

## **CSBG State Plan**

**Program Name:** Community Services Block Grant

**Grantee Name:** STATE OF NORTH CAROLINA DEPARTMENT OF HEALTH & HUMAN SE

**Report Name:** CSBG State Plan Revision # 1

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


**Report Status:** Submitted (Revision #1)

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# CSBG Cover Page (SF-424M)

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires: 08/31/2027	
<b>COVER PAGE</b>			
* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request?  Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update  State Use Only:  5. Date Received By State: 6. State Application Identifier:
<b>7. APPLICANT INFORMATION</b>			
* a. Legal Name: STATE OF NORTH CAROLINA DEPARTMENT OF HEALTH & HUMAN SE			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1566023166E6		* c. Organizational UEI: DKT3LLBWFVL3	
* d. Address:			
* Street 1:	2019 MAIL SERVICE CENTER	Street 2:	Apt. 101
* City:	RALEIGH	County:	North Carolina
* State:	NC	Province:	
* Country:	United States	* Zip / Postal Code:	27699 - 2019
e. Organizational Unit:			
Department Name:		Division Name:	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Chris	Middle Name:	* Last Name: Egan
Suffix:	Title: Assistant Secretary	Organizational Affiliation: North Carolina Department of Health and Human Services	
* Telephone Number: (919) 268-0791	Fax Number	* Email: Marionna.poke-stewart@dhhs.nc.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 NC		b. Program/Project: CSBG	
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? <input type="radio"/> YES <input checked="" type="radio"/> 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) <b>**I Agree</b> <input checked="" type="checkbox"/>	
** 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 Marionna C. Poke-Stewart	18c. Telephone (area code, number and extension)  18d. Email Address Marionna.poke-stewart@dhhs.nc.gov
18b. Signature of Authorized Certifying Official 	18e. Date Report Submitted (Month, Day, Year) 11/14/2025
<b>Attach supporting documents as specified in agency instructions.</b>	

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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>		<b>Form Approved</b> <b>OMB No:0970-0382</b> <b>Expires:08/31/2027</b>	
<b>SECTION 1</b> <b>CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</b>			
<b>1.1. Identify whether this is a One-Year or a Two-Year Plan</b>		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
<b>1.1a. Provide the federal fiscal years this plan covers:</b>		Year One 2026	Year Two 2027
<b>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.</b>  <i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have been changed [Check all that apply]			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
<b>1.2a. Lead agency</b>		NC Department of Health and Human Services/Office of Economic Opportunity	
<b>1.2b. Cabinet or administrative department of this lead agency [Check one and provide a narrative where applicable]</b>			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Community Services Department			
<input type="radio"/> Governors Office			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input checked="" type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Other, describe			
<b>1.2c. Cabinet or Administrative Department Name:</b> Provide the name of the cabinet or administrative department of the CSBG authorized official		Health and Human Services Department	
<b>1.2d. Authorized Official of the Lead Agency</b>			
Name: Secretary Dev. Sangvai		Title: DHHS Secretary	
<b>1.2e. Street Address</b>		1915 Health Services Way	
<b>1.2f. City</b>	Raleigh	<b>1.2g. State</b> NC	<b>1.2h. Zip</b> 27607
<b>1.2i. Telephone number</b> 919 855 - 3509 ext.		<b>1.2j. Fax number</b> 919 334 - 1018	
<b>1.2k. Email address</b> secretay@dhhs.nc.gov		<b>1.2l. Lead agency website</b> <a href="http://www.ncdhhs.gov/divisions/office-economic-opportunity">http://www.ncdhhs.gov/divisions/office-economic-opportunity</a>	
<b>1.3. Designation Letter:</b>  Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
<b>1.4. CSBG Point of Contact:</b> provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.			

Has Information regarding to the state point of contact has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have changed [check all the apply]			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>		<input type="checkbox"/>	Website
1.4a. Agency Name Office of Economic Opportunity			
1.4b Point of Contact Name			
Name: Marionna Poke-Stewart		Title: Director	
1.4c. Street Address		820 S. Boylan Avenue, McBryde Building	
1.4d. City		Raleigh	1.4e. StateNC 1.4f. Zip 27601
1.4g. Telephone Number 919 527 - 6250 ext.		1.4h. Fax Number 919 715 - 0168	
1.4i. Email Address marionna.poke-stewart@dhhs.nc.gov		1.4j. Agency Website https://www.ncdhhs.gov/divisions/office-economic-opportunity	
1.5. Provide the following information in relation to theState Community Action Association.			
There is currently a state Community Action Association within the state. <input type="radio"/> Yes <input checked="" type="radio"/> No			
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, select the fields that have been changed [Check all the apply]			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director
<input type="checkbox"/>	City	<input type="checkbox"/>	State
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number
<input type="checkbox"/>		<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead
1.5a. Agency Name North Carolina Community Action Association			
1.5b. Executive Director or Point of Contact			
Name: Sharon Goodson		Title: Executive Director	
1.5c. Street Address		4428 Louisburg Rd. Suite 101d	
1.5d. City		Raleigh	1.5e. StateNC 1.5f. Zip 27616
1.5g. Telephone number 919 790 - 5757 ext.		1.5h. Fax number 919 790 - 5767	
1.5i. Email Address sharon.goodson@nccaa.net		1.5j. State Association Website https://www.nccaa.net/	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input checked="" type="radio"/> Yes <input type="radio"/> No			

## Section 2: State Legislation and Regulation

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

Form Approved  
OMB No: 0970-0382  
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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.*

Title 10A North Carolina Administrative Code, Chapter 97A .0101 and are available at <http://reports.oah.state.nc.us/ncac.asp>. Health and Human Services\Chapter 97 - Economic Opportunity and have been attached to the OLDC System.

**2.4. State Authority:**

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

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

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

## Section 3: State Plan Development and Statewide Goals

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

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

### 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 Office of Economic Opportunity (OEO) transforms lives across North Carolina through strategic partnerships that create pathways to prosperity for our most vulnerable citizens. By administering the Community Services Block Grant to 31 Community Action Agencies and 1 Limited Purpose Agency, as we empower local organizations to deliver personalized solutions that address the root causes of poverty. These vital community partners provide comprehensive services including career development, financial counseling, healthcare access, educational advancement, and emergency assistance all coordinated through compassionate case management. Our team ensures maximum impact by strategically allocating funds, implementing rigorous program oversight, providing expert technical guidance, and measuring tangible outcomes that demonstrate real change. Through this collaborative approach, we're not just offering temporary relief we're building sustainable futures and strengthening communities across our state.

#### 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.)***

TRAINING AND TECHNICAL ASSISTANCE GOALS Goal 1.1: Deliver comprehensive training programs to 100% of Community Action Agency (CAA) staff in key competency areas annually, with at least 85% of participants demonstrating proficiency through post-training assessments. Goal 1.2: Provide monthly technical assistance sessions to all 31 CAAs, with response time to urgent requests within 48 hours and routine requests within 5 business days. Goal 1.3: Implement annual leadership development programs for CAA directors and management staff, achieving 90% participation rate and measurable improvement in organizational capacity scores. MONITORING AND ACCOUNTABILITY GOALS Goal 2.1: Conduct comprehensive on-site monitoring visits to 100% of CAAs within each three-year cycle, with follow-up visits completed within 90 days for agencies requiring corrective action. Goal 2.2: Achieve 95% compliance rate across all federal CSBG standards and state requirements, with corrective action plans implemented and resolved within 180 days. Goal 2.3: Implement quarterly performance reviews with all CAAs, tracking progress on Results Oriented Management and Accountability (ROMA) goals and National Performance Indicators. Goal 2.4: Maintain fiscal oversight resulting in zero audit findings related to CSBG fund management and achieve 100% timely submission of required financial reports. DATA COLLECTION AND REPORTING GOALS Goal 3.1: Achieve 90% accuracy rate in CSBG Annual Report data submission to the federal Office of Community Services by the annual deadline. Goal 3.2: Implement integrated data management system by Year 2, reducing CAA reporting time by 25% while improving data quality scores. Goal 3.3: Train 100% of CAA data personnel on reporting requirements and data quality standards, with annual recertification achieving 90% pass rate. STRENGTHENING STATEWIDE PARTNERSHIPS GOALS Goal 4.1: Establish formal partnerships with at least 10 state agencies annually, documenting collaboration agreements and measuring resource leveraging outcomes. Goal 4.2: Convene bi-annual statewide CSBG conferences with 95% CAA participation and satisfaction ratings above 4.2/5.0. Goal 4.3: Create formal coordination mechanisms with workforce development, healthcare, housing, and education systems, measuring improved service delivery through client outcome tracking. These goals directly support North Carolina's vision of driving transformative change through rigorous administrative excellence, innovative technology integration, professional development, and data-driven accountability measures.

#### 3.3. State Plan Development:

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

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

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

☒ U.S. Census data

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

☒ Monitoring Visits/Assessments

☒ Tools Not Identified Above (specify)

COE Organizational Standards

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

☐ Eligible Entity Community Needs Assessments

☒ Eligible Entity Community Action Plans

☒ Public Hearings/Workshops

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

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

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

☒ State Association

☒ National Association for State Community Services Programs (NASCSPP)

☐ Community Action Partnership (NCAP)

<input type="checkbox"/>	Community Action Program Legal Services (CAPLAW)
<input checked="" type="checkbox"/>	CSBG Tribal Training and Technical Assistance (T/TA) provider
<input checked="" type="checkbox"/>	Regional Performance Innovation Consortium (RPIC)
<input checked="" type="checkbox"/>	Association for Nationally Certified ROMA Trainers (ANCRT)
<input checked="" type="checkbox"/>	Federal CSBG Office
<input type="checkbox"/>	Organizations not identified above [Specify]

**3.4. Eligible Entity Involvement**

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

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

The Office of Economic Opportunity (OEO) actively engages eligible entities through strategic technical assistance to the Council of Executive Directors (COED), focusing on community needs, monitoring, and fiscal management. These collaborative meetings ensure transparency between OEO, eligible entities, and community partners while gathering valuable feedback for the State Plan. In partnership with the NC Community Action Association, OEO offers dedicated office hours at Association conferences to enhance understanding and collect additional input. All feedback receives careful consideration, with relevant suggestions incorporated into the final plan following leadership approval. OEO has implemented a State Plan Project Workflow, reviewed annually and integrated with departmental goals, ensuring continuous improvement through monthly internal meetings and preparing effectively for future planning cycles.

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

1) encourage eligible entity participation and

2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.

If the State is not making any adjustments, provide further detail.

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

The State implemented several key adjustments to its State Plan development procedures to foster meaningful eligible entity participation and ensure comprehensive input integration: Enhanced Participation Strategies To encourage broader eligible entity participation, the State expanded its outreach and engagement approach by establishing multiple touchpoints throughout the planning process. Rather than relying solely on traditional meetings, the State implemented a multi-modal engagement strategy that included virtual participation options, regional listening sessions, and flexible scheduling to accommodate diverse organizational capacities and geographic locations. Additionally, the State provided advance notice and preparatory materials to eligible entities, enabling more informed and substantive participation in planning discussions. Structured Input Collection and Integration The State redesigned its input collection process to ensure eligible entity perspectives are systematically captured and incorporated. This included developing standardized feedback mechanisms such as structured surveys, facilitated focus groups, and comment periods that allow eligible entities to provide both quantitative data and qualitative insights about community needs and service gaps. The State also established clear protocols for documenting, analyzing, and responding to eligible entity input, ensuring transparency in how feedback influences plan development. Continuous Feedback Loops To maintain ongoing dialogue throughout the planning cycle, the State instituted regular check-in meetings and progress updates with eligible entities. This iterative approach allows for course corrections and refinements based on emerging needs or changing circumstances. The State also created formal mechanisms for eligible entities to review draft plan components and provide feedback before final adoption, ensuring the final State Plan authentically reflects community priorities and local expertise. Capacity Building and Technical Assistance Recognizing that meaningful participation requires adequate capacity, the State provided technical assistance and training to eligible entities on the planning process, data interpretation, and effective advocacy strategies. This investment in eligible entity capabilities enhances the quality of input received and strengthens the overall planning process. These procedural adjustments demonstrate the State's commitment to collaborative planning that leverages the expertise and insights of eligible entities while ensuring community needs remain central to State Plan development.

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

<b>Year One</b>	80	<b>Year Two</b>	85
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**Instructional Note:** The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

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



## Section 4: CSBG Hearing Requirements

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

Form Approved  
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### SECTION 4 CSBG Hearing Requirements

#### 4.1. Public Inspection:

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

The State Plan was made available for public inspection from August 18-29, 2025. The plan and relevant notices were posted on the North Carolina Department of Health and Human Services website and the Office of Economic Opportunity website on August 8, 2025. Community Action Agencies, the North Carolina Community Action Association, and county social services departments received copies of the draft plan on August 8, 2025, with instructions to post the public notice and draft in areas accessible to the public. The public notice was sent to 1700 partners through the Office of Minority Health and Community Engagement Two public hearing sessions were conducted on August 20, 2025,

#### 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 State Plan development process follows a structured five-phase approach designed to ensure comprehensive stakeholder engagement and thorough review. The initial development phase begins with section reviews and completion of the first draft by August 20, 2025 with the OEO Planning Team responsible for delivering complete draft State Plan sections. The stakeholder engagement phase centers on community outreach through a virtual Community Engagement and Education (CoEd) meeting designed to present the draft plan and gather initial feedback from eligible entities, community partners, and stakeholders. This engagement is supported by a formal public notice period from August 11-15, 2025, providing a seven-day advance notification that will be posted on the state website, distributed to eligible entities, and published in accordance with state notification requirements. Public input is formally collected during a public hearing scheduled for August 20, 2025 at 10:00 AM at the Office of Economic Opportunity, located at 820 S. Boylan Avenue in the McBryde Building's 5th Floor Conference Room in Raleigh, NC. This in-person hearing provides an opportunity for formal public testimony and comments on the draft State Plan, ensuring community voices are directly incorporated into the planning process. Following the public hearing, the plan revision and review phase begins in August 2025 with the OEO Planning Team developing a second draft that incorporates public comments and stakeholder feedback. This revised draft then undergoes DHHS leadership review through a sequential approval process involving the Assistant Secretary, Secretary, and Governor's office to ensure alignment with state priorities and policy objectives. The finalization phase concludes the development process with OEO's final review and editing in late August 2025, focusing on final revisions, formatting, and quality assurance. The completed State Plan is then entered into the Online Data Collection (OLDC) system, marking the official submission and implementation readiness milestone for the new State Plan. The public comments were available to receive from August 11-31.

#### 4.3. Public and Legislative Hearings:

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

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/20/2025	Virtual	Public	<input type="checkbox"/>
2	12/31/2025	TBD	Legislative	<input type="checkbox"/>

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

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

The North Carolina Department of Health and Human Services Government Affairs staff ensures compliance with 42 U.S.C. § 9908(a)(3) through a structured triennial legislative hearing process. Beginning in 2025, with subsequent hearings in 2028, 2031, and 2034, NCDHHS staff coordinates with House and Senate Health Committee members to request legislative briefings that align with CSBG State Plan development timelines and fulfill federal public hearing requirements.

## Section 5: CSBG 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 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	Action Pathways, Inc.	Cumberland County, Sampson County	Non-Profit	Community Action Agency
2	Blue Ridge Community Action, Inc.	Burke County, Caldwell County, Rutherford County	Non-Profit	Community Action Agency
3	Blue Ridge Opportunity Commission, Inc.	Alleghany County, Ashe County, Wilkes County	Non-Profit	Community Action Agency
4	Alamance County Community Services Action, Inc.	Alamance County Rockingham Person Caswell	Non-Profit	Community Action Agency
5	Catawba County Social Services	Catawba County	Public	Community Action Agency
6	Charlotte Area Fund, Inc.	Mecklenburg County	Non-Profit	Community Action Agency
7	Choanoke Area Development Association of NC, Inc.	Bertie County, Halifax County, Hertford County, Martin County, Northampton County	Non-Profit	Community Action Agency
8	Coastal Community Action, Inc	Carteret County, Craven County, Jones County, Pamlico County	Non-Profit	Community Action Agency
9	Community Action Opportunities	Buncombe County, Henderson, Madison County, McDowell County, Polk, Transylvania County	Non-Profit	Community Action Agency
10	Davidson County Community Action, Inc.	Davidson County	Non-Profit	Community Action Agency
11	Economic Improvement Council, Inc.	Camden County, Chowan County, Currituck County, Dare County, Gates County, Hyde County, Pasquotank County, Perquimans County, Tyrrell County, Washington County	Non-Profit	Community Action Agency
12	Experiment In Self-Reliance, Inc.	Forsyth County	Non-Profit	Community Action Agency
13	Four Square Community Action, Inc.	Clay County, Graham County, Swain County, Cherokee County	Non-Profit	Community Action Agency
14	Franklin-Vance-Warren Opportunity, Inc.	Franklin County, Granville County, Vance County, Warren County	Non-Profit	Community Action Agency
15	Gaston Community Action, Inc.	Cleveland County, Gaston County, Lincoln County, Stanly County	Non-Profit	Community Action Agency
16	Greene Lamp, Inc.	Greene County, Lenoir County, Beaufort County, Pitt County	Non-Profit	Community Action Agency
17	Iredell Community Action Research and Evaluation, Inc.	Alexander County, Iredell County	Non-Profit	Community Action Agency
18	Johnston-Lee-Harnett Community Action, Inc.	Johnston County, Harnett County, Lee County	Non-Profit	Community Action Agency
19	Macon Program for Progress, Inc.	Macon County	Non-Profit	Community Action Agency
20	Nash Edgecombe Wilson Community Action	Edgecombe County, Nash County, Wilson County	Non-Profit	Community Action Agency
21	Passage Home, Inc.	Wake County	Non-Profit	Community Action Agency
22	Salisbury-Rowan Community Action Agency, Inc	Cabarrus County, Rowan County	Non-Profit	Community Action Agency
23	Sandhills Community Action Program, Inc.	Anson County, Montgomery County, Moore County, Richmond County	Non-Profit	Community Action Agency
24	Southeastern Community & Family Services, Inc.	Bladen County, Brunswick County, Columbus County, Hoke County, Pender County, Robeson County, Scotland County	Non-Profit	Community Action Agency

25	Union County Community Action, Inc.	Union County	Non-Profit	Community Action Agency
26	WAMY Community Action, Inc.	Mitchell County, Watauga County, Yancey County, Avery County	Non-Profit	Community Action Agency
27	Wayne Action Group for Economic Solvency, Inc.	Wayne County	Non-Profit	Community Action Agency
28	Welfare Reform Liaison Project, Inc.	Guilford County	Non-Profit	Community Action Agency
29	Yadkin Valley Economic Development District, Inc	Davie County, Stokes County, Surry County, Yadkin County	Non-Profit	Community Action Agency
30	Eastern Carolina Human Services Agency, Inc.	Duplin County, New Hanover County, Onslow County	Non-Profit	Community Action Agency
31	Mountain Projects, Inc.	Hawwood County, Jackson County	Non-Profit	Community Action Agency

**5.2. Total number of CSBG eligible entities 31**

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
Alamance County Community Action	Permanent Re-Designation	07/01/2024	Rockingham Person CaswellRockingham Person Caswell	

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

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

☒ COE CSBG Organizational Standards ☐ Modified version of COE CSBG Organizational Standards ☐ Alternative set of Organizational Standards

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

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

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

☐ Regulation

☐ Policy

☒ Contracts with eligible entities

☐ Other, describe:

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

☐ Peer-to-peer review (*with validation by the State or state-authorized third party*)

☒ Self-assessment (*with validation by the State or state-authorized third party*)

☐ Self-assessment/peer review with state risk analysis

☐ State-authorized third party validation

☒ Regular, on-site CSBG monitoring

☐ Other

**6.3a. Assessment Process:** Describe the planned assessment process.

NC DHHS will continue to foster organizational excellence through our collaborative approach to CSBG assessment. We will utilize the nationally recognized CSBG Organizational Standards Center of Excellence framework to conduct comprehensive evaluations that will include both remote and on-site assessments. Each community partner will complete a self-assessment with supporting documentation, empowering you to showcase your achievements while identifying growth opportunities. Our OEO team will carefully review these materials and work with the eligible entities to resolve any discrepancies through open dialogue and additional documentation review. When standards aren't met, we won't simply identify problems we will partner with the eligible entity to develop customized technical assistance and quality improvement plans in accordance with OCS IM-138. We will distribute a comprehensive technical assistance memorandum to strengthen performance management across North Carolina and will routinely collaborate with NCCAA to address specific training needs. Through annual assessments and ongoing support, we will build a stronger community action network that effectively serves all North Carolinians. This inclusive, partnership-based approach will ensure every organization has the resources and guidance needed to excel in their vital mission.

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

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption			
Total Number of Exempt Entities: 0			
CSBG Eligible Entity		Description / Justification	Delete
6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period			
Year One	90%	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

**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 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 availability of Community Services Block Grant (CSBG) funds will be determined based on the federal grant award. Ninety percent of total funding will be distributed to eligible entities across the state, ensuring comprehensive community coverage. Annual funding allocations for each eligible entity will be calculated using the approved Small Area Income and Poverty Estimates (SAIPE) poverty formula, which ensures resources are directed to areas with demonstrated need. Importantly, no eligible community action agency will receive less than \$120,000 or 80 percent of their Federal Fiscal Year 1982 allocation, providing stability and continuity of services. Additionally, in accordance with state regulations, agencies will be awarded any unspent funds from their prior state fiscal year allocation, allowing for program continuity and efficient resource utilization. The allocation values will be clearly communicated to eligible entities in October, prior to the beginning of the new state fiscal year which commences July 1. Following this notification, contracts will be developed, negotiated, and fully executed before the start of the fiscal year, ensuring a seamless transition and uninterrupted service delivery. This structured allocation process guarantees equitable distribution of resources while maintaining fiscal responsibility and program effectiveness throughout North Carolina's network of community action agencies.

**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.**

<b>Year One</b>	90.00%	<b>Year Two</b>	90.00%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Action Pathways, Inc.	\$850,955	
Blue Ridge Community Action, Inc.	\$486,894	
Blue Ridge Opportunity Commission, Inc.	\$234,011	
Alamance County Community Services Action, Inc.	\$615,523	
Catawba County Social Services	\$273,945	
Charlotte Area Fund, Inc.	\$1,654,912	
Choanoke Area Development Association of NC, Inc.	\$386,445	
Coastal Community Action, Inc	\$372,019	
Community Action Opportunities	\$897,683	
Davidson County Community Action, Inc.	\$343,397	
Economic Improvement Council, Inc.	\$315,159	
Experiment In Self-Reliance, Inc.	\$799,395	
Four Square Community Action, Inc.	\$132,894	
Franklin-Vance-Warren Opportunity, Inc.	\$406,640	
Gaston Community Action, Inc.	\$934,449	
Greene Lamp, Inc.	\$819,605	
Iredell Community Action Research and Evaluation, Inc.	\$320,432	
Johnston-Lee-Harnett Community Action, Inc.	\$776,160	
Macon Program for Progress, Inc.	\$120,000	

Nash Edgecombe Wilson Community Action	\$557,892
Passage Home, Inc.	\$1,208,721
Salisbury-Rowan Community Action Agency, Inc	\$615,211
Sandhills Community Action Program, Inc.	\$416,778
Southeastern Community & Family Services, Inc.	\$1,271,295
Union County Community Action, Inc.	\$300,805
WAMY Community Action, Inc.	\$318,826
Wayne Action Group for Economic Solvency, Inc.	\$280,212
Welfare Reform Liaison Project, Inc.	\$1,102,119
Yadkin Valley Economic Development District, Inc	\$335,639
Eastern Carolina Human Services Agency, Inc.	\$870,198
Mountain Projects, Inc.	\$214,681
	\$1,133,910
<b>Total</b>	<b>\$19,366,805</b>

CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Action Pathways, Inc.	\$852,488	
Blue Ridge Community Action, Inc.	\$486,894	
Blue Ridge Opportunity Commission, Inc.	\$234,432	
Alamance County Community Services Action, Inc.	\$616,632	
Catawba County Social Services	\$274,439	
Charlotte Area Fund, Inc.	\$1,657,893	
Choanoke Area Development Association of NC, Inc.	\$387,141	
Coastal Community Action, Inc	\$372,690	
Community Action Opportunities	\$899,300	
Davidson County Community Action, Inc.	\$344,016	
Economic Improvement Council, Inc.	\$315,728	
Experiment In Self-Reliance, Inc.	\$800,832	
Four Square Community Action, Inc.	\$133,131	
Franklin-Vance-Warren Opportunity, Inc.	\$407,372	
Gaston Community Action, Inc.	\$936,133	
Greene Lamp, Inc.	\$821,080	
Iredell Community Action Research and Evaluation, Inc.	\$321,009	
Johnston-Lee-Harnett Community Action, Inc.	\$777,557	
Macon Program for Progress, Inc.	\$120,000	
Nash Edgecombe Wilson Community Action	\$558,857	
Passage Home, Inc.	\$1,210,898	
Salisbury-Rowan Community Action Agency, Inc	\$616,319	
Sandhills Community Action Program, Inc.	\$416,527	
Southeastern Community & Family Services, Inc.	\$1,273,587	
Union County Community Action, Inc.	\$301,347	
WAMY Community Action, Inc.	\$318,826	
Wayne Action Group for Economic Solvency, Inc.	\$280,717	
Welfare Reform Liaison Project, Inc.	\$1,104,104	
Yadkin Valley Economic Development District, Inc	\$336,243	
Eastern Carolina Human Services Agency, Inc.	\$871,766	
Mountain Projects, Inc.	\$214,681	
	\$1,136,137	
<b>Total</b>	<b>\$19,398,776</b>	

### 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).

NC will ensure that 90 percent of CSBG funds are distributed to eligible entities through a streamlined and proactive process that fully complies with federal and state regulations. Available funds will be calculated, projected, and incorporated into the state biennial budget for legislative approval. Simultaneously, individual community action agency budget allocations will be calculated and communicated to agencies each October a full eight months before the July 1, start of the new state fiscal year. This advanced notification will provide agencies with substantial lead time for planning and

preparation. Following this notification, agencies will submit their comprehensive applications to the state for thorough review. Any necessary modifications will be identified and addressed collaboratively, ensuring all applications meet regulatory requirements before inclusion in the annual contract. These contracts will be fully executed prior to July 1, guaranteeing agencies immediate and complete access to their allocated funding at the start of the fiscal year. To further enhance financial stability, each agency will have the option to request a three-month cash advance, ensuring adequate cash flow for the uninterrupted delivery service. Year one allocations will include any unspent funds from the previous fiscal year, maximizing resource utilization. Year two amounts will initially be projected and subsequently adjusted based on actual fund availability and expenditure patterns. This forward-thinking approach will create a stable, transparent funding environment that enables community action agencies to effectively plan and deliver vital services to North Carolina communities. On Thursday, February 27th at 10:00 AM, the North Carolina Department of Health and Human Services Office of Economic Opportunity (NCDHHS/OEO) presented before the North Carolina Social Service Commission's Rules Review Commission. The OEO recommended that all rules within the North Carolina Administrative Code (NCAC) are necessary and should be retained. The Social Service Commission approved this recommendation. State funding regulations are governed by the NCAC.

**7.3a Distribution Method:** Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

- ☒ Reimbursement
- ☐ Advance
- ☐ Hybrid
- ☐ Other

The State uses a reimbursement form of allocation in addition to further enhance financial stability, each agency in good financial standing will have the option to request a three-month cash advance, ensuring adequate cash flow for the uninterrupted delivery service.

**7.4. Distribution Timeframe:**

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

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

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

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

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

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

North Carolina does not plan to make changes to its current Community Services Block Grant (CSBG) grant and contract administration procedures under this State Plan. Our analysis of past performance demonstrates effective operations across key metrics, with 95% of fund allocations processed within 30 days, 100% completion rate for annual monitoring visits, less than 5% of entities requiring corrective action for reporting deficiencies, and successful technical assistance delivery supporting compliance requirements. Stakeholder feedback from multiple sources supports maintaining current procedures. Community Action Agencies consistently report satisfaction with administration processes during quarterly meetings and annual surveys, particularly valuing predictable funding timelines and clear communication protocols. The required public hearing yielded no substantive recommendations for procedural changes, and federal OCS monitoring has not identified systemic issues requiring modifications. Current procedures effectively balance appropriate oversight with minimizing administrative burden on eligible entities, allowing Community Action Agencies to focus resources on direct service delivery to low-income individuals and families. North Carolina will continue monitoring performance indicators and remain responsive to future needs while maintaining the stability and effectiveness of current operations.

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

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

**7.6. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

Year One (0.00%)	5.00	Year Two (0.00%)	5.00
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**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	13.00	Year Two	13.00
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**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	10.00	Year Two	10.00
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**7.9. Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? ☒ Yes ☐ No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
------------------	-------	------------------	-------

Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

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

*If a funded activity fits under more than one category in the table, allocate the funds among the categories. For*



*example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.*

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$327,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$55,000.00	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	\$60,000.00	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	\$173,036.00	CSBG eligible entities may request discretionary funds to support innovative community and neighborhood-based initiatives tailored to specific needs and resources within their service areas. These flexible funds enable Community Action Agencies to develop creative, locally-driven solutions that complement existing programming and address unique community challenges. Discretionary funds also support emergency response teams that provide immediate assistance when natural disasters impact the area. This funding ensures eligible entities can serve as first responders, delivering essential emergency assistance to low-income families during crises when traditional support systems may be overwhelmed or unavailable.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$454,964.00	These funds enable the CARDS database system to effectively monitor and document performance management, service delivery, and case management activities, ensuring accurate federal reporting.
<b>Total</b>	<b>\$1,070,000.00</b>	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$327,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$55,000.00	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	\$60,000.00	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	\$173,036.00	CSBG eligible entities may request discretionary funds to support innovative community and neighborhood-based initiatives tailored to specific needs and resources within their service areas. These flexible funds enable Community Action Agencies to develop creative, locally-driven solutions that complement existing programming and address unique community challenges. Discretionary funds also support emergency response teams that provide immediate assistance when natural disasters impact the area. This funding ensures eligible entities can serve as first responders, delivering essential emergency assistance to low-income families during crises when traditional support systems may be overwhelmed or unavailable.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$454,964.00	These funds enable the CARDS database system to effectively monitor and document performance management, service delivery, and case

		management activities, ensuring accurate federal reporting.
Total	\$1,070,000.00	

**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 (*if checked, include the expected number of CSBG eligible entities to receive funds*) 32

☒ 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  
WIOA

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

**7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:**  
Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

The NC Department of Health and Human Services is implementing a comprehensive technology upgrade to replace the current systems used by eligible entities for documenting and reporting service delivery, compliance monitoring, and corrective action plan management. This modernization initiative will streamline data collection processes, improve reporting accuracy, and enhance the state's ability to monitor performance outcomes across all Community Action Agencies. Procurement for a new, integrated data system is scheduled to begin during this plan period, with the goal of creating a unified platform that reduces administrative burden on eligible entities while providing real-time data access for improved program management and federal reporting requirements. The new system will feature enhanced user interfaces, automated reporting capabilities, and improved data analytics to support evidence-based decision making and continuous program improvement efforts.

## Section 8: State Training and Technical Assistance

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

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

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

#### Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q1	Both	Governance/Tripartite Boards	
2	FY1-Q1	Both	Organizational Standards - General	
3	FY1-Q2	Both	Community Assessment	
4	FY1-Q3	Both	Correcting Significant Deficiencies Among Eligible Entities	

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q1	Both	Governance/Tripartite Boards	
2	FY2-Q1	Both	Organizational Standards - General	
3	FY2-Q2	Both	Reporting	
4	FY2-Q3	Both	ROMA	

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

<b>Year One</b>	\$327,000	<b>Year Two</b>	\$327,000
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**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The Office of Economic Opportunity will deliver agency and program-specific training and technical assistance through an enhanced support framework. Through strategic contractual agreements, OEO will work closely with the North Carolina Community Action Association (NCCAA) to plan, coordinate, and deliver comprehensive training and technical assistance to eligible entities across key areas including performance management, quality improvement, and service delivery optimization. Topics for targeted training will be informed directly by eligible entities through systematic surveys, detailed analysis of program outcome data, and insights gathered from annual self-assessments. This data-driven approach will ensure that training addresses real operational needs and challenges faced by community action agencies. Training priorities will be established through collaborative input from eligible entities, ensuring that resources are directed toward the most pressing needs and highest-impact opportunities. This participatory approach will foster agency ownership and engagement while maximizing the effectiveness of technical assistance resources. The OEO-NCCAA partnership will create a responsive, evolving training ecosystem that strengthens the entire community action network's capacity to serve North Carolina's most vulnerable populations effectively and efficiently.

**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 Office of Economic Opportunity will conduct thorough reviews of all submitted Organizational Standards documentation, providing robust technical assistance and detailed guidance for any standards that remain unmet. This proactive approach will ensure early identification of potential compliance challenges. Throughout the year, OEO will deliver customized training and technical assistance specifically designed to help eligible entities achieve full compliance with previously unmet standards. This ongoing support will create a continuous improvement environment rather than a once-yearly assessment. Targeted, performance-based technical assistance will be provided directly by state office specialists who bring deep domain expertise to each interaction. Meanwhile, general technical assistance and broader training initiatives will be efficiently managed through an enhanced contractual partnership with the North Carolina Community Action Association, leveraging their network and specialized knowledge. Eligible entities meeting between 30% and 60% of standards will participate in a structured improvement process. These organizations will be required to develop comprehensive Technical Assistance Plans in active collaboration with OEO specialists. These plans will include specific milestones, actionable strategies, and measurable objectives tailored to each agency's unique circumstances. Organizations will provide periodic progress updates, enabling OEO to adjust support strategies as needed and celebrate incremental achievements. This multi-tiered, relationship-centered approach will transform compliance challenges into opportunities for organizational strengthening, ultimately enhancing service delivery capacity throughout North Carolina's community action network.

**8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement.

**[Check all that apply.]**

☐

All T/TA is conducted by the state

☐

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

☐

Other community-based organizations

☒

State Community Action association

☒

Regional CSBG technical assistance provider(s)

☒

National technical assistance provider(s)

☒

Individual consultant(s)

☐

Tribes and Tribal Organizations

☐

Other

**8.4.CSBG-Funded T/TA Performance Management Adjustment:**Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

The Office of Economic Opportunity (OEO) will enhance its partnership with NCCAA to complete the RPIC Combined T&TA template as an integral component of the Organizational Standards of Excellence framework. DHHS/OEO will maintain its strategic contract with NCCAA to deliver comprehensive training and technical assistance on the Performance Management Framework to all North Carolina eligible entities. Under this contract, NCCAA will focus on supporting certified ROMA trainers and Implementers to remain active, while providing expert guidance to eligible entities in developing effective logic models based on the ROMA framework. NCCAA will extend the Community Action Professional Certification program to all network staff, including OEO personnel, elevating professional standards across the system. A sophisticated online board of directors certification program will be accessible to all new Board members and executive staff of eligible entities, ensuring governance excellence throughout the network. Comprehensive assessment mechanisms will include the American Customer Satisfaction Index, Organizational Assessment Scores, monitoring activities, T/TA surveys, and direct agency feedback all working toward the priority goal of increasing the number of eligible entities achieving 100% compliance with Organizational Standards. OEO will conduct quarterly monitoring sessions with agencies, both in-person and desktop, ensuring timely resolution of programmatic and fiscal improvement opportunities beyond standard program monitoring activities.

## Section 9: State Linkages and Communication

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

**Form Approved**  
**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 andand 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

NC Department of Aging

**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.***

Each CSBG eligible entity develops tailored coordination strategies based on local needs and available resources within their service areas. The State Office collects this information through annual funding applications. While approaches vary, common strategies include participation in local human service councils where agencies collectively identify solutions for low-income families, establishing strategic referral systems to specialized poverty-focused providers, and forming partnerships with key stakeholders including Social Services, Workforce Innovation providers, educational institutions, businesses, faith communities, and nonprofit organizations. Each entity actively incorporates input from low-income residents and tripartite board representatives to guide service delivery and eliminate poverty barriers. The State Office continues to strengthen coordination through strategic partnerships with key organizations, including the North Carolina Community Action Association, the NC Association of County Departments of Social Services, and TANF programs. The office also collaborates with the Department of Environmental Quality's Weatherization program within the Department of Administration, as well as the Department of Commerce, which administers Workforce Innovation programs.

**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.***

The State Office maintains strong communication with the North Carolina Community Action network through multiple strategic channels designed to prevent service duplication and maximize CSBG effectiveness. Quarterly leadership webinars and calls serve as forums for agencies to share service area mapping, identify potential overlaps in programming, and coordinate complementary services rather than competing offerings. During participation in the North Carolina Community Action Association Council of Executive Directors' meetings, agencies present their annual service delivery plans, allowing for real-time identification of duplicative services and opportunities for resource sharing or joint programming. Targeted presentations on priority areas enable the State Office to disseminate best practices and evidence-based models, ensuring agencies adopt proven approaches rather than developing redundant or less effective programs independently. The North Carolina Community Action Association's regional meetings facilitate direct coordination among agencies serving adjacent counties, resulting in formal agreements for cross-county referrals, shared specialized services, and coordinated transportation networks that eliminate gaps and overlaps.

<p><b>9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:</b> 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.</p> <p><i>Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.</i></p> <p>Each CSBG eligible entity develops linkages to fill identified gaps in the services by providing information, referrals, case management, and follow-up consultations based upon the needs and resources in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual application for funding. As part of the yearly application process, each eligible entity completes a community needs assessment. The assessment includes a narrative or list of local public agencies, businesses, faith-based organizations, civic organizations, and other non-profit organizations. The collaborative effort strengthens the process to develop linkages to fill identified gaps and avoid duplication of services.</p>
<p><b>9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:</b> Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><i>Note: This response will link to the corresponding CSBG assurance, item 14.5.</i></p>
<p><b>9.4a. WIOA Combined Plan:</b> If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.</p> <p>As a cornerstone of North Carolina's community antipoverty strategy, the Community Services Block Grant program operates within a coordinated statewide workforce development framework designed to maximize impact and eliminate service gaps. North Carolina's strategic decision to implement a Unified State Plan under the Workforce Innovation and Opportunity Act (WIOA) demonstrates the state's commitment to leveraging Community Action Agencies as essential partners in breaking the cycle of poverty through integrated service delivery. The NC WIOA Unified State Plan (2024) specifically recognizes Community Action Agencies' unique capacity to address critical barriers to employment by providing transportation assistance, child care support, and direct educational assistance that enable low-income individuals to access and succeed in workforce development programs. This strategic integration acknowledges that sustainable employment outcomes require addressing the underlying challenges that prevent individuals from participating in traditional workforce programs. Through the NC Works Commission's comprehensive oversight structure, CSBG operates alongside complementary programs to create a seamless service delivery system. The Commission's Strategic Planning Task Force, comprising business leaders, state agency heads, educators, and community representatives, ensures that workforce programs including those administered by the NC Departments of Administration, Commerce, Public Instruction, and Health and Human Services, as well as the NC Community College System work in concert rather than in isolation. This coordinated approach positions Community Action Agencies as vital connectors that help individuals navigate multiple systems while addressing the holistic needs that impact long-term economic stability. By aligning CSBG activities with broader workforce development goals, North Carolina maximizes federal investments while ensuring that the most vulnerable populations receive comprehensive support services that address both immediate needs and long-term self-sufficiency objectives.</p>
<p><b>9.4b. Employment and Training Activities:</b> If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.</p>
<p><b>9.5. Emergency Energy Crisis Intervention:</b> Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).</p> <p><i>Note: This response will link to the corresponding CSBG assurance, item 14.6.</i></p> <p>Every CSBG eligible entity in North Carolina plays a critical role in addressing emergency energy crises through tailored Title XXVI programs that respond directly to the unique needs and available resources within their service areas. This localized approach ensures that emergency energy assistance reaches the most vulnerable populations when they face utility disconnections, equipment failures, or seasonal energy cost spikes that threaten basic health and safety. The State Office systematically captures the scope and impact of these interventions through comprehensive annual funding applications that document each eligible entity's specific strategies and service delivery methods. While Community Action Agencies employ diverse approaches reflecting their communities' distinct characteristics, proven effective strategies consistently include operating Weatherization Programs that provide long-term energy efficiency solutions, Heating and Air Replacement and Repair Programs that address critical equipment failures, and strategic referral networks that connect families to additional energy assistance resources. This coordinated emergency response system generates measurable outcomes through National Performance Indicators reported in the annual CSBG report and state-required data collection that quantifies the number of families receiving emergency assistance. These robust data sources enable the State to demonstrate the substantial impact of Community Action Agencies as frontline responders to energy crises, while also identifying trends and gaps that inform future resource allocation and program enhancements. Through this systematic approach, North Carolina ensures that no family faces the dangerous choice between heating their home and meeting other basic needs.</p>
<p><b>9.6. Faith-based Organizations, Charitable Groups, Community Organizations:</b> Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.</p> <p><i>Note: this response will link to the corresponding assurance, item 14.9.</i></p> <p>North Carolina's CSBG eligible entities serve as catalysts for comprehensive community change by strategically coordinating and forming partnerships with diverse organizations, including faith-based institutions, charitable groups, and community organizations. These partnerships multiply the impact of federal investments by leveraging existing community assets and creating integrated service delivery systems that address poverty from multiple angles simultaneously. Each Community Action Agency's unique partnership approach is anchored by their established antipoverty mission and strategic goals, ensuring that collaborations align with evidence-based strategies for creating pathways out of poverty. The tripartite board structure inherent to Community Action Agencies provides a built-in foundation for these partnerships, as board members representing low-income communities, private sectors, and public officials bring existing networks and relationships that facilitate meaningful collaboration and resource sharing. These strategic partnerships enable eligible entities to extend their reach far beyond what federal funding alone could accomplish, creating comprehensive support systems that address the complex, interconnected challenges facing low-income families. By coordinating services and avoiding duplication, these collaborations ensure that limited resources achieve maximum impact while providing seamless access to essential services for community members. The State Office systematically documents these partnership outcomes through annual funding applications and the eligible entity capacity building section of the CSBG Annual Report, creating a comprehensive picture of how Community Action Agencies function as essential community anchors that coordinate resources and drive collective impact. This data demonstrates the multiplier effect of CSBG investments, showing how federal funds catalyze broader community engagement in addressing poverty and building stronger, more resilient communities.</p>
<p><b>9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:</b> Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance</p>

under Section 676(b)(3)(C) of the CSBG Act.			
<b>Note: this response will link to the corresponding assurance, item 14.3c.</b>			
<p>North Carolina's CSBG eligible entities function as essential community connectors, strategically coordinating and forming partnerships with faith-based organizations, charitable groups, and community organizations to create comprehensive antipoverty networks tailored to local needs and resources. This collaborative approach transforms individual programs into powerful community-wide initiatives that address poverty's root causes through unified, coordinated action. Each Community Action Agency's partnership strategy is deliberately aligned with their core antipoverty mission and strategic goals, ensuring that every collaboration advances measurable outcomes for low-income families and communities. The federally-mandated tripartite board structure serves as a natural foundation for these partnerships, with board members representing low-income residents, private sector leaders, and public officials bringing diverse networks and expertise that facilitate meaningful resource sharing and service coordination. These strategic alliances enable eligible entities to leverage limited federal dollars into comprehensive support systems that would be impossible to achieve through standalone programming. By coordinating services and eliminating duplication, partnerships ensure maximum efficiency while creating seamless pathways for families to access multiple resources through trusted community anchors. The State Office systematically captures the scope and impact of these collaborative efforts through detailed narrative reporting in annual funding applications and the eligible entity capacity building section of the CSBG Annual Report. This comprehensive documentation demonstrates how CSBG investments serve as catalysts for broader community engagement, showing measurable evidence that federal funds generate exponential returns through coordinated partnerships that strengthen entire communities and create sustainable pathways out of poverty.</p>			
<b>9.8. Coordination among Eligible Entities and State Community Action Association:</b> <b>Describe state activities for supporting coordination among the eligible entities and the state community action association.</b>			
<b>Note: This information will pre-populate the Annual Report, Module 1, Item G.5.</b>			
<p>The North Carolina Office of Economic Opportunity (OEO) maintains a robust, multi-layered communication system that ensures seamless coordination and strategic alignment across the statewide Community Action network. Through quarterly leadership webinars, NCCAA Council of Executive Director meetings, and targeted technical assistance presentations, OEO creates consistent opportunities for knowledge sharing, best practice dissemination, and collaborative problem-solving that strengthens the entire network's capacity to serve low-income communities effectively. The North Carolina Community Action Association (NCCAA) enhances this statewide coordination through strategic regional meetings that bring together agencies serving similar geographic areas, fostering peer-to-peer learning and resource sharing among organizations facing comparable challenges and opportunities. These regional gatherings enable agencies to develop coordinated service delivery strategies, eliminate service gaps, and maximize collective impact within shared service territories. This comprehensive communication framework creates a dynamic feedback loop between the State Office, State Association, and local agencies that facilitates real-time coordination, rapid response to emerging needs, and continuous improvement in service delivery. Regular dialogue ensures that policy changes, funding opportunities, and innovative practices are quickly disseminated throughout the network, while also providing mechanisms for local agencies to inform state-level planning and policy development. By maintaining these multiple communication channels, North Carolina ensures that its Community Action network operates as a cohesive, coordinated system rather than isolated programs, maximizing the impact of federal investments while building the collective capacity needed to address poverty's complex challenges across diverse communities throughout the state.</p>			
<b>9.9. Communication with Eligible Entities and the State Community Action Association:</b> <b>In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.</b>			
<b>Communication Plan</b>			
Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Biannual	Meetings/Presentation Email Website Webinar Other	Combination of phone calls, emails, meeting and presentations and website
State Plan Development	Biannual	Meetings/Presentation Email Website Webinar Public Notice	
Organizational Standards Progress	Annually	Meetings/Presentation Email Website Webinar Other	Combination of phone calls, emails, meeting and presentations and website
State Accountability Measures Progress	Not Applicable		
Community Needs Assessments/ Community Action Plans	Annually	Meetings/Presentation Email Website Webinar Public Notice Other	Combination of phone calls, emails, meeting and presentations and website
State Monitoring Plans and Policies	As needed	Meetings/Presentation Email Website Webinar Other	Combination of phone calls, emails, meeting and presentations and website
Training and Technical Assistance (T/TA) Plans	Semi-Annually	Meetings/Presentation Email Website Webinar	Combination of phone calls, emails, meeting and presentations and website

		Other	
ROMA and Performance Management	Annually	Meetings/Presentation Email Website Webinar Other	Partner with NC State Association for training on ROMA and Performance Management.
State Interagency Coordination	Not Applicable		
CSBG Legislative/Programmatic Updates	Triennial	Meetings/Presentation Email Website Webinar Other	
Tripartite Board Requirements	Not Applicable		

**9.10. Feedback to Eligible Entities and State Community Action Association:**

Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

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

North Carolina implements a comprehensive performance management system that ensures continuous improvement and accountability across the CSBG network through systematic feedback mechanisms and strategic collaboration. The State provides targeted performance feedback to local entities and the North Carolina Community Action Association through quarterly and year-end updates delivered via multiple formats including narrative reports, presentations, listening sessions, and structured meeting ensuring that accountability information reaches all stakeholders in accessible and actionable formats. Beyond standard communication channels, the State CSBG Director and State Association Director maintain regular strategic dialogues focused on strengthening resource coordination, enhancing service delivery, and advancing performance management across all CSBG activities. These high-level conversations ensure that state-level policy decisions and local implementation strategies remain aligned, creating a unified approach to achieving measurable outcomes for low-income communities. This multi-tiered communication framework directly supports North Carolina's success in meeting federal accountability requirements by creating transparent, responsive systems for state plan development, effective grantee monitoring with appropriate corrective action protocols, and consistent implementation of organizational standards across all eligible entities. Regular feedback loops enable rapid identification of performance trends, early intervention when challenges arise, and systematic replication of successful practices throughout the network. Through this coordinated approach to performance management and communication, North Carolina ensures that accountability measures serve not as compliance burdens but as strategic tools for continuous improvement, enabling the entire Community Action network to demonstrate measurable impact in reducing poverty and strengthening communities across the state.

**9.11. Communication Plan Performance Management Adjustment:**

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

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

The Office of Economic Opportunity (OEO) is implementing strategic enhancements to strengthen eligible entity capacity through expanded remote and regional training opportunities that provide flexible, accessible professional development across North Carolina. Planned improvements to communication efficiency and timeliness will eliminate delays, reduce administrative burden, and support real-time decision-making for service delivery and compliance requirements. OEO's strengthened collaboration with the North Carolina Community Action Association will create unified approaches to performance management through coordinated technical assistance and shared problem-solving strategies. Continued participation in the NC Performance Management Work group ensures that communication improvements are data-driven and responsive to actual network needs. These integrated enhancements position North Carolina's CSBG network for sustained excellence by creating more responsive, accessible, and collaborative systems that support eligible entities in achieving maximum impact while maintaining high standards of accountability and performance.



## 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**  
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### 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	Action Pathways, Inc.	Other	Desk Review	FY1 Q1	06/01/2022	06/06/2022	Desk Review due to reduced staff
2	Blue Ridge Community Action, Inc.	Other	Desk Review	FY1 Q1	06/02/2022	06/07/2022	Desk Review due to reduced staff
3	Blue Ridge Opportunity Commission, Inc.	Other	Desk Review	FY1 Q1	06/01/2022	06/06/2022	Desk Review due to reduced staff
4	Alamance County Community Services Action, Inc.	No review					
5	Catawba County Social Services	Other	Desk Review	FY1 Q2	06/01/2022	06/06/2022	Desk Review due to reduced staff
6	Charlotte Area Fund, Inc.	Other	Desk Review	FY1 Q2	05/02/2022	05/05/2022	Desk Review due to reduced staff
7	Choanoke Area Development Association of NC, Inc.	No review					
8	Coastal Community Action, Inc	No review					
9	Community Action Opportunities	Other	Desk Review	FY1 Q2	09/13/2021	09/16/2021	Desk Review due to reduced staff
10	Davidson County Community Action, Inc.	Full On-site	Onsite Review	FY1 Q3	04/19/2022	04/22/2022	
11	Economic Improvement Council, Inc.	Other	Desk Review	FY1 Q3	03/04/2022	03/07/2022	Desk Review due to reduced staff
12	Experiment In Self-Reliance, Inc.	Other	Desk Review	FY1 Q3	03/04/2022	03/10/2022	Desk Review due to reduced staff
13	Four Square Community Action, Inc.	Other	Desk Review	FY1 Q2	03/04/2022	03/07/2022	Desk Review due to reduced

							staff
14	Franklin-Vance-Warren Opportunity, Inc.	Full On-site	Onsite Review	FY1 Q3	03/04/2022	03/09/2022	
15	Gaston Community Action, Inc.	No review					
16	Greene Lamp, Inc.	No review					
17	Iredell Community Action Research and Evaluation, Inc.	Full On-site	Onsite Review	FY1 Q3	04/14/2022	04/20/2022	
18	Johnston-Lee-Harnett Community Action, Inc.	No review					
19	Macon Program for Progress, Inc.	Full On-site	Onsite Review	FY1 Q3	06/03/2022	06/07/2022	
20	Nash Edgecombe Wilson Community Action	Full On-site	Onsite Review	FY1 Q3	04/19/2022	04/22/2022	
21	Passage Home, Inc.	Full On-site	Onsite Review	FY1 Q3	04/18/2022	04/20/2022	
22	Salisbury-Rowan Community Action Agency, Inc	No review					
23	Sandhills Community Action Program, Inc.	Full On-site	Onsite Review	FY1 Q3	02/18/2022	02/22/2022	
24	Southeastern Community & Family Services, Inc.	Full On-site	Onsite Review	FY1 Q3	02/18/2022	02/22/2022	
25	Union County Community Action, Inc.	Full On-site	Onsite Review	FY1 Q3	05/02/2022	05/03/2022	
26	WAMY Community Action, Inc.	Full On-site	Onsite Review	FY1 Q3	05/02/2022	05/05/2022	
27	Wayne Action Group for Economic Solvency, Inc.	Full On-site	Onsite Review	FY1 Q3	05/18/2022	05/23/2022	
28	Welfare Reform Liaison Project, Inc.	No review					
29	Yadkin Valley Economic Development District, Inc	No review					
30	Eastern Carolina Human Services Agency, Inc.	Full On-site	Onsite Review	FY1 Q3	06/03/2022	06/08/2022	
31	Mountain Projects, Inc.	No review					
	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
1	Action Pathways, Inc.	No review					
2	Blue Ridge Community Action, Inc.	No review					
3	Blue Ridge Opportunity Commission, Inc.	No review					
4	Alamance County Community Services Action, Inc.	Full On-site	Onsite Review	FY2 Q3	08/20/2024	08/26/2024	
5	Catawba County Social Services	No review					
6	Charlotte Area Fund, Inc.	No review					
7	Choanoke Area Development Association of NC, Inc.	Full On-site	Onsite Review	FY2 Q3	06/17/2024	06/21/2024	
8	Coastal Community Action, Inc	Full On-site	Onsite Review	FY2 Q3	06/17/2024	06/20/2024	
9	Community Action Opportunities	No review					
10	Davidson County Community Action, Inc.	No review					
11	Economic Improvement Council, Inc.	No review					
12	Experiment In Self-Reliance, Inc.	No review					
13	Four Square Community Action, Inc.	No review					
14	Franklin-Vance-Warren Opportunity, Inc.	No review					
15	Gaston Community Action, Inc.	Full On-site	Onsite Review	FY2 Q3	06/17/2024	06/20/2024	
16	Greene Lamp, Inc.	Full On-site	Onsite Review	FY2 Q3	06/17/2024	06/21/2024	
17	Iredell Community Action Research and Evaluation, Inc.	No review					
	Johnston-Lee-Harnett Community	Full On-site	Onsite Review	FY2 Q3	06/10/2024	06/13/2024	

18	Action, Inc.						
19	Macon Program for Progress, Inc.	No review					
20	Nash Edgcombe Wilson Community Action	No review					
21	Passage Home, Inc.	No review					
22	Salisbury-Rowan Community Action Agency, Inc	Full On-site	Onsite Review	FY2 Q3	04/22/2024	04/26/2024	
23	Sandhills Community Action Program, Inc.	No review					
24	Southeastern Community & Family Services, Inc.	No review					
25	Union County Community Action, Inc.	No review					
26	WAMY Community Action, Inc.	No review					
27	Wayne Action Group for Economic Solvency, Inc.	No review					
28	Welfare Reform Liaison Project, Inc.	Full On-site	Onsite Review	FY2 Q3	08/12/2024	08/15/2024	
29	Yadkin Valley Economic Development District, Inc	Full On-site	Onsite Review	FY2 Q3	04/23/2024	04/24/2024	
30	Eastern Carolina Human Services Agency, Inc.	No review					
31	Mountain Projects, Inc.	Full On-site	Onsite Review	FY2 Q3	08/20/2024	08/23/2024	

**10.2. Monitoring Policies:**  
Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

See Attached Monitoring Policy

**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.

NC has a process that involves standardized Corrective Action Worksheets which accompany any monitoring report with findings which identifies the finding, cause, required action and details the actions/steps to be taken for correction, the responsible party(ies) and the date by which the action/step will be completed. Upon agency submission of the evidence the action/steps have been taken, the State Office reviews the documentation and/or conducts a follow-up visit to confirm implementation of the planned action/steps and issues a formal response indicating whether the finding is closed, or additional documentation/ action is required. For the purpose of CSBG Administration, a finding is defined as any area of non-compliance with federal or state rules, contracts requirements, agency bylaws/policies/procedures, or binding source document. All findings require corrective action; however, all findings do not result in Quality Improvement Plans (QIPs). Quality Improvement Plans are to be initiated when a level of non-compliance results in suspension of funding and/or the threat of de-designation as a result of documented repeat findings, fraud, waste, abuse, lack of capacity to safeguard resources, inability to demonstrate outcomes achievement or failure to meet contract requirements. Like the CAWs, QIPs will accompany a formal notice to the agency of the areas of non-compliance/findings, causes of the non-compliance/findings, required actions and details the actions/steps to be taken to correct the ongoing and/or significant deficiencies, the responsible party(ies) and the date by which the action/step must be completed. Upon agency submission of the evidence the action/steps have been taken, the State Office will review the documentation and/or conduct a follow-up visit to confirm implementation of the planned action/steps and issue a formal response indicating that additional documentation and/or action is needed or that the agency has successfully addressed the deficiencies thereby removing the threat of de-designation. The QIP will require Board and Executive Level Staff engagement. Should the agency fail to address the deficiencies outlined in IM 116.

**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.*

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**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).*

North Carolina will copy the Office of Community Services (OCS) on all formal notifications to agencies indicating the State is approving a Quality Improvement Plan within 30 calendars of the approval. To expedite receipt, a scan of the formal notice will be emailed to the OCS. NC respectfully asks that OCS specify a lead QIP point of contact and a process by which receipt of notification will be formally acknowledged and feedback provided.

<p><b>10.7. Assurance on Funding Reduction or Termination:</b>  The state assures,"that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided inSection 678C(b)" per Section 676(b)(8). <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><i>Note: This response will link with the corresponding assurance under item 14.8.</i></p>
<p align="center"><b>Policies on Eligible Entity Designation, De-designation, and Re-designation</b></p>
<p><b>10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.</b></p>
<p>Requirements for designation of new eligible entities are specified in Title 10A North Carolina Administrative Code, Chapter 97C .0106.</p>
<p><b>10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public</b></p>
<p><b>10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.</b>  When de-designation becomes necessary, the State references Title 10A North Carolina Administrative Code 97C Section .1300 A Grant Recipient Compliance Liability: Suspension: Termination. In addition, the State notifies the Office of Community Services on the necessary action, follows OCS IM-116 as deemed appropriate and works diligently to designate a new provider as quickly as possible to minimize the break in service delivery to eligible low-income families.</p>
<p><b>10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public</b></p>
<p><b>10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>10.10a. If Yes, provide the citation(s) of the law and/or regulation.</b>  Requirements for designation of new eligible entities are specified in Title 10A North Carolina Administrative Code, Chapter 97C .0106.</p>
<p><b>10.10b. If No, describe State procedures for re-designation of existing eligible entities.</b></p>
<p align="center"><b>Fiscal Controls and Audits and Cooperation Assurance</b></p>
<p><b>10.11. Fiscal Controls and Accounting:</b>  Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).</p>
<p>The Department of Health and Human Services Office of the Controller Federal Grants and Financial Reporting Unit is responsible for the management, coordination and supervision of all federal fund accounting, financial reporting, financial analysis, and audit resolution relative to federal funds accounting and the coordination of the annual accrual process and preparation of the Comprehensive Annual Financial Report (CAFR) for the Department of Health and Human Services. CSBG expenditures are tracked through FRC 54. The submission of interim FFRs will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final FFR shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final FFRs, the reporting period end date shall be the end date of the project or grant period. Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.</p>
<p><b>10.12. Single Audit Management Decisions:</b>  Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.</p>
<p><i>Note: This information is associated with State Accountability Measure 4Sd.</i></p>
<p>Monitoring (RMAM) team. It should be noted in North Carolina required reports and audits of agencies are submitted by the eligible entity into the Federal Audit Clearinghouse and/or emailed to <a href="mailto:www.ncgrantsreporting@dhhs.nc.gov">www.ncgrantsreporting@dhhs.nc.gov</a>. While changes are being made to this system to enhance capabilities, current key components of the submission, review and issuance of management decisions are as follows: 1) Required reports and audits of agencies are submitted by the eligible entity by email to <a href="mailto:www.ncgrantsreporting@dhhs.nc.gov">www.ncgrantsreporting@dhhs.nc.gov</a> . A desk review of the audit is completed to determine if it was conducted in accordance with the required audit standards. a. If an audit does not meet the required standards, it is rejected and the entity is notified with a listing the required standards that were not met. b. The entity is required to submit a revised audit report that meets the required standards. c. If the audit meets all other standards, but is missing a required corrective action plan, RMAM drafts and issues a Management Decision Letter, after obtaining input from the Division Monitors, to the Grantee Contact of the nongovernmental entity requesting a corrective action plan and/or additional information if the submitted corrective action plan is deemed insufficient. 2) If the required reports have not been received within the required six (6) month period or an audit and required reports have not been received within the required nine (9) month period, the division monitors notify the RMAM team and request that the grantee be placed on the Suspension of Funding List. The designated RMAM team member notifies OSBM to add the grantee to the Suspension of Funding List and once the required reports have been received from the grantee, the designated RMAM team member notifies OSBM to remove the grantee from the Suspension of Funding list, and once done, notifies the grantee that they have been removed from the list. State agencies are prohibited from entering into new grant agreements with these entities and should withhold grant funds not yet disbursed until the grantee has been removed from the SOFL.</p>
<p><b>10.13. Assurance on Federal Investigations:</b>  The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><i>Note: This response will link with the corresponding assurance, Item 14.7.</i></p>
<p><b>10.13a. Federal Investigations Policies:</b>Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><b>10.13b. Closing Findings Procedures:</b> If no, describe state procedures for permitting and cooperating with federal investigations.</p>

**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.***

Staff conducted a comprehensive review of responses to the 2025 ACSI Survey related to monitoring and administered an additional webinar-based survey in spring 2025 in preparation for the State Plan submission. Analysis of both survey results confirmed that the adjustments made to the ACSI Survey continue to effectively meet the needs of our eligible entities. Through an internal self-assessment of our monitoring process, we identified the need to enhance communication with entities by providing more frequent written documentation and maintaining closer ongoing contact.

## Section 11: Eligible Entity Tripartite Board

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

Form Approved  
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### SECTION 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** The State Office monitors board requirements by collecting board membership/ composition rosters, inclusive of committees, during the annual application process. Board member profile sheets are submitted to the Office as new members are seated. The process by which members are selected as well as engaged is assessed through review of board minutes, board member files and agency by-laws during onsite and desktop monitoring. Attempts are made to meet with board members during onsite monitoring visits or when requested

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

☐ Annually

☐ Semiannually

☐ Quarterly

☐ Monthly

☒ As it Occurs

☐ Other

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

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

North Carolina will ensure that eligible entities establish and maintain a clear petition process that allows individuals and organizations to request representation on tripartite boards when they believe their communities are inadequately represented. The state will monitor compliance with this requirement through review of entity bylaws, policies, and procedures via desktop reviews and onsite visits as needed. To ensure consistency and effectiveness, the state will issue guidance requiring that each petition process include three minimum components. First, entities must establish petition format requirements that include a standardized format requiring petitioners to clearly articulate why they or their organization believe their community lacks adequate representation on the board, including specific reasons and supporting evidence. Second, entities must set reasonable signature thresholds based on defined criteria such as the size of the service area, poverty population demographics, and the specific community or constituency seeking representation. Third, entities must implement clear review and response procedures that establish timelines for how petitions will be received, reviewed, and decided upon, including notification requirements that inform petitioners of the outcome and, if denied, the specific reasons for the decision and any available appeal processes.

**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.

In accordance with Public Law 676 B(b)(2);(2) another mechanism specified by the State to assure decision making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs funded under this subtitle. The Office of Economic Opportunity will allow agencies with a Board Structure that represents different states, have an Advisory Council. The Advisory Council must be structured in the Tripartite Board structure.

## 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)

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### SECTION 12 Individual and Community Income Eligibility Requirements

#### 12.1. Required Income Eligibility:

Provide the income eligibility threshold for services in the state.

*[Check one item below.]*

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

0% % *[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.

Requirements for income eligibility are specified in Title 10A North Carolina Administrative Code, Chapter 97C .0106 and are attached to the OLDC System

#### 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.

Per Guidance Memorandum 2012-2, NC Office of Economic Opportunity has determined it is reasonable to attempt to verify income for all CSBG participants. Where income verification outlined in the required self-declaration statement is not possible, the agency must maintain a document that captures why income was not verified. Where no income was received, the self-declaration should indicate \$0 as the annual income to which the applicant attests.

#### 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).

North Carolina acknowledges that provision of services with community-wide benefits as described is an area for strengthening; however, through onsite and desktop monitoring, the State ensures that all CSBG services provided are to families meeting the income guidelines established which are 125% of the federal poverty guideline as outlined in state rules and the Quality Measures of each eligible entities contract. These families are the same for which eligible entities provide advocacy services to in their local communities. We believe that encouraging formal partnership agreements outlining this focus will strengthen the ability to ensure such services target and benefit low-income communities.

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

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

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

#### 13.1. Performance Measurement System:

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

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

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

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

The North Carolina OEO includes written guidance surrounding ROMA within the annual CSBG application. The expected range of 80% - 120% of targeted performance and expected expenditure rate of 100% is identified in all quarterly and year-end letters from the State office to eligible entities. In the event performance or expenditures are below expected levels, agencies are required to identify meaningful reasons and planned adjustments to bring these within the expected range. The State Office includes this information in the letters which are mailed to the board chairperson and executive director. Additional supports for ROMA include: thirty National Certified ROMA Trainers across the North Carolina network (one within the State Office and 3 within the Association), ongoing training and technical assistance for the CSBG-IS/ Annual Report and elements of ROMA within the Accountable Results for Community Action case management database. In collaboration with the State Office, the North Carolina Community Action Association leads NC ROMA efforts through coordination of training and technical assistance with the cohort of NCRTs within the state. This includes, but is not limited to, coordination of regional and agency ROMA trainings, quarterly webinars/ conference calls and an NC ROMA annual retreat for NCRTs. The North Carolina State Office will work with eligible entities and provide T/TA as needed to support the transition to the CSBG Annual Report.

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

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

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

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

The State Office requires the CSBG-IS/ Annual report be completed annually. Additionally, all North Carolina eligible entities are required to report outcomes measures specific to CSBG funding on a quarterly basis. The most common outcomes reported by eligible entities include: The number of participant families served; The number of low-income participant families rising above the poverty level; The average change in the annual income per participant family experiencing a change; The number of participant families obtaining employment; The number of participant families who are employed and obtain better employment; The average wage rate of employed participant families; The number of jobs with medical benefits obtained; The number of participant families completing education/ training programs; The number of participant families securing standard housing; The number of participant families provided emergency assistance; The number of participant families provided employment supports; The number of participant families provided educational supports.

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

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

North Carolina has 9 National Certified ROMA Trainers and 29 National Certified Implementer (1 with OEO) . The North Carolina Community Action Association leads efforts surrounding these individuals being available to the network for trainings. Elements and concepts of ROMA are consistently incorporated into training and technical assistance materials made available through the State Office and the Association. Some additional efforts the State Office engages in to support use of the ROMA system include written guidance surrounding ROMA in quarterly and year-end report communications, ongoing training and technical assistance for the CSBG-IS/ Annual Report and elements of ROMA within the Accountable Results for Community Action case management database. In collaboration with the State Office, the North Carolina Community Action Association leads NC ROMA efforts through coordination of training and technical assistance with the cohort of NCRTs within the state. This includes, but is not limited to, coordination of regional and agency ROMA trainings, quarterly webinars/ conference calls and an NC ROMA annual retreat for NCRTs, and coordination of the NC Performance Management Leadership Workgroup. At a minimum, the State Office will support these efforts through input and support of time of state staff members who are NCRTs.

#### 13.4. Eligible Entity Use of Data:

Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?

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

The State Office has an expected performance range of 80% - 120% of targeted performance and expenditure rate of 100% . As part of the annual CSBG application process, State Office staff compares proposed performance targets with past performance and expenditure data for each eligible entity. In the event performance or expenditures are outside of the expected levels or there are other concerns, agencies are required to identify meaningful reason



underlying this difference and planned adjustments to bring these within the expected range. Additionally, data collection tools, review and training and technical assistance provided by the State Office for the CSBG-IS/ Annual report serves as an important mechanism to validate the use of data. Lastly, on-site and desktop monitoring conducted by State staff includes review of various levels of data and a dialogue with eligible entities on how this data is collected, utilized, reported and how it supports the effectiveness and efficiency of service delivery.

#### **Community Action Plans and Needs Assessments**

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

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

The State Office requires each eligible entity submit a CSBG application for funding on an annual basis. Through the annual application process, agencies submit a Community Anti-Poverty Plan include a narrative section, an agency strategy for eliminating poverty (e.g. community needs assessment), work plan, budget and plan for monitoring, assessment and evaluation. Key sections of the North Carolina Administrative Code putting forth information on the Community Action Plan include, but may not be limited to: 10A North Carolina Administrative Code, Chapter 97C .0201, 97C .0203, 97C .0204, 97C .0205, 97C .0206, 97C .0207. Requirements for applications of eligible entities are specified in Title 10A North Carolina Administrative Code, Chapter 97C .0106

**13.6. Community Needs Assessment:**

**Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.**

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

The State Office requires each eligible entity submit a CSBG application for funding on an annual basis. An agency strategy for eliminating poverty, OEO Form 210, is a required section of the annual application and serves to meet the requirement put forth in the CSBG Act. While OEO Form 210 is the primary tool used to assure the requirement is met, items within the narrative section of the application also provide important information surrounding needs assessment and coordination of services.

## 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)

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

#### 14.1 Use of Funds Supporting Local Activities

#### CSBG Services

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

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

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

Through the annual application process, the state assures that CSBG funds will be used appropriately by requiring each eligible entity to submit a comprehensive Community Anti-Poverty Plan that includes a narrative section, agency strategy for eliminating poverty with community needs assessment, detailed work plan, budget, and monitoring plan. The state has established eight eligible project models to address the statutory requirements: Self-Sufficiency, Employment, Education, Nutrition, Housing, Income Management, Information and Referral, and Emergency Assistance, with the majority of eligible entities implementing comprehensive self-sufficiency programs that serve as integrated service delivery systems to move individuals and families from poverty to economic independence. Local implementation is guided by community-specific needs and resources, with eligible entities operating not only CSBG-funded services but also integrating federal programs like Head Start, Workforce Innovation and Opportunity Act, Weatherization, and Section 8 Rental Assistance, along with various federal and state-funded projects covering employment, nutrition, youth development, senior services, and housing. This comprehensive approach ensures that the target populations specified in the statute - low-income families and individuals, including TANF recipients, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families - receive coordinated services that address barriers to self-sufficiency, employment retention, education and literacy, income management, housing stability, emergency needs, and community participation through grassroots partnerships. The state maintains accountability through mandatory quarterly reporting requirements where all eligible entities must report specific contracted outcomes related to CSBG funding, including the number of families served, families rising above poverty level, average income changes, employment outcomes, wage rates, jobs with benefits obtained, education and training program completions, housing achievements, emergency assistance provision, and various support services. These reporting mechanisms, combined with the annual application process and the CSBG-IS Annual Report, provide multiple information sources that allow the state to confirm that funds are being used effectively to support the activities outlined in the federal statute while maintaining flexibility for local entities to respond to their communities' unique needs and circumstances.

#### 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;

Each CSBG eligible entity addresses the needs of youth in low-income communities based on the needs and resources in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual application for funding process. While each eligible entity is unique in its approach, some examples of how eligible entities achieve this include administering or partnering programs such as WIOA Youth, Head Start, afterschool, childcare and teen pregnancy. Additionally, programs and partnerships surrounding youth include efforts such as risk prevention, crime prevention, skill development, education and nutrition.

<b>Coordination of Other Programs</b>
<b>14.1c. 676(b)(1)(C) Describe how the state will assure "that funds made available through grant or allotment will be used -</b>
<b>(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)</b>
Based upon the needs and resources in their respective service areas, each CSBG eligible entity is responsible for conducting activities that promote effectiveness and coordination with other programs related to the purposes of CSBG. The State Office collects this information in narrative format from each CSBG eligible entity through an annual application for funding process. While each eligible entity is unique in its approach, the tripartite board structure supports coordination and input surrounding effectiveness. Common partners of eligible entities include: Division of Social Services, Workforce Innovation and Opportunity Act providers, community colleges, local businesses, faith-based organizations, civic organizations, and other non-profit Organizations.
<b>State Use of Discretionary Funds</b>
<b>14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."</b>
<b><i>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</i></b>
<b>Eligible Entity Service Delivery, Coordination, and Innovation</b>
<b>14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."</b>
<b>14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;</b>
North Carolina's Community Services Block Grant (CSBG) service delivery system operates through Community Action Agencies (CAAs) to serve low-income individuals and families, targeting the state's most vulnerable populations including children, seniors, people with disabilities, and low-income families. The Office of Economic Opportunity (OEO) coordinates with CSBG eligible entities to promote effectiveness and coordination across related programs. The system has been severely impacted by Hurricane Helene and Hurricane Chantal, which exacerbated existing disparities in social and mental health services, intensifying pre-existing gaps in the social safety net and creating elevated rates of trauma, depression, anxiety, and substance abuse while reducing access to mental health professionals and social services. Many previously self-sufficient community members now require emergency food assistance, temporary housing support, and mental health interventions, forcing CAAs to rapidly adapt their service delivery models. The Department operates with a strategic plan aligned with two priority areas: the Child and Family Well-Being Action Plan addresses unprecedented stress on family systems caused by natural disasters, providing trauma-informed childcare, family counseling programs, educational support for disrupted schooling, and economic assistance programs, while the Older Adults and Individuals with Disabilities Action Plan targets populations disproportionately impacted by natural disasters through emergency planning, medication management programs, mental health support for disaster-related losses, and assistive technology replacement programs in collaboration with State linkages like the Area Agency on Aging. The system employs a community-centered approach recognizing each community's unique challenges and assets through comprehensive assessments, enabling tailored strategies addressing hurricane recovery in coastal areas, mental health service gaps in rural communities, and economic development in areas with persistent poverty. The system emphasizes building community capacity and resilience while targeting social and mental health disparities through expanded access to culturally competent mental health services, community-based peer support programs, and innovative delivery models that overcome barriers such as transportation, stigma, and lack of insurance coverage. OEO systematically promotes effectiveness through regular assessment of service delivery outcomes, identification of service gaps, and development of coordinated plans that maximize resource efficiency while improving client outcomes, with coordination extending beyond traditional social services to include partnerships with healthcare systems, educational institutions, faith-based organizations, and private sector employers. The service delivery system continuously evolves in response to changing community needs, incorporating lessons learned from disaster response efforts and ongoing evaluation of service effectiveness to ensure all North Carolinians have access to support and resources needed to achieve stability, well-being, and economic independence regardless of economic circumstances or community challenges.
<b>Eligible Entity Linkages - Approach to Filling Service Gaps</b>
<b>14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."</b>
<b><i>Note: The state describes this assurance in the state linkages and communication section, item 9.3b.</i></b>
Each CSBG eligible entity develops linkages to fill identified gaps in the services by providing information, referrals, case management, and follow-up consultations based upon the needs and resources in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual application for funding. As part of the yearly application process, each eligible entity completes a community needs assessment. The assessment includes a narrative or list of local public agencies, businesses, faith-based organizations, civic organizations, and other non-profit organizations. The collaborative effort strengthens the process to develop linkages to fill identified gaps and avoid duplication of services.
<b>Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources</b>
<b>14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."</b>
<b><i>Note: The state describes this assurance in the state linkages and communication section, item 9.7.</i></b>
North Carolina's CSBG eligible entities function as essential community connectors, strategically coordinating and forming partnerships with faith-based organizations, charitable groups, and community organizations to create comprehensive antipoverty networks tailored to local needs and resources. This collaborative approach transforms individual programs into powerful community-wide initiatives that address poverty's root causes through unified, coordinated action. Each Community Action Agency's partnership strategy is deliberately aligned with their core antipoverty mission and strategic goals, ensuring that every collaboration advances measurable outcomes for low-income families and communities. The federally-mandated tripartite board structure serves as a natural foundation for these partnerships, with board members representing low-income residents, private sector leaders, and public officials bringing diverse networks and expertise that facilitate meaningful resource sharing and service coordination. These strategic alliances enable eligible entities to leverage limited federal dollars into comprehensive support systems that would be impossible to achieve through standalone

programming. By coordinating services and eliminating duplication, partnerships ensure maximum efficiency while creating seamless pathways for families to access multiple resources through trusted community anchors. The State Office systematically captures the scope and impact of these collaborative efforts through detailed narrative reporting in annual funding applications and the eligible entity capacity building section of the CSBG Annual Report. This comprehensive documentation demonstrates how CSBG investments serve as catalysts for broader community engagement, showing measurable evidence that federal funds generate exponential returns through coordinated partnerships that strengthen entire communities and create sustainable pathways out of poverty.

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

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

*Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).*

Each CSBG eligible entity develops linkages to fill identified gaps in the services by providing information, referrals, case management, and follow-up consultations based upon the needs and resources in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual application for funding. As part of the yearly application process, each eligible entity completes a community needs assessment. The assessment includes a narrative or list of local public agencies, businesses, faith-based organizations, civic organizations, and other non-profit organizations. The collaborative effort strengthens the process to develop linkages to fill identified gaps and avoid duplication of services.

### **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."**

Each CSBG eligible entity coordinates and forms partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations based upon the needs and resources in their respective service areas. While each eligible entity is unique in its approach, the importance of the agencies' mission and established goals is a standard driver for the coordination and formation of partnerships with other organizations. Eligible entities often strengthen coordination and partnerships through entities represented on the tripartite board of directors. The eligible entity capacity building section of the CSBG Annual Report will serve as an information source for the State to indicate eligible entities are coordinating services and partnering with other agencies to address the needs in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual application for funding.

### **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.*

North Carolina will ensure that eligible entities establish and maintain a clear petition process that allows individuals and organizations to request representation on tripartite boards when they believe their communities are inadequately represented. The state will monitor compliance with this requirement through review of entity bylaws, policies, and procedures via desktop reviews and onsite visits as needed. To ensure consistency and effectiveness, the state will issue guidance requiring that each petition process include three minimum components. First, entities must establish petition format requirements that include a standardized format requiring petitioners to clearly articulate why they or their organization believe their community lacks adequate representation on the board, including specific reasons and supporting evidence. Second, entities must set reasonable signature thresholds based on defined criteria such as the size of the service area, poverty population demographics, and the specific community or constituency seeking representation. Third, entities must implement clear review and response procedures that establish timelines for how petitions will be received, reviewed, and decided upon, including notification requirements that inform petitioners of the outcome and, if denied, the specific reasons for the decision and any available appeal processes.

### **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.