

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: DEPARTMENT OF HUMAN SERVICES NEW MEXICO

Report Name: CSBG State Plan

Report Period: 10/01/2025 to 09/30/2026

Report Status: Certified

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)				Form Approved OMB No: 0970-0382 Expires: 08/31/2027	
COVER PAGE					
* 1.a. Type of Submission: ☐ Application ☒ Plan ☐ Other (2 Year)		* 1.b. Frequency: ☐ Annual ☒ Other (2 Year)		* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	
		* 1.d. Version: ☒ Initial ☐ Resubmission ☐ Revision ☐ Update		2. Date Received:	
		3. Applicant Identifier:		State Use Only:	
		4a. Federal Entity Identifier:		5. Date Received By State:	
		4b. Federal Award Identifier:		6. State Application Identifier:	
7. APPLICANT INFORMATION					
* a. Legal Name: New Mexico Health Care Authority					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1856000570A5				* c. Organizational UEI: K49NN52HU4L7	
* d. Address:					
* Street 1:	INCOME SUPPORT DIVISION/WFSB/CSBG		Street 2:	P.O. BOX 2348	
* City:	SANTA FE		County:		
* State:	NM		Province:		
* Country:	United States		* Zip / Postal Code:	87505 - 2348	
e. Organizational Unit:					
Department Name: Health Care Authority			Division Name: Income Support Division		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:	* First Name: Christopher		Middle Name:	* Last Name: Rowland	
Suffix:	Title: CSBG Program Manager		Organizational Affiliation:		
* Telephone Number: (505) 492-8891	Fax Number:		* Email: christopherp.rowland@hca.nm.gov		
* 8a. TYPE OF APPLICANT: A: State Government					
b. Additional Description:					
* 9. Name of Federal Agency: Administration for Children and Families, Office of Community Services					
		Catalog of Federal Domestic Assistance Number:		CFDA Title:	
10. CFDA Numbers and Titles		93569		Community Services Block Grant	
11. Descriptive Title of Applicant's Project					
12. Areas Affected by Funding:					
13. CONGRESSIONAL DISTRICTS OF:					
* a. Applicant 03			b. Program/Project: Statewide		
Attach an additional list of Program/Project Congressional Districts if needed.					
14. FUNDING PERIOD:			15. ESTIMATED FUNDING:		
a. Start Date: 10/01/2025	b. End Date: 09/30/2026		* a. Federal (\$): \$0	b. Match (\$): \$0	
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?					
a. This submission was made available to the State under the Executive Order 12372					
Process for Review on :					
b. Program is subject to E.O. 12372 but has not been selected by State for review.					

c. Program is not covered by E.O. 12372.	
* 17. Is The Applicant Delinquent On Any Federal Debt? ☐ YES ☒ NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree ☒	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official Kari Armijo	18c. Telephone (area code, number and extension) 18d. Email Address kari.armijo@hsd.nm.gov
18b. Signature of Authorized Certifying Official 	18e. Date Report Submitted (Month, Day, Year) 09/24/2025
Attach supporting documents as specified in agency instructions.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:08/31/2027	
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
1.1. Identify whether this is a One-Year or a Two-Year Plan		☐ one-year ☒ two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2026	Year Two 2027
1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. <i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan? ☐ Yes ☒ No			
If yes, select the fields that have been changed [Check all that apply]			
☐	Lead Agency	☐	Department Type
☒		☒	Department Name
☐	Authorized Official	☐	Street Address
☐		☐	City
☐	Zip Code	☐	Office Number
☐		☐	Fax Number
☐	Email Address	☐	Website
1.2a. Lead agency		New Mexico Health Care Authority	
1.2b. Cabinet or administrative department of this lead agency [Check one and provide a narrative where applicable]			
☐ Community Affairs Department			
☐ Community Services Department			
☐ Governors Office			
☐ Health Department			
☐ Housing Department			
☒ Human Services Department			
☐ Social Services Department			
☐ Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		New Mexico Health Care Authority	
1.2d. Authorized Official of the Lead Agency			
Name: Kari Armijo		Title: Cabinet Secretary	
1.2e. Street Address		1474 Rodeo Rd.	
1.2f. City		Santa Fe	1.2g. State NM
		1.2h. Zip 87505	
1.2i. Telephone number 505 827 - 7750 ext.		1.2j. Fax number 505 827 - 6286	
1.2k. Email address kari.armijo@hca.nm.gov		1.2l. Lead agency website https://www.hca.nm.gov	
1.3. Designation Letter: Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
1.4. CSBG Point of Contact: provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.			
Has Information regarding to the state point of contact has changed since the last submission of the State Plan? ☐ Yes ☒ No			

If yes, select the fields that have changed [check all the apply]			
☐	Agency Name	☐	Point of Contact
☐	City	☐	Zip Code
☐	Fax Number	☐	Email Address
☐		☐	Website
1.4a. Agency Name New Mexico Health Care Authority			
1.4b Point of Contact Name			
Name: Christopher Rowland		Title: CSBG Program Manager	
1.4c. Street Address		39b La Prensa	
1.4d. City		Santa Fe	1.4e. StateNM 1.4f. Zip 87507
1.4g. Telephone Number 505 492 - 8891 ext.		1.4h. Fax Number -	
1.4i. Email Address christopherp.rowland@hca.m.gov		1.4j. Agency Website https://www.hca.nm.gov	
1.5. Provide the following information in relation to theState Community Action Association.			
There is currently a state Community Action Association within the state. ☒ Yes ☐ No			
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? ☐ Yes ☒ No			
If yes, select the fields that have been changed [Check all the apply]			
☐	Agency Name	☐	Executive Director
☐	City	☐	State
☐	Office Number	☐	Fax Number
☐	Website	☐	RPIC Lead
1.5a. Agency Name New Mexico Association of Community Partners			
1.5b. Executive Director or Point of Contact			
Name: Noelia McNew		Title: Executive Director	
1.5c. Street Address		P.O. Box 26684	
1.5d. City		Albuquerque	1.5e. StateNM 1.5f. Zip 87125
1.5g. Telephone number 505 264 - 3726 ext.		1.5h. Fax number -	
1.5i. Email Address noelia@nmacp.org		1.5j. State Association Website https://nmacp.org	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead ☐ Yes ☒ No			

Section 2: State Legislation and Regulation

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

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG ☒ Yes ☐ No

2.2. CSBG State Regulation:

State has regulations for CSBG ☒ Yes ☐ No

2.3. Legislation/Regulation Document: *Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.*

See attached for New Mexico CSBG Act

2.4. State Authority:

Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

2.4a. Authorizing Legislation: State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year ☐ Yes ☒ No

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

Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
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SECTION 3

State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

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

The mission of the New Mexico Health Care Authority (HCA) is to transform lives. Working with our partners, we design and deliver innovative, high-quality health and human services that improve the security and promote independence for New Mexicans in their communities.

3.2. State Plan Goals:

Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.

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

Specifically for FFYs 2026 and 2027, the State CSBG Office goal is to provide support to the Community Action Agencies (CAA) in their continued work toward meeting all 58 organizational standards which will serve to ensure that they have the capacity to deliver high quality service to low-income individuals and families in order to break the cycle of dependency. The State CSBG Office will also continue its work with the agencies to ensure consistent reporting of National Performance Indicators and services. A key component of this goal is the development of state specific reporting guidance which will better enable the State CSBG Office to more accurately obtain and report on services and outcomes across the state.

3.3. State Plan Development:

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

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

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

☐ U.S. Census data

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

☒ Monitoring Visits/Assessments

☒ Tools Not Identified Above (specify)

The State CSBG Office has created quarterly reporting tools to track the achievement of annual goals and simplify annual reporting for the CAAs. The State CSBG Office incorporated quarterly reporting in FY21.

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]

In addition to the previously mentioned implementation of quarterly reporting tools and as mentioned above, the New Mexico network is engaged in the development of state specific guidance which will serve to ensure a greater level of integrity of the important information that is collected and reported to OCS.

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

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

☒ State Association

☒ National Association for State Community Services Programs (NASCSPP)

☒ Community Action Partnership (NCAP)

☒ Community Action Program Legal Services (CAPLAW)

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

☒ Regional Performance Innovation Consortium (RPIC)

☒ Association for Nationally Certified ROMA Trainers (ANCRT)

☒ 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)

The primary step that the State took in the development of the State Plan to involve the CAAs was a series of informal, yet inclusive conversations which aided in the prioritization of goals and objectives that were to be included in the plan. The CAAs and the state association were provided with multiple drafts for comment/feedback throughout the development of the plan and the network was invited to participate in the public hearing.

3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:

- 1) encourage eligible entity participation and
- 2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.
If the State is not making any adjustments, provide further detail.

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

The primary way that the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans was to allow for more time for the development of the document. Additionally, the state office also plans to conduct a post plan publication survey to solicit feedback for ways to better improve its process.

3.5. Eligible Entity Overall Satisfaction:

Provide the State's target for eligible entity Overall Satisfaction during the performance period:

Year One	85	Year Two	86
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Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

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

Section 4: CSBG Hearing Requirements

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SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

A public hearing was held in August of 2025. Notice of the public hearing was published in (1) the Albuquerque Journal and the Santa Fe New Mexican a newspaper available throughout the State that is used for public announcements. These notices provided a telephone number to request a copy of the proposed State Plan, and also provide the following hyperlink to the proposed Plan on HCA's website: <https://www.hca.nm.gov/wp-content/uploads/6-26-25-Draft-of-CSBG-State-Plan-1.pdf> . The final State Plan will be available for inspection through the same telephone number and hyperlink. Additionally, the final State Plan will be distributed to the eligible entities and the state association.

4.2. Public Notice/Hearing:

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

The notice of public hearing was published in the Albuquerque Journal and the Santa Fe New Mexican no less than 30 days prior to the hearing. Comments received during the hearing are considered and included in an update to the State Plan when appropriate.

4.3. Public and Legislative Hearings:

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

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	09/25/2024	Western New Mexico University located at 1000 W College Ave, Silver City, NM	Legislative	☐
2	08/01/2025	To be determined	Public	☐

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

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

See attached email request for time on LHHS committee hearing & See attached for evidence of publications.

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

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

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Community Action Agency of Southern New Mexico	Hidalgo County, Luna County, Dona Ana County, Sierra County, Grant County	Non-Profit	Community Action Agency
2	Economic Council Helping Others, Inc.	San Juan County	Non-Profit	Community Action Agency
3	HELP-New Mexico	Rio Arriba County, Taos County, Colfax County, Mora County, San Miguel County, Los Alamos County, Santa Fe County, Torrance County, Bernalillo County, Sandoval County	Non-Profit	Community Action Agency Migrant or Seasonal Farmworker Organization
4	Mid-West New Mexico Community Action Program	McKinley County, Cibola County, Valencia County, Socorro County, Catron County	Non-Profit	Community Action Agency
5	Eastern Plains Community Action Agency	Union County, Harding County, Guadalupe County, Quay County, Curry County, De Baca County, Roosevelt County	Non-Profit	Community Action Agency
6	Southeast New Mexico Community Action Corporation	Lincoln County, Chaves County, Lea County, Eddy County, Otero County	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 6

5.3. Changes to Eligible Entities List:

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

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

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

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

CSBG Eligible Entity	Reason	Delete

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

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

Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires: 08/31/2027						
SECTION 6 Organizational Standards for Eligible Entities							
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i>, for more information on Organizational Standards. Click HERE for IM 138.							
6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period ☒ COE CSBG Organizational Standards ☐ Modified version of COE CSBG Organizational Standards ☐ Alternative set of Organizational Standards							
6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale. N/A							
6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.							
6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards ☒ There were no changes from the previous State Plan submission Provide reason for using alternative standards Describe rigor compared to COE-developed Standards N/A							
6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. <i>[Check all that apply and narrative where applicable]</i> ☐ Regulation ☒ Policy ☒ Contracts with eligible entities ☐ Other, describe:							
6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). <i>[Check all that apply.]</i> ☐ Peer-to-peer review <i>(with validation by the State or state-authorized third party)</i> ☐ Self-assessment <i>(with validation by the State or state-authorized third party)</i> ☐ Self-assessment/peer review with state risk analysis ☐ State-authorized third party validation ☒ Regular, on-site CSBG monitoring ☒ Other Yearly desk review							
6.3a. Assessment Process: Describe the planned assessment process. The New Mexico CSBG program is currently in a transition from a manual submission/review process to the use of a CSBG specific software application which will streamline how the CAAs demonstrate compliance with each standard, the storage of associated documentation, the review process used by the state office, as well as the administration of any TAPs when appropriate. Again, the New Mexico CSBG program is also working to develop state specific guidance to establish clear parameters for the demonstration of compliance of each standard and also refine the submission and review process to create a more efficient workflow within the program.							
6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? ☐ Yes ☒ No							
6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption Total Number of Exempt Entities: 0 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">CSBG Eligible Entity</th> <th style="width: 40%;">Description / Justification</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		CSBG Eligible Entity	Description / Justification	Delete			
CSBG Eligible Entity	Description / Justification	Delete					

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period			
Year One	80%	Year Two	90%
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.</i>			

Section 7: State Use of Funds

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SECTION 7 State Use of Funds

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

7.1. Formula:

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

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

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

The New Mexico CSBG funding formula provides a base amount of \$50,000 to each Community Action Agency (CAA) and then the remainder of funds, minus the allowed 10% for admin. and discretionary use, are allocated according to state population and county poverty levels listed in US census data. The CAAs in New Mexico currently provide service to anywhere from one (1) to ten (10) counties.

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

7.2. Planned Allocation:

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

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

Year One	90.00%	Year Two	90.00%
-----------------	--------	-----------------	--------

Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Community Action Agency of Southern New Mexico	\$693,184	
Economic Council Helping Others, Inc.	\$274,594	
HELP-New Mexico	\$1,600,884	
Mid-West New Mexico Community Action Program	\$467,320	
Eastern Plains Community Action Agency	\$216,964	
Southeast New Mexico Community Action Corporation	\$514,760	
Total	\$3,767,706	

CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Community Action Agency of Southern New Mexico	\$693,184	
Economic Council Helping Others, Inc.	\$274,594	
HELP-New Mexico	\$1,600,884	
Mid-West New Mexico Community Action Program	\$467,320	
Eastern Plains Community Action Agency	\$216,964	
Southeast New Mexico Community Action Corporation	\$514,760	
Total	\$3,767,706	

7.3. Distribution Process:

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

The State CSBG Office facilitates the payment of the respective award amounts to the CAAs through the issuance of a four year Governmental Services Agreement which may be updated or amended as necessary. Upon receipt of the Notice of Award letter from OCS, the state office provides the CAAs with instructions for requesting their advances (one to two days). Once received, the requests are processed within the HCA (one week) which results in the transmission of a request for the issuance of the payment(s) to the States Department of Finance of Administration (one week).

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		
7.4. Distribution Timeframe:		
Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☒ Yes		
☐ No		
7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.		
<i>Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.</i>		
7.5. Distribution of Funds Performance Management Adjustment:		
Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.		
<i>Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.</i>		
No changes have been made to the State's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans as the performance of its distribution of CSBG funds is considered to be in line with that of other programs within the division. There are instances where the processing of a payment may be delayed, usually because of a vacancy in one of the positions involved in the processing of the payment(s), and the state office mitigates the impact of these occurrences by closely monitoring the processing time for each of the steps when there are vacancies in critical roles. The state office has considered feedback received from the New Mexico network of CAAs along with comments that were provided at the public hearing which relate to the desire for increased flexibility for the CAAs to respond to emergencies and natural disasters that are outside their designated territory. In consideration of this input along with discussions had with CAPLAW, the state office commits to the implementation of policy which states that a CAA may use their CSBG base outside their designated CSBG service area to respond to a declared emergency with prior approval of the state office.		
Administrative Funds [Section 675C(b)(2) of the CSBG Act]		
<i>Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.</i>		
7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.		
Year One (0.00%)	5.00	Year Two (0.00%) 5.00
7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan		
Year One	3.00	Year Two 3.00
7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan		
Year One	2.00	Year Two 2.00
7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? ☒ Yes ☐ No		
If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.		
Year One (0.00%)	5.00%	Year Two (0.00%) 5.00%
Use of Remainder/Discretionary Funds (See Section 675C(b)(1) of the CSBG Act)		
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>		
<i>If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.</i>		
<i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i>		
Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$60,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages

		and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$81,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$20,357.00	Unanticipated needs
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	N/A
Total	\$161,357.00	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$60,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$80,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$71,357.00	Unanticipated needs
Total	\$211,357.00	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. [Check all that apply and narrative where applicable]		
☐ The state directly carries out all activities (No Partnerships)		
☐ The state partially carries out some activities		
☐ CSBG eligible entities (<i>if checked, include the expected number of CSBG eligible entities to receive funds</i>)		
☐ 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 The State CSBG Office will pay a software vendor for the use of the software platform that facilitates the administration of board governance and compliance with the organizational standards requirements.		
Note: This response will link to the corresponding CSBG assurance, item 14.2.		
7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.		
Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.		
There are currently no plans for any adjustments the state office will make to the use of remainder/discretionary funds under this State Plan as compared to past plans.		

Section 8: State Training and Technical Assistance

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Form Approved
OMB No: 0970-0382
Expires: 08/31/2027

SECTION 8 State Training and Technical Assistance

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

Note: This information is associated with State Accountability Measure 3Scand pre-populates the Annual Report, Module 1, Table F.1.

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q1	Training	Organizational Standards - General	
2	FY1-Q1	Technical Assistance	Governance/Tripartite Boards	
3	FY1-Q1	Training	ROMA	
4	FY1-Q1	Training	Other	HR Issues
5	FY1-Q2	Training	Community Assessment	
6	FY1-Q2	Training	ROMA	
7	FY1-Q2	Technical Assistance	ROMA	
8	FY1-Q2	Technical Assistance	Governance/Tripartite Boards	
9	FY1-Q2	Training	Other	Community Level Work
10	FY1-Q3	Technical Assistance	Organizational Standards - General	
11	FY1-Q3	Training	ROMA	
12	FY1-Q3	Technical Assistance	ROMA	
13	FY1-Q4	Training	Other	Advocacy
14	FY1-Q4	Technical Assistance	Governance/Tripartite Boards	
15	FY1-Q4	Training	Communication	
16	FY1-Q4	Both	Monitoring	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q1	Technical Assistance	Governance/Tripartite Boards	
2	FY2-Q1	Training	Fiscal	
3	FY2-Q2	Technical Assistance	ROMA	
4	FY2-Q2	Technical Assistance	Governance/Tripartite Boards	
5	FY2-Q2	Training	Organizational Standards - General	
6	FY2-Q2	Training	ROMA	
7	FY2-Q3	Technical Assistance	Governance/Tripartite Boards	
8	FY2-Q3	Technical Assistance	Strategic Planning	
9	FY2-Q3	Training	ROMA	
10	FY2-Q4	Training	Organizational Standards - General	
11	FY2-Q4	Both	ROMA	
12	FY2-Q4	Technical Assistance	Governance/Tripartite Boards	
13	FY2-Q4	Training	Monitoring	

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the

Remainder/Discretionary Funds table in item 7.9):			
Year One	\$60,000	Year Two	\$60,000
8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.			
The state office will collaborate with the state association to develop a statewide T/TA plan. The state association will employ a T/TA survey to collect input from the six CAAs and will prioritize training events that highlight the five to six highest ranking needs.			
8.2. Organizational Standards Technical Assistance: Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate? ☒ Yes ☐ No			
Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.			
8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The state office has implemented a new software application developed specifically for Organizational Standards which has significantly improved the efficiency of how CAAs demonstrate compliance and how the state office evaluates the submissions. The initial compliance review using this new software revealed an unsatisfactory level of performance, indicating a need for greater clarification of expectations. In response, the state office collaborated with the state association and Community Action Agencies (CAAs) to develop comprehensive, state-specific guidance which the state office anticipates will lead to a significant improvement in the next review.			
8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. <i>[Check all that apply.]</i>			
☐ All T/TA is conducted by the state			
☐ CSBG eligible entities <i>(if checked, provide the expected number of CSBG eligible entities to receive funds)</i>			
☐ Other community-based organizations			
☒ State Community Action association			
☒ Regional CSBG technical assistance provider(s)			
☒ National technical assistance provider(s)			
☐ Individual consultant(s)			
☐ Tribes and Tribal Organizations			
☐ Other			
8.4.CSBG-Funded T/TA Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.			
Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form			
The most considerable adjustment the state office made to the training and technical assistance plan under this State Plan as compared to past plans is that it has committed to working collaboratively with the New Mexico network to develop agreed upon state specific guidance as it relates to the reporting of services and outcomes. This guidance will establish clear reporting expectations, against which performance will be evaluated.			

Section 9: State Linkages and Communication

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Form Approved
OMB No:0970-0382
Expires:08/31/2027

SECTION 9 State Linkages and Communication

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

9.1. State Linkages and Coordination at the State Level:

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

Describe additional information as needed.

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

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

Child Support Division

9.2. State Linkages and Coordination at the Local Level:

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

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

Within the Health Care Authority (HCA), the Income Support Division's Work and Family Support Bureau (WFSB) manages the CSBG, LIHEAP, TANF and Refugee programs. During 2024-2025, the WFSB built on existing administrative linkages between these programs and worked to further coordinate service delivery at both the administrative and local level. WFSB will continue providing opportunities to bring together the CAAs, New Mexico TANF contractors, and New Mexico Work Force Solutions to allow each participant an opportunity to speak about the program needs in their communities in the hopes that partnerships between the CAAs and New Mexico Department of Workforce Solutions and TANF contractors can be improved and expanded.

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.

Throughout FY 2026-2027, the CAAs will continue to develop and utilize their comprehensive statewide linkages with public, private, and nonprofit organizations. Through formal and informal arrangements with government agencies, businesses, faith-based organizations, educational institutions, nonprofits, and tribal entities, these linkages will enable the improved exchange of information and referrals, ensuring low-income individuals and families receive the necessary support. The state office will prioritize the ongoing development of these linkages to bridge identified service gaps in addressing specific community needs.

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.

In addition to the eligible entities continued use of their established linkages with public, private, and nonprofit organizations across the state to provide information, resources, and opportunities for low-income individuals and families, the New Mexico network of CAAs will be conducting its second statewide Community Needs Assessment which will allow for a more comprehensive understanding of where service gaps exist and thus enable CAAs to more effectively develop and utilize additional linkages to fill these identified needs.

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

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.

Coordination of CSBG employment and training activities within New Mexico's WIOA system has been impacted by the non-renewal of a key CAA's WIOA contract. To address this, discussions are actively in progress between the eligible entity and a local WIOA coordinator to establish a renewed framework for potential future collaboration. The remaining CAA which uses CSBG funds for employment and training indicated that previous discussions related to a potential collaboration with the local WIOA one stop operator did not result in a collaborative relationship. The remaining eligible entities do not use CSBG funds for employment and training activities.

9.5. Emergency Energy Crisis Intervention:

Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).

Note: This response will link to the corresponding CSBG assurance, item 14.6.

The HCA is the official state agency for the Low-Income Home Energy Assistance Program (LIHEAP). Most CAAs offer emergency utility assistance, primarily using Community Services Block Grant (CSBG) or other funds after first determining a client's eligibility for LIHEAP assistance. Each CAA works closely with the HCA's Income Support Division offices in their designated areas, facilitating client referrals and providing application assistance for LIHEAP and other benefits. This coordination and utility payment assistance will continue through Fiscal Year 2026 and 2027.

9.6. Faith-based Organizations, Charitable Groups, Community Organizations:

Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.

Note: this response will link to the corresponding assurance, item 14.9.

Each CAA is required to coordinate with social service agencies, faith-based organizations, charitable groups, and community organizations within their designated areas. Detailed information related to this coordination is provided annually agencies Community Action and Outcome Plan.

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.

Each CAA coordinates an amount of their CSBG funds with both private and public resources in their designated areas. Detailed information related to this coordination is provided annually agencies Community Action and Outcome Plan.

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.

The New Mexico CSBG program's commitment to the coordination among the CAAs and the state association is demonstrated through ongoing financial support of the state association as a central hub for network support. Discretionary funding is provided to the state association, enabling it to offer targeted technical assistance, organize statewide conferences, and facilitate peer-to-peer learning opportunities.

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	Other	HCA website, email, and public notices.
State Plan Development	As needed	Other	HCA website, email, and public notices.
Organizational Standards Progress	Annually	Other	After implementing an Organizational Standards specific software solution, the state office, state association, and CAAs are working to complete agreed upon state specific guidance and protocols for the appropriate demonstration of compliance with each standard. Once this guidance

			is complete, the state association will provide a series of targeted trainings to reinforce the newly introduced guidance.
State Accountability Measures Progress	Semi-Annually	Meetings/Presentation	
Community Needs Assessments/ Community Action Plans	Annually	Other	These are obtained yearly during the application/ amendment process.
State Monitoring Plans and Policies	As needed	Other	Email, numbered memo, and face to face meetings.
Training and Technical Assistance (T/TA) Plans	Annually	Other	Email, numbered memo, and face to face meetings.
ROMA and Performance Management	Quarterly	Other	Email, numbered memo, and face to face meetings.
State Interagency Coordination	Annually	Letters/Hard Copies	
CSBG Legislative/Programmatic Updates	Triennial	Other	Email, numbered memo, and face to face meetings.
Tripartite Board Requirements	Quarterly	Letters/Hard Copies	
9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.			
<i>Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6</i>			
The state office holds in person/virtual meetings as needed with CAAs and will incorporate a discussion on the performance of state accountability measures during these meetings. The state office will provide the feedback to each CAA and the State Association, and will schedule a meeting or conference call to discuss if required.			
9.11. Communication Plan Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.			
<i>Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.</i>			
The state office and state association have worked together using feedback from each CAA to update the communication plan. It is important to the state office that any changes are communicated and that feedback is considered in order to ensure that the plan is both effective and utilized.			

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

Form Approved
OMB No: 0970-0382
Expires:08/31/2027

SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Action Agency of Southern New Mexico	Other	Desk Review	FY1 Q1	09/09/2025	09/10/2025	Yearly desk audit
2	Economic Council Helping Others, Inc.	Other	Desk Review	FY1 Q1	09/10/2025	09/11/2025	Yearly desk audit
3	HELP-New Mexico	Other	Desk Review	FY1 Q2	08/05/2025	08/06/2025	Yearly desk audit
4	Mid-West New Mexico Community Action Program	Other	Desk Review	FY1 Q2	06/11/2024	06/12/2024	Yearly desk audit
5	Eastern Plains Community Action Agency	Other	Desk Review	FY1 Q3	06/26/2024	06/27/2024	Yearly desk audit
6	Southeast New Mexico Community Action Corporation	Full On-site	Onsite Review	FY1 Q3	11/08/2022	11/09/2022	N/A

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Action Agency of Southern New Mexico	Other	Desk Review	FY2 Q1	09/09/2025	09/10/2025	Yearly desk audit
2	Economic Council Helping Others, Inc.	Full On-site	Onsite Review	FY2 Q3	09/10/2024	09/11/2024	
3	HELP-New Mexico	Other	Desk Review	FY2 Q1	08/05/2025	08/06/2025	Yearly desk audit
4	Mid-West New Mexico Community Action Program	Full On-site	Onsite Review	FY2 Q3	06/11/2024	06/12/2024	
5	Eastern Plains Community Action Agency	Full On-site	Onsite Review	FY2 Q2	06/26/2024	06/27/2024	
6	Southeast New Mexico Community Action Corporation	Other	Desk Review	FY2 Q1	11/08/2025	11/09/2025	Yearly desk audit

10.2. Monitoring Policies:

Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

See attached for current monitoring policy. This policy along with the associated tools are available to the CAAs for review and are included in the Notice of Review that is sent to them 30 days prior to the scheduled onsite review. This policy and tools, which were created in 2019, are currently being revised to better align with the recent implementation of a CSBG software application which will aim to streamline, amongst other areas, many aspects of the monitoring process. While onsite monitoring takes place every three years, New Mexico CAAs are monitored yearly on their organizational standards and annual report submissions, and documentation related to their application/amendment.

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?

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

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Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)

10.4. Closing Findings:

Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? ☒ Yes ☐ No

10.4a. Closing Findings Procedures: If no describe state procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.
10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable.
Note: The QIP information is associated with State Accountability Measures 4Sc.
0
10.6. Reporting of QIPs: Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP
Note: This item is associated with State Accountability Measures 4Sa(iii).
Within 30 days of approving a QIP, the state office point of contact will provide an official letter to OCS informing them of the plan along with the relevant details.
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). ☒ Yes ☐ No
Note: This response will link with the corresponding assurance under item 14.8.
Policies on Eligible Entity Designation, De-designation, and Re-designation
10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? ☐ Yes ☒ No
10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.
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
The CSBG Policy and Procedure Manual section 16.1 "Designation and Redesignation of Eligible Entities in Unserved Areas" was updated by CSBG Numbered Memo 2019-09, stating: If a county or counties in New Mexico cease to be covered by an eligible entity, the State will issue a Request for Proposal (RFP) for the unserved county(ies). The State will follow the New Mexico Procurement Code as well as State Statute 27-8-1 when preparing the RFP and when a new designation from the Governor is required. CSBG Numbered Memo 2019-09 was emailed to CAAs on August 9, 2019.
10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities ☐ Yes ☒ No
10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.
10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public
Section 16.1.F Opportunity for Federal Review of the NM CSBG Policy and Procedure Manual outlines the framework for the federal review of the HCAs request to initiate the formal process which could potentially result in the reduction or termination of funding to a CAA, stating that the process shall be conducted in accordance with 45 CFR §96.92?
10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? ☒ Yes ☐ No
10.10a. If Yes, provide the citation(s) of the law and/or regulation. Similar to the answer provided in question 10.9b, section Section 16.1.F of the policy states that the process shall be conducted in accordance with 45 CFR §96.92.
10.10b. If No, describe State procedures for re-designation of existing eligible entities.
Fiscal Controls and Audits and Cooperation Assurance
10.11. Fiscal Controls and Accounting: Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).
The State CSBG Office and the HCA's Grants Management Bureau collaborate to ensure the SF-425's accuracy. The Grants Management Bureau adheres to statewide model accounting practices and applicable regulations. This includes maintaining grant award notices and their available funds, assigning project and activity codes within the state financial system, accumulating and allocating costs, and reconciling expenditures with cash draw-down accounts. The CAAs submit monthly expenditure reports to the state office which detail all transactions using CSBG funds and are then carefully reviewed for allocability and allowability under the Cost Principles and the CSBG Statute.
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.
CAAs are contractually required to submit their Single Audits to the State CSBG Office. The state office performs a desk review of these audit reports and obtains and evaluates each entity's corrective action plan if one exists. Copies of the desk audit report are provided to the HCA Compliance and Financial Systems Bureau (CFSB), which monitors contractor compliance with state and federal laws and regulations. The state office and CFSB collaborate in evaluating audit findings and issuing any management decisions to subrecipients, as required by 45 CFR 75.521.
10.13. Assurance on Federal Investigations: The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. ☒ Yes ☐ No

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

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

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

10.14. Monitoring Procedures Performance Management Adjustment:

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

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

The current policy outlines how the state office, in collaboration with CAAs and the state association, uses four distinct monitoring tools. While the policy's prescribed use of these tools require the state office to monitor CAAs more frequently, it does result in fewer on-site disruptions. While on-site monitoring occurs every three years, CAAs are monitored annually on their organizational standards and annual report submissions, and documentation related to their applications/amendments. As mentioned in Question 10.2, this policy and its tools, originally developed in 2019, are currently undergoing a significant revision. A goal of this revision is the improved alignment with the recent implementation of a CSBG-specific software application that aims to streamline many aspects of the monitoring process, among other areas.

Section 11: Eligible Entity Tripartite Board

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

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OMB No: 0970-0382
Expires:08/31/2027

SECTION 11 Eligible Entity Tripartite Board

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

- ☒ Attend Board meetings
- ☒ Organizational Standards Assessment
- ☒ Monitoring
- ☒ Review copies of Board meeting minutes
- ☒ Track Board vacancies/composition
- ☐ Other

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

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

☒ Other The state office requires each CAA to submit their ratified board minutes along with the board packet for every meeting held within 15 days from the date which the minutes were ratified. This allows the state office to maintain an accurate account of each CAAs tripartite board composition.

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

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

The state office requires each CAA to submit their ratified board minutes along with the board packet for every meeting held within 15 days from the date which the minutes were ratified. This allows the state office to maintain an accurate account of each CAAs tripartite board composition.

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

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

Section 12: Individual and Community Eligibility Requirements

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

Form Approved
OMB No: 0970-0382
Expires:08/31/2027

SECTION 12 Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

Provide the income eligibility threshold for services in the state.

[Check one item below.]

☐ 125% of the HHS poverty line ☒ X% of the HHS poverty line (fill in the threshold) ☐ Varies by eligible entity

200% % **[Response Option: numeric field]**

12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

Under the CARES Act, the Health and Human Services Department, Office of Community Services increased the allowable income eligibility limit for services under CSBG and CARES to 200% of Federal Poverty Guidelines. The state office issued numbered memo 2020-04 in 2020 notifying eligible entities of the enhanced eligibility limit which has remained in effect with each subsequent continuing resolution.

12.2. Income Eligibility for General/Short-Term Services:

Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

Some CAAs provide ongoing assistance, such as food boxes to individuals, families, and also school-age children who qualify for USDA's free or reduced-price lunch programs, where verifying income eligibility at each service delivery is not practical. For these types of services, agencies may verify a client's income annually and provide a ticket for access to the food distribution.

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

CAAs are required to document in their annual community action and outcome plans how the services they provide target and benefit low-income communities for services that provide a community-wide benefit such as the Salvation Army, Goodwill and local churches. These partnerships continue to provide the services and facilities, such as food pantries, which address the specific needs of low-income communities.

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires: 08/31/2027
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.	
<i>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.</i>	
☒ The Results Oriented Management and Accountability (ROMA) System	
☐ Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act	
☐ An alternative system for measuring performance and results	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
The state office's policies regarding the implementation and use of ROMA are primarily articulated within the CAA's governmental services agreements. Specifically, Section B.13 of the scope of work in these agreements mandates the implementation of the Organizational Standards developed by the Organizational Standards Center of Excellence, as outlined in the federal Office of Community Services Information Memorandum, Transmittal No. 138. Organizational Standard 4.3, as referenced in this memorandum, requires that each Agency's Community Action Plan and Strategic Plan document the continuous application of the full Results Oriented Management and Accountability (ROMA) cycle, and that it demonstrate having utilized the services of a ROMA-certified trainer to assist in the implementation of the ROMA framework.	
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.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
☒ CSBG National Performance Indicators (NPIs)	
☐ NPIs and others	
☐ Others	
For Promoting Self-Sufficiency, the state office primarily utilizes the following measures/NPIs: NPI 1.1: Employment: Number and percentage of low-income participants who secure or maintain employment, or become self-employed, as a result of Community Action assistance. NPI 1.2: Increased Income: Number and percentage of low-income participants who achieve an increase in earned income or other income sources (e.g., benefits, child support) sufficient to reduce their reliance on public assistance. NPI 1.3: Education/Skill Attainment: Number and percentage of low-income participants who obtain a GED, high school diploma, post-secondary degree, or job-related certification. For Family Stability the State primarily utilizes the following measures/NPIs: NPI 2.1: Housing Stability: Number and percentage of low-income families who obtain or maintain stable housing (e.g., avoid eviction, transition from homelessness to permanent housing). NPI 2.2: Health and Well-being: Number and percentage of individuals and families who access preventative healthcare, mental health services, or substance abuse treatment. NPI 2.3: Child and Family Development: Number and percentage of children showing improved school readiness or academic performance, or families demonstrating improved parental engagement in education. For "Community Revitalization", the State primarily utilizes the following measures: NPI 3.1: Community Engagement: Number and percentage of low-income residents who participate in community leadership, advocacy, or volunteer activities. NPI 3.2: Community Economic Development: Number of jobs created or retained, or businesses started/expanded, within low-income communities. NPI 3.3: Improved Services/Infrastructure: Number of new or improved community resources, facilities, or services made available to low-income residents.	
13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
New Mexico is fortunate to have a state association that is able to maintain and provide a strong educational foundation of ROMA principals for its agencies. Question 8.1 lists nine individual ROMA specific trainings that are supported in part with discretionary funds provided by the state office. Additionally, the state office recently agreed to a request from the state association that it be permitted to provide stipends to the networks certified trainers in part to compensate them for their time and also to encourage others to become trainers.	
13.4. Eligible Entity Use of Data: Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
As outlined in Section 9.3 of the Organizational Standards, agencies must demonstrate that, at least annually, they have presented to their agency board for review or action an analysis of services and outcomes, along with any necessary operational or strategic program adjustments/improvements.	
Community Action Plans and Needs Assessments	
13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	

As part of the application/amendment for annual funding, each CAA must submit a Community Action and Outcome Plan based on either their individual or network's Community Needs Assessment. The state office will assess the content of this plan as it applies to both the Organizational Standards and the Community Needs Assessment.

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.

As outlined in Section 3.1 of the Organizational Standards, agencies must demonstrate that they have conducted a Community Needs Assessment and issued a report within the past 3 years.

Section 14: CSBG Programmatic Assurances and Information Narrative

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

Form Approved
OMB No: 0970-0382
Expires:08/31/2027

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

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

As part of its application for funding, the state office requires CAAs to submit an annual Community Action and Outcome Plan which includes a description of each of their proposed activities. State office staff reviews these plans and ensures that the activities supported are eligible uses of CSBG funds and meet the noted assurances.

Needs of Youth

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

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school child care programs;

The state office actively advocates for services and programs that address the needs of youth in low-income communities, recognizing that poverty impacts not only economic well-being but also social and emotional development. While agencies document their programmatic priorities in their Community Action and Outcome Plans which the state office reviews for compliance a plan would lack credibility if it did not clearly identify the needs of this important demographic. In addition to the compliance consideration of this question, the state office and state association are proud to have provided opportunities and a space for agencies to learn and become inspired by the work being done by other agencies which has resulted in efforts to individualize and replicate youth specific programs and services in their areas.

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)

The primary way that the state office ensures that the funds made available will be used to make more effective use of, and to coordinate with, other programs is through its review of each agency's annual Community Action and Outcome Plan which provides a detailed list and description of each of their community partnerships. Beyond the CSBG program, the HCA prioritizes and actively encourages the coordination of services wherever possible. This coordination extends to a wide array of state, local, and private partners in the form of inter-agency and community partnerships, participation in statewide and local coalitions, co-located services, and as many leveraged resources as possible.

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."
<i>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</i>
Eligible Entity Service Delivery, Coordination, and Innovation
14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."
14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;
CAAs maintain various service locations within their operational areas, with some extending their reach through mobile services to better serve individuals who lack transportation. Beyond accessible physical and mobile sites, these agencies are committed to community engagement, leveraging their websites, social media, traditional media outlets, and direct community outreach to ensure members of the community are well-informed about the services and programs available to them.
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."
<i>Note: The state describes this assurance in the state linkages and communication section, item 9.3b.</i>
In addition to the eligible entities continued use of their established linkages with public, private, and nonprofit organizations across the state to provide information, resources, and opportunities for low-income individuals and families, the New Mexico network of CAAs will be conducting its second statewide Community Needs Assessment which will allow for a more comprehensive understanding of where service gaps exist and thus enable CAAs to more effectively develop and utilize additional linkages to fill these identified needs.
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."
<i>Note: The state describes this assurance in the state linkages and communication section, item 9.7.</i>
Each CAA coordinates an amount of their CSBG funds with both private and public resources in their designated areas. Detailed information related to this coordination is provided annually agencies Community Action and Outcome Plan.
Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility
14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."
<i>Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).</i>
The state office requires that CAAs submit an annual Community Action and Outcome Plan which, if identified as a need, includes a description of "how the local entity will use the funds to support innovative community and neighborhood-based initiatives which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting". State office staff reviews these plans and ensures that the activities supported are eligible uses of CSBG funds and meet the noted assurances.
Eligible Entity Emergency Food and Nutrition Services
14.4. 676(b)(4) Describe how the state will assure "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."
The state office requires that CAAs submit an annual Community Action and Outcome Plan which, if identified as a need, includes a description of how they 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". State office staff reviews these plans and ensures that the activities supported are eligible uses of CSBG funds and meet the noted assurances.
State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities
14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

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

Federal Investigations

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

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

Funding Reduction or Termination

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

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

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

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

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

Eligible Entity Tripartite Board Representation

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

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

The state office requires each CAA to submit their ratified board minutes along with the board packet for every meeting held within 15 days from the date which the minutes were ratified. This allows the state office to maintain an accurate account of each CAAs tripartite board composition.

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide "an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."

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



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

Section 15: Federal Certifications

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

Form Approved
OMB No:0970-0382
Expires:08/31/2027

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);.

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a)The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b)If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the

statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -
Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from

participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through state or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.