authorizing statute:**

<http://legislature.idaho.gov/statutesrules/idstat/Title56/T56CH2/SECT56-202/>

<http://legislature.idaho.gov/statutesrules/idstat/Title56/T56CH2/SECT56-203/>

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

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

- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year. ☐ Yes ☐ No **No**
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year. ☐ Yes ☐ No **Yes**

### SECTION 3: State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency.

**The mission of the Idaho Department of Health and Welfare (DHW) is “Dedicated to strengthening the health, safety, and independence of Idahoans.”**

**The goals and objectives of DHW are to:**

- **Strengthen child welfare.**
- **Promote upward mobility.**
- **Improve behavioral health.**
- **Reduce the regulatory burden on department stakeholders.**

**The Department of Health and Welfare’s (DHW) primary role in the community is to provide services and oversight to promote healthy people, safe children, and stable families. DHW accomplishes this through several core functions, including:**

- **Protecting children and vulnerable adults**
- **Administering state and federal public assistance and health coverage programs, which includes Supplemental Nutrition Assistance Program (Food Stamps) and Medicaid**
- **Providing direct-care services for certain disadvantaged or underserved populations**
- **Licensing various types of care facilities**
- **Promoting healthy lifestyles**
- **Identifying and reducing public health risks**

- 3.2. State Plan Goals:** Describe the state’s CSBG-specific goals for state administration of CSBG under this State Plan.

**DHW has identified the following goals for Fiscal Year 2026:**

- **Goal #1- Increase partnerships and linkages at the state level.**
- **Goal #2- Provide statewide training and technical assistance for the implementation of the Annual Report 3.0.**
- **Goal #3- Build capacity at the State Office with training and attendance at network conferences.**
- **Goal #4- Build capacity at the eligible entity level with data collection and reporting through process development.**

- 3.3. State Plan Development:** Indicate the information and input the state accessed to develop this State Plan.

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

- ☒ State Performance Indicators and/or National Performance Indicators (NPIs)
- ☒ U.S. Census data
- ☒ State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- ☒ Monitoring Visits/Assessments
- ☐ Tools Not Identified Above (specify)

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

- ☒ Eligible Entity Community Needs Assessments
- ☒ Eligible Entity Community Action Plans
- ☒ Public Hearings/Workshops
- ☐ Tools Not Identified Above (e.g., state required reports) [specify]

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

- ☒ Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State Association
- ☒ National Association for State Community Services Programs (NASCSPP)
- ☐ 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)
- ☒ Federal CSBG Office
- ☐ Organizations not identified above (specify)

**3.4. Eligible Entity Involvement**

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

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

Beginning in March of 2025 DHW gathered input on the State Plan form eligible entities during monthly CSBG manager meetings. At meetings, sections of the plan are reviewed as a group and shared with the eligible entities in a follow up email. Eligible entities are given multiple opportunities to provide feedback and suggestions. DHW also incorporated information gathered from submitted



Community Action Plans for the upcoming year and the results of surveys, Annual Report submissions, and Organizational Standards.

Additionally, feedback survey is sent out to the network for suggestions or comments.

The draft plan is sent to all eligible entities, and they are invited to share the plan with community partners and post the plan and public comment information to their social media and websites.

- 3.4b. Performance Management Adjustment:** Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

DHW has engaged the network consistently as the State Plan process was completed. A focus on consistent and clear communication was maintained in the process.

A review meeting of the draft State Plan was held with all eligible entities and a survey was sent out to all eligible entities to find additional ways to engage them with the State Plan process and the results will be incorporated in the development of upcoming State Plans.

- 3.5. Eligible Entity Overall Satisfaction:** Provide the state's target for eligible entity Overall Satisfaction during the performance period. [3 digits] **Year One** 87 **Year Two**  
**Instructional Note:** The state's target score will indicate improvement or maintenance of the states' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

**Note:** Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state's annual report form.

**GUIDANCE:** The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

**GUIDANCE:** Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

## 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.

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

**As in previous years, DHW posted the draft State Plan, notice of the public comment period, and the public hearing date on the Idaho Department of Health and Welfare website and social media. DHW also published notices in state newspapers to inform the public of the hearing and comment period. Additionally, a copy of the State Plan draft was made available to anyone upon request. A link to the draft State Plan and public hearing notice was emailed to the state association and the eligible entities, with a request to distribute to any community partners or other interested parties and make available to individuals served.**

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

**DHW allows 25 days for public comment, July 14, 2025- August 8th, 2025. Public comments were accepted by mail, email, or in person at DHW's office. Additionally, comments were recorded during a public hearing held by teleconference.**

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

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

<b>Date</b> <i>[Select a Date]</i>	<b>Location</b> <i>[Provide the facility and city – Narrative 100 characters]</i>	<b>Type of Hearing</b> <i>[Select an option]</i>	<b>If a Combined Hearing was held confirmed that the public was invited.</b>
7/30/2025	Teleconference	Public	<input type="checkbox"/>
8/1/2024	Publication	Legislative	<input type="checkbox"/>

***NOTE: ADD-A-ROW function*** – States can add rows as needed for each hearing as needed. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

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

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

**The public hearing announcement, attendee list, transcript, and a record of any comments received will be attached. The legislative publication will be attached.**

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

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

## SECTION 5: CSBG Eligible Entities

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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Community Action Partnership	Idaho's ten most Northern counties: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.	Nonprofit	Community Action Agency
Community Council of Idaho	Primary emphasis is on Idaho's Southern counties.	Nonprofit	Migrant or Seasonal Farmworker Organization
Eastern Idaho Community Action Partnership	Idaho nine Eastern Counties: Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton.	Nonprofit	Community Action Agency
El-Ada Community Action Partnership, Inc.	Idaho's three Southwestern counties: Ada, Elmore, and Owyhee.	Nonprofit	Community Action Agency
South Central Community Action Partnership	Idaho's eight South central counties: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls.	Nonprofit	Community Action Agency
Southeastern Idaho Community Action Agency	Idaho's seven Southeastern counties: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, and Power.	Nonprofit	Community Action Agency
Western Idaho Community Action Partnership	Idaho's seven Western counties: Adams, Boise, Gem, Canyon, Payette, Valley and Washington.	Nonprofit	Community Action Agency

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

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

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

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

Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

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

**5.2.** Total number of CSBG eligible entities: 7

*[Within OLDC, this will automatically update based on Table 5.1.]*

**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

**GUIDANCE:** The following three questions will only need to be answered based on your response to 5.3.

**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
Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.	

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

**GUIDANCE:** A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation

may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

- 5.3b. De-Designations and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities 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.

CSBG Eligible Entity	Reason
Click or tap here to enter text.	Choose an item.

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

- 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.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

**GUIDANCE:** This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.



## SECTION 6: Organizational Standards for Eligible Entities

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

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

- ☒ COE CSBG Organizational Standards
- ☐ Modified Version of COE CSBG Organizational Standards
- ☐ Alternative Set of organizational standards

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

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

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

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

- ☐ There were no changes from the previous State Plan submission [\[If not selected, provide a narrative\]](#)

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

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

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

- ☐ Regulation
- ☐ Policy
- ☒ Contracts with Eligible Entities
- ☐ Other, describe:

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

- ☐ 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.

**GUIDANCE:** Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

As detailed in prior program years, each eligible entity will complete a CSBG Organizational Standards Self-Assessment tool and provide documentation to support each standard. If an eligible entity identifies any standard as unmet, they will complete a work plan that details their plan to address the unmet standard, who will be accountable for the plan, and the timeline for completion. DHW will then complete a review of each eligible entity’s self-assessment tool, documentation, and work plans. The results of the review will be used to identify training and technical assistance needs and trends in the state.

If DHW determines that an eligible entity has an unmet standard, they will ensure that the eligible entity has a work plan in place to meet the standard within a reasonable timeframe, not to exceed the next monitoring timeframe. DHW has identified eight “high-risk” standards; if any of these standards are unmet, the eligible entity may be required to develop a work plan as outlined in the Idaho Organizational Standards Verification tool and DHW will contact monthly to assess the progress toward meeting the standard.

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

**GUIDANCE:** You will only need to respond to the following question if you responded “yes” to 6.4.

- 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: [Auto – calculated] **Note: this form will not auto-calculate, please enter the number of exempt entities:** Click or tap here to enter text.

CSBG Eligible Entity	Description/Justification
N/A	N/A

**NOTE: ADD-A-ROW FUNCTION** – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

- 6.5. Performance Target:** Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [Insert a percentage]      **Year One 60 %**      **Year Two**

**Note:** Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

**GUIDANCE:** Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets

## SECTION 7: State Use of Funds

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

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

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

**7.1a. Formula Description:** Describe the current practice for allocating CSBG funds to eligible entities. [characters](#)

**A minimum of 90% of Idaho's CSBG funds will be distributed to the eligible entities. Each eligible entity will receive a 6% base amount. Exceptions are Community Action Partnership who receives two base amounts and Community Council of Idaho which receives 7% base. The remaining allocation will be based on the percentage of people in poverty in the counties covered by the eligible entity as a proportion of the overall number of people in poverty within Idaho. Community Council of Idaho does not receive an allocation beyond the base amount. The funding formula will be reviewed every five (5) years and the percentage of poverty data will be updated every two (2) years with the most recent Small Area Income and Poverty Estimate (SAIPE) data.**

**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

**No**

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

**Year One 90%**

**Year Two 90%**

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

CSBG Eligible Entity	Funding Amount (\$)
CAP	\$680,215
CCI	\$204,611
EICAP	\$398,842
EL Ada	\$514,523
SCCAP	\$349,350

CSBG Eligible Entity	Funding Amount (\$)
SEICAA	\$333,697
WICAP	\$441,775
<b>Total (Auto-calculated)</b>	<b>\$ 0.00</b>

**NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".**

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

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

**As with prior years, CSBG funding is distributed to eligible entities through a subgrant. Subgrants are updated to be in effect by the first of the federal fiscal year (October 1). The Department front-loads subgrants with an estimated amount of funding, then releases spending authority memos notifying entities of the amount of funds currently available based on federal funding award allocations. Release of fund notifications are sent within 10 business days of the receipt of the federal notice of award. When necessary, subgrants will be updated within 30 days of receiving additional federal notice of awards. This process ensures continuous CSBG funding to 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
- ☐ Hybrid
- ☐ Other

**CSBG funding is distributed to eligible entities through a subgrant. Subgrants are updated to be in effect by the first of the federal fiscal year (October 1). The Department front-loads subgrants with an estimated amount of funding, then releases spending authority memos notifying entities of the amount of funds currently available based on federal funding award allocations. Release of fund notifications are sent within 10 business days of the receipt of the federal notice of award. When necessary, subgrants will be updated within 30 days of receiving additional federal notice of awards. This process ensures continuous CSBG funding to the eligible entities.**

- 7.4. Distribution Timeframe:** Does the state intend to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award?

☐ Yes ☐ No

Yes

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

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

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

DHW will continue to draft subgrants prior to September to ensure that they are fully executed prior to the beginning of the program year with a No Spend Authority. Once funds are received a Spend Authority will be issued to allow for program spending and reimbursement. Due to changes in the State fiscal systems that delayed reimbursement in PY 2024 DHW has updated how invoices are reviewed and the timelines around those reviews. DHW has also adjusted what is required with invoices to speed review time. DHW continues to encourage discussion on ways to minimize burden with the eligible entities.

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

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

**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 **5 %** [Numeric response, specify %]

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

**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 **3**

**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 **2**

**Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]**

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

**Yes**

**GUIDANCE:** "No" should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One 5 %**

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

**INSTRUCTIONAL NOTE:** The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

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 primary category with which the activity is associated.

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

### Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$28,000	These planned services/activities will be described in State Plan Item 8.1 <a href="#">[Read-Only]</a>
7.9b. Coordination of state-operated programs and/or local programs	Click or tap here to enter text.	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication <a href="#">[Read-Only]</a>
7.9c. Statewide coordination and communication among eligible entities	Click or tap here to enter text.	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication <a href="#">[Read-Only]</a>
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$110,000.00	After deducting the costs for the statewide database and T/TA activities, a portion of the remaining discretionary funds will be split equally between all eligible entities. The remaining funds will be available to eligible entities through a competitive “Innovation Fund” grant process.
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	\$20,000	Support the costs of a statewide database to collect eligible entity service and outcome data. Discretionary funds will also be used to support updated Annual Report and changes to the statewide database.
<b>Totals (Auto-Calculated)</b>	<b>\$20,000.00</b>	

*To auto-calculate, select the “\$0.00”, right-click, and then select “Update Field”. Each description allows for 4000 characters.*

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

- ☐ The State Directly Carries Out All Activities (No Partnerships)
- ☒ The State Partially Carries Out Some Activities



- ☒ CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) [\[Numeric response, 0 – 100\]](#) 7
- ☐ Other Community-based Organizations
- ☐ State Community Action Association
- ☒ Regional CSBG Technical Assistance Provider(s)
- ☒ National Technical Assistance Provider(s)
- ☐ Individual Consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other

**Note:** This response will link to the corresponding CSBG assurance in 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 State 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. [\[Narrative, 4000 characters\]](#)

**Note:** This information is associated with State Accountability Measures 3Sb and may pre-populate the state’s annual report form.

**Through conversations with eligible entities, DHW determined that the funds should be used to continue funding the statewide database, to provide training and technical assistance at the state level, and to support innovative programs at each eligible entity. DHW has develop a competitive “Innovation Fund” grant process to distribute any remaining discretionary funds. Agencies were surveyed to determine if this fund was beneficial and supported the retention of the fund to ensure that dollars are not fully absorbed into program costs and are available for capacity building and innovation.**

## 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-funded T/TA activities funded through the administrative or remainder/discretionary funds of the 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”
FY1 Q1	Both	Reporting	
FY1 Q1	Training	Technology	
FY1 Q2	Technical Assistance	Other	Data Collection and Reporting for Concrete and Economic Supports
FY1 Q3	Training	Reporting	Preparing for Annual Report 3.0
FY1 Q3	Training	Technology	
FY1 Q3	Training	ROMA	
FY1 Q3	Both	Organizational Standards - General	
FY1 Q4	Technical Assistance	Reporting	Preparing for Annual Report 3.0
Ongoing/Multiple Quarters	Both	Governance/Tripartite Boards	Ad hoc Trainings based on monitoring or agency request
Ongoing/Multiple Quarters	Both	Reporting	Preparing for Annual Report 3.0
Ongoing/Multiple Quarters	Training	Fiscal	Ad hoc Trainings based on monitoring or agency request
All Quarters	Both	Other	Ad hoc Trainings based on monitoring or agency request
All Quarters	Technical Assistance	ROMA	

**NOTE: ADD-A-ROW FUNCTION** – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.

**8.1a. Training and Technical Assistance Budget:** The planned budget for all training and technical assistance:

**Year One** \$28,000.00

**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.

**Idaho identifies training and technical assistance needs through the annual review of Organizational Standards, triennial monitoring, and annual reporting data. DHW also solicits feedback on training and technical assistance needs from eligible entities annually. Identified trainings will be incorporated into the state's Training and Technical Assistance Plan. DHW will collaborate with eligible entities, regional, and national partners to plan and conduct statewide trainings.**

**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

Yes

**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.

**If DHW identifies an unmet standard during the Annual Organizational Standards review, they will work with the eligible entity to develop a work plan or a Technical Assistance Plan and to identify any T/TA needed to help the eligible entity meet the standard. If DHW does not have the resources or expertise to provide the needed T/TA, they will contract with a national or regional partner to provide the T/TA.**

**8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.)  
**[Check all that applies and narrative where applicable]**

- ☐ All T/TA is conducted by the state
- ☒ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [Numeric response, 0 – 100] 7
- ☐ 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 and may pre-populate the state's annual report form.

**The majority of the training and technical assistance is provided by DHW. If there are needs identified that DHW does not have the resources or capacity to provide they will contract with other entities including regional and national partners to conduct T/TA. DHW also recognizes the value and expertise that is available in the Idaho network and will encourage but not require that eligible entities share best practices and offer opportunities to build Idaho's capacity through eligible entities providing trainings within the network. DHW will continually assess the T/TA plan and solicit feedback from eligible entities on how training and technical assistance can be improved.**

## SECTION 9: State Linkages and Communication

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

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

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

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

**Idaho's TANF, SNAP, Child Care, LIHEAP, TEFAP, Weatherization, and Child Support programs are all housed within the same unit that administers the state CSBG program, the Division of Self Reliance. Because of this, the CSBG State Office is able to maintain close relationships and coordinate with these programs. The Division directly operates a coordinated statewide eligibility system (the Idaho Benefit Eligibility System, or IBES), which determines eligibility and provides direct benefits for SNAP, Medicaid, TANF, and Child Care services.**

**DHW continually seeks out opportunities to collaborate on state-level initiatives, both within and outside the Division of Self Reliance. In Fiscal Year 2026, DHW will focus specifically on continuing to develop partnerships with the state Head Start Collaboration Office and the Workforce Development Council. These linkages will allow DHW to facilitate collaboration between these offices and the CSBG eligible entities in order to avoid duplication of services and increase access to Head Start and**

**employment services in low-income communities throughout Idaho. This is an ongoing project that will continue.**

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

**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.

**DHW participates in local and statewide networks and coalitions that coordinate to address issues effecting low-income families. Through participation in these groups, DHW will build relationships with community partners. In Fiscal Year 2026, DHW will continue to participate in quarterly statewide Tribal coordination meetings. DHW will seek out other possible partnerships on a regular basis.**

**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.

**As in previous years, Idaho’s CSBG eligible entities coordinate programs and form partnerships with community organizations and public entities to provide referrals and services to low-income individuals and families. These organizations provide resources to help people out of poverty and assist the agencies in leveraging available community services. The list of these partners is always expanding.**

**DHW assures that eligible entities establish and maintain local linkages through annual Organizational Standards review, assessments of Community Action Plans, annual reporting, and other monitoring activities. Eligible entities are encouraged to share best practices in establishing linkages during monthly CSBG meetings.**

- 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.

**As in previous years, when CSBG eligible entities identify gaps in services, they work with other service providers and government agencies to leverage limited resources to fill those gaps and avoid duplication of services. They organize and attend meetings, participate in task forces with local service provider groups, and work closely with city, county, and state governments to ensure the effectiveness of services. Eligible entities also keep updated lists of all available resources in their service areas.**

**When an eligible entity identifies a need that they cannot directly fill, they seek partnerships to fill that need. While the local eligible entity does not have the capacity to meet this need, they partner with and provide referrals to local service providers. DHW assures that CSBG eligible entities establish and maintain local linkages through annual reporting, assessments of Community Action Plans, and monitoring activities.**

**9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training**

**Activities:** Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

☐ Yes ☐ No

**Yes**

**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.

**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.

**DHW is part of a task force put together by the Idaho Department of Labor to coordinate the delivery of employment and training activities under WIOA. DHW representatives work with the Idaho Department of Labor to develop the mandatory one-stops required as part of the state's workforce investment systems. In addition, CSBG eligible entities have linkages with other entities including:**

- Workforce Development Boards
- Idaho Department of Labor program
- National Farm Workers' Jobs Program
- Vocational Rehabilitation Placement programs
- Idaho Department of Education Youth and Adult Programs
- Community colleges and public and private universities

**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 Program) 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.

**DHW assures that CSBG eligible entities operate energy programs throughout the state, which include the Low-Income Home Energy Assistance Program (including emergency crisis intervention), and the Department of Energy's Weatherization Assistance Program.**

**In addition to operating these emergency energy programs, each eligible entity develops relationships with local organizations to leverage resources for referrals and partnerships. Existing resources include:**

- Project Share
- Project Cares
- Helping Hands
- Keep Kids Warm
- Community/statewide utility company energy assistance programs
- Energy conservation kits

**9.6. Faith-based Organizations, Charitable Groups, and 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

**CSBG eligible entities take an active role in community partnership and community engagement. Each entity develops relationships with local organizations to coordinate efforts, leverage resources for referrals, and provide services to low-income families and communities. These partnerships include:**

- Idaho Department of Health and Welfare
- Idaho Department of Labor
- Boise State University
- University of Idaho
- Idaho Hunger Relief Task Force



- Catholic Charities of Idaho
- Easter Seals/Goodwill
- Idaho Interfaith Roundtable Against Hunger
- Human Needs Council
- Chambers of Commerce
- Local city and county government
- Multiple Housing Authorities in Idaho
- International Refugee Commission
- Head Start
- Area Agency on Aging
- The Idaho Foodbank
- Idaho Housing and Finance Association
- Salvation Army
- Corpus Christi Ministries
- St. Vincent de Paul
- World Rescue Mission
- Idaho Legal Aid Services
- Veterans Administration
- Idaho Office of Refugees
- Second Harvest Inland Northwest
- Deseret Industries
- Idaho State University

**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.

**Eligible entities develop partnerships with several public and private organizations to coordinate resources and leverage funds to address local needs. Eligible entities may also apply for other public or private sources of funding to support delivery of needed services to low-income families and communities.**

**Some of these resources include:**

- Housing and Urban Development
- Other Health and Human Services offices
- United States Department of Agriculture
- AmeriCorps
- University of Idaho
- College of Western Idaho
- College of Southern Idaho
- Continuum of Care
- Lewis and Clarke State College
- College of Eastern Idaho
- Boise State University
- Idaho State University
- Internal Revenue Service

- Wells Fargo Bank
- Idaho Credit Union Association
- United Way
- Department of Energy
- A number of foundations and private sector sources

DHW assures that eligible entities coordinate with other available public or private resources through annual Organizational Standards review, assessment of Community Action Plans, and other monitoring activities. DHW encourages eligible entities to share best practices in coordinating resources during monthly CSBG meetings and statewide meetings.

**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.

DHW is committed to maintaining a relationship with the State Association Board of Directors and continuing to facilitate coordination between the eligible entities and the State Association. DHW will include the State Association Board in State Plan development and monthly CSBG meetings. Additionally, DHW will provide the State Association with any assistance or support they need in order to participate in the Regional Performance and Innovation Consortium (RPIC). DHW hosts a monthly meeting with eligible entities and highlights a best practice as well as reserves time for eligible entities to provide feedback, ask questions, and share developing initiatives. DHW also encourages collaboration and relationships with eligible entities for mentor opportunities and connections.

**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	As needed	Meetings/Presentations	
State Plan Development	Annually	Meetings/Presentations	
Organizational Standards Progress	Annually	Meetings/Presentations	
State Accountability Measures Progress	Annually	Meetings/Presentations	
Community Needs Assessments/Community Action Plans	Annually	Meetings/Presentations	

Subject Matter	Expected Frequency	Format	Brief Description of “Other”
State Monitoring Plans and Policies	Annually	Meetings/Presentations	
Training and Technical Assistance (T/TA) Plans	Quarterly	1:1	
ROMA and Performance Management	Quarterly	Meetings/Presentations	
State Interagency Coordination	As needed	Email	
CSBG Legislative/Programmatic Updates	As needed	Email	
Tripartite Board Requirements	Annually	Meetings/Presentations	
Click or tap here to enter text.	Choose an item.	Choose an item.	

**Note:** ADD-A-ROW FUNCTION – States can add rows for each additional communication topic. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 250 characters.

**9.10. Feedback to Eligible Entities and State Community Action Association:** Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures.

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

**GUIDANCE:** Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

**DHW will continuously provide information on State Accountability Measures to the state association and eligible entities through email and at monthly meetings. Additionally, DHW will hold meetings with the eligible entities to review Annual Report outcomes and results of the ACSI survey.**

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

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

**To maintain high quality communication with eligible entities DHW will hold monthly network calls with all eligible entities. DHW also hosts one-on-one meetings with each eligible entity to provide training and technical assistance, performance feedback, and an opportunity to ask questions or share concerns. DHW will hold open office hours**

**for eligible entities to receive targeted assistance with their Community Action Plans, Organizational Standards Self-Assessments, and Annual Report submissions.**

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

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

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

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

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

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

#### Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Community Action Partnership	Other	Desk Review	FY1 Q3	6/1/2024	6/30/2024	Financial Monitoring Only
Community Council of Idaho	Other	Desk Review	FY1 Q3	5/1/2025	5/30/2025	Financial Monitoring Only
Eastern Idaho Community Action Partnership	Full On-Site	Onsite	FY1 Q3	6/1/2024	6/30/2024	
El Ada Community Action Partnership, Inc.	Other	Desk Review	FY1 Q3	4/1/2025	4/30/2025	Financial Monitoring Only
SouthEastern Idaho Community Action Agency	Full On-Site	Onsite	FY1 Q3	5/1/2023	5/31/2023	
South Central Community	Other	Desk Review	FY1 Q3	5/1/2024	5/31/2024	Financial Monitoring Only

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"
Action Partnership						
Western Idaho Community Action Partnership	Full On-Site	Onsite	FY1 Q3	6/1/2023	6/30/2023	

**NOTE: WITHIN OLDC,** the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

**GUIDANCE:** Comprehensive monitoring includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program, this can be listed under "Other."

When providing the date of your last full onsite review – this could be for any type of review that took place **onsite**. No dates for desk reviews should be provided here.

**10.2. Monitoring Policies:** Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. [\[Attach a document or add a link\]](#)

[Click or tap here to enter text.](#)

**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?

[\[Insert a number from 1 – 100\]](#)

30 Calendar Days

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

### 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 the documenting closure of findings included in the state monitoring policies attached under 10.2? ☐ Yes ☐ No **Yes**

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

[\[Narrative, 2500 characters\]](#)

**10.5. Quality Improvement Plans (QIPs):** Provide the number of eligible entities currently on QIPs, if applicable. [\[Numeric Response, 0 – 100\]](#) **0**

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

- 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 Measure 4Sa(iii)).

**DHW will ensure that OCS is notified by email within 30 calendar days of the state approving a QIP for an eligible entity.**

- 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) of the CSBG Act. ☐ Yes ☐ No **Yes**

**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:** Does the state CSBG statute and/or regulations provide for the designation of new eligible entities? ☐ Yes ☐ No **Yes**

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

**Regulations regarding the designation of new eligible entities are included in Section E of Idaho's CSBG Program Operations Manual. The manual will be included as an attachment to the State Plan.**

- 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.

N/A

- 10.9. Eligible Entity Termination:** Does the state CSBG statute and/or regulations provide for termination of eligible entities? ☐ Yes ☐ No **Yes**

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

**Regulations regarding the termination of eligible entities are included in Section E of Idaho's CSBG Program Operations Manual. The manual will be included as an attachment to the State Plan.**

- 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.

N/A

**10.10. Eligible Entity Re-Designation:** Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? ☐ Yes ☐ No **Yes**

**10.10a. Re-Designation Citation:** If yes, provide the citation(s) of the law and/or regulation.

**Regulations regarding the re-designation of existing eligible entities are included in Section E of Idaho's CSBG Program Operations Manual. The manual will be included as an attachment to the State Plan.**

**10.10b. Re-Designation Procedures:** If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

**GUIDANCE:** Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

#### **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).

#### **State Internal Fiscal Controls:**

**Each CSBG budget component is assigned a project code. When a federal award allocation is received, CSBG program staff meet with DHW fiscal personnel to establish project codes for the new grant award. Expenditures applicable to budget components are coded to the specific project. Invoices are coded with the associated project codes. Monthly reports are prepared to show expenditures to each project code. Quarterly budget reviews are completed to assure accuracy of the expenditures.**

#### **State Fiscal Controls for eligible entities:**

**DHW monitors CSBG eligible entities annually to ensure each entity has established appropriate fiscal controls, and that each entity follows the controls they have established.**

**DHW will conduct the following reviews of CSBG-eligible entities:**



1. A partial review covering CSBG financial transactions of each CSBG eligible entity at least annually.
2. A full review of each CSBG eligible entity at least once during each 3-year period.
3. A review of each newly designated eligible entity immediately after the completion of the first year in which such eligible entity receives funds through the Community Services Block Grant program.
4. Follow-up reviews to CSBG eligible entities and their programs that fail to meet the goals, standards, and requirements established by the Department.
5. Other reviews as appropriate including reviews of eligible entities with programs that have had other federal, state or local grants (other than assistance provided under this subtitle) terminated for cause.
6. Annual reviews of any subcontracts funded with CSBG dollars.

**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.

**DHW requires all CSBG eligible entities to undergo an annual single audit, and to provide the DHW with the results of each annual audit. DHW reviews all subrecipient single audit and catalog findings, records findings on a shared team site, and identifies relevant DHW staff responsible for establishing and implementing follow up action needed. DHW then reviews and approves all correction action plans required to ensure follow up actions are addressed appropriately.**

**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

Yes

**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

No

**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.

**DHW will utilize the internal Contract and External Resources Management team to conduct yearly fiscal/ admin desk monitors for all eligible entities. This will increase the timeliness of monitoring and communication of results enabling the eligible entities to implement stronger practices. This change is due to feedback and the ACSI results.**

**DHW has added monitoring criteria and documentation to the CSBG Triennial Monitoring Tool. DHW has also added a new process to monitoring that supports agency capacity and the unique climate of each eligible entity. Following monitor visits the eligible entity works with DHW to set up a work plan to resolve any monitoring issues in a manner that meets the regulatory needs of DHW and promotes training and technical assistance. DHW will be incorporating a feedback survey following monitoring visits to solicit feedback on the monitoring process.**

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

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

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

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

**This requirement is included in each CSBG eligible entity's subgrant agreement, as well as in the CSBG Program Operations Manual and the Idaho CSBG Board of Directors policy. DHW verifies compliance with this requirement during the triennial monitor process.**

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

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

## SECTION 12: Individual and Community Income Eligibility Requirements

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

- ☒ 125% of the HHS poverty line
- ☐ X % of the HHS poverty line (fill in the threshold): [Click or tap here to enter text.%](#)  
[\[Numeric response\]](#)
- ☐ Varies by eligible entity

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

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

**The State CSBG Program Manual states that income eligibility for CSBG is set at the federal maximum allowable level (currently 125% of the Federal Poverty Level). If federal CSBG legislation is modified in the future to increase the maximum allowable level, CSBG income eligibility in Idaho will automatically increase to meet the new federal maximum.**

**The guidelines to follow are updated annually and provided to the CSBG eligible entities on October 1<sup>st</sup> each year. All earned and unearned income is counted in determining eligibility, unless excluded by the below:**

- **Benefit payments from Medicare Insurance;**
- **State cash assistance payments;**
- **Childcare subsidy payments;**
- **Private loans made to the participant or the household;**
- **Assets withdrawn from a personal bank account;**
- **Sale of real property if reinvested within three (3) calendar months;**
- **Lump sum payment from an IRA;**
- **Income tax refunds;**
- **Income from capital gains;**
- **Infrequent, irregular or unpredictable income from gifts or lottery winning of less than one hundred dollars (\$100);**
- **Wages or allowances paid to a live-in attendant for care of a disabled person;**
- **Interest posted to a bank account;**
- **Monies for educational purposes from the federal Perkins/National Direct Student Loan Program, college work-study programs, state student incentive grants, Supplemental Education Opportunity Grants, Pell, guaranteed student loans, and supplemental grant funded under Title IV, A-2;**

- Monies from the VA-GI Bill for Education;
- Department of Health and Welfare adoption subsidies;
- Compensation to volunteers under the Older American Act or Foster Grandparent Program, including Green Thumb and VISTA volunteers, and the Title V Senior Employment Program;
- Payments made by a third party, non-household member for the household, such as for childcare, energy assistance, shelter, food and clothing assistance;
- Value of food stamps or donated food;
- Utility allowance;
- Child support income;
- Stimulus payments.

Households may provide documentation of their income or may self-declare their income. There is no requirement to view, collect, or store documentation to verify the household's income. The Idaho CSBG program defines a household as one economic unit. CSBG allows multiple economic units residing at one address. Household eligibility is reassessed on an annual basis.

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

**For services with limited income intake procedures, DHW allows households to self-declare their income for services. As part of the triennial CSBG monitor, DHW completes a file review to verify that eligible entities completed income eligibility review of households served through CSBG programs.**

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

**DHW ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit by reviewing Community Action Plans, Community Needs Assessments, Strategic Plans, and Annual Report submissions.**

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

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

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

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

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

**The Idaho CSBG Program Operations Manual covers the history and purpose of ROMA, the ROMA cycle, and the national goals. The manual also lays out expectations for how CSBG planning and reporting requirements in Idaho align with the ROMA cycle and details the expectations for how ROMA should be implemented within each agency. Eligible entity subgrant agreements include a requirement for each entity to fully implement ROMA and to have at least one Nationally Certified ROMA Implementer on staff. Additionally, ROMA training is included in the State's Training and Technical Assistance Plan and provided to the eligible entities annually, or as needed.**

- 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. [\[Select one and provide a narrative\]](#)

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

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

**Idaho currently collects data and generates reporting for the National Performance Indicators (NPIs) as required in the CSBG Annual Report using a statewide database. Idaho has an established process to utilize outcome measurement for annual reporting to measure eligible entity performance in activities as required in Section 676(b)(12) of the CSBG Act. This process includes reviewing targets compared to actual outcomes and verifying data accuracy.**

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

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

**DHW currently has one Nationally Certified ROMA Trainer who provides eligible entities with Introduction to ROMA training as well as training and technical assistance relating to strategic planning, community needs assessments, and data analysis. CSBG Discretionary funds are used to support the training, certification, and recertification of Nationally Certified ROMA Implementers at each eligible entity. CSBG eligible entity subgrant agreements require that each entity has at least one ROMA Implementer on staff to ensure that implementation of ROMA is happening at the entity.**

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

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

**DHW will validate eligible entity use of data to improve service delivery through reviews of Community Action Plans which includes targeting, Annual Report data, and documentation submitted for Organizational Standards 4.3 and 9.3. Community Action Plans and Needs Assessments. Data analysis is incorporated into monthly meetings between DHW and eligible entities to review state level information and encourage entity level review.**

**Additionally, during triennial monitoring interviews with board members, Executive Directors, and CSBG Directors eligible entities are asked to describe how the agency is using data and has opportunities to ask questions and request support.**

- 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.

**CSBG eligible entity subgrant agreements require them to submit a Community Action Plan annually. Each eligible entity must use the information gathered through their most recent Community Needs Assessment to complete their Community Action Plan. Prior to releasing CSBG funds to the eligible entities, DHW reviews Community Action Plan submissions for approval and verifies that each eligible entity's most recent plan is complete and on file.**

- 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.

**CSBG eligible entity subgrant agreements require them to complete a Community Needs Assessment at least once every three years. Eligible entities are required to submit their completed Community Needs Assessment to the Department and must use this information in their strategic planning process, as well as their Community Action Plan.**

**The Department ensures that each eligible entity has a current Community Needs Assessment during the annual Organizational Standards review and the triennial monitor process.**



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

**14.1. Use of Funds Supporting Local Activities**

***CSBG Services***

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

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

**DHW reviews Community Needs Assessments, Community Action Plans, Strategic Plans, Annual Report data, and Organizational Standards submissions to assure that each eligible entity is using CSBG funding to support activities that are designed to**

**assist low-income families and meet the needs of their community. During triennial monitoring, DHW also interviews board members, Executive Directors, and eligible entity program staff to learn how each eligible entity is using CSBG funding to support community needs.**

### ***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;

[Narrative, 4000 characters]

**DHW reviews Community Needs Assessments, Community Action Plans, Strategic Plans, Annual Report data, and Organizational Standards submissions to assure that each eligible entity is using CSBG funding to support activities that are designed to address the needs of youth in low-income communities. During triennial monitoring, DHW also interviews board members, Executive Directors, and eligible entity program staff to learn how each eligible entity is using CSBG funding to support low-income youth in their community.**

### ***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)

**DHW reviews Community Needs Assessments, Community Action Plans, Strategic Plans, Annual Report data, and Organizational Standards submissions to assure that each eligible entity is using CSBG funding to coordinate with other programs. During triennial monitoring, DHW also interviews board members, Executive Directors, and eligible entity program staff to learn how each eligible entity is using CSBG funding to support coordination of other programs.**

### ***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

[No response as the state describes this assurance under 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...”

#### ***Eligible Entity Service Delivery System***

- 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;”

Idaho’s seven CSBG eligible entities serve all of Idaho’s 44 counties by operating physical offices and additional mobile offices or outreach sites when needed. Entities also accept and encourage alternative methods of application and service delivery including online applications, alternative hours to meet the needs of community members, and offering electronic means of communication including email and phone services. This coverage allows the eligible entities to be closely connected to the communities they serve and provides access for Idahoans in all areas of the state. Each eligible entity’s Community Needs Assessment identifies specific needs in their service area and allows programs to be implemented accordingly.

Eligible entities offer a range of services from short-term services such as emergency food and energy crisis intervention; to long-term services such as permanent and temporary housing, job skill attainment and job placement. In addition to family-based services, the eligible entities also provide a variety of different community level interventions.

If there is a service that the eligible entity does not provide, every effort possible is made to provide the client with an appropriate referral to another community resource or partner organization. While CSBG eligible entities cannot meet all needs, each eligible entity partners with providers and businesses in their communities to fill the gaps.

#### ***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.

[No response as the state describes this assurance under 9.3b.]

#### ***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.

[No response as the state describes this assurance under 9.7]

***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 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).

**Idaho’s CSBG eligible entities operate several community-based initiatives which include innovative programs such as self-help housing development, community health initiatives, youth mentorship, and mobile service models. Eligible entities are given the opportunity to detail their innovative community and neighborhood-based initiatives annually in their Community Action Plans and Annual Report submissions.**

***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.”

Three of the CSBG eligible entities in Idaho are also Eligible Recipient Agencies and an additional three are Emergency Feeding Organizations under the United States Department of Agriculture Emergency Food and Assistance Program (TEFAP). Through TEFAP, the entities receive and distribute USDA commodities to all of Idaho’s 44 counties. In addition to TEFAP foods, the eligible entities also receive private food donations from community partners and distribute those donated foods to individuals and families in need. Eligible entities also work with the state’s Feeding America partner, The Idaho Foodbank, to distribute additional donated foods.

***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 Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 9.4b]

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

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

**Note:** The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 9.2 and 9.5]

***Federal Investigations***

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

**Note:** The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 10.13]

***Funding Reduction or Termination***

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

**Note:** The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 10.7]

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

- 14.9. 676(b)(9)** Describe how the state will assure “that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with

and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

**Note:** The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 9.6]

***Eligible Entity Tripartite Board Representation***

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

**Note:** The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

***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 State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

**Note:** The state describes this assurance in Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 13.5 and 13.6]

***State and Eligible Entity Performance Measurement: ROMA or Alternate system***

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

**Note:** The state describes this assurance in Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 13.4]



***Validation for CSBG Eligible Entity Programmatic Narrative Sections***

**14.13. 676(b)(13)** Provide “information describing how the State will carry out the assurances described in this section.”

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

[\[No response for this item\]](#)

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

## SECTION 15: Federal Certifications

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

### 15.1. Lobbying

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

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

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

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

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

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

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

## 15.2. 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) [\[Narrative, 2500 characters\]](#)

- ☐ 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]

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

### 15.3. Debarment

#### ***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.

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***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 remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (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.

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

#### **15.4. 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.

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