

## **FY2026-2027 CSBG State Plan Overview**

The Community Services Block Grant (CSBG) State Plan for West Virginia outlines the administration and goals for the program during the fiscal years 2026-2027.

- The plan is accepted by the federal office for the period from 10/01/2025 to 09/30/2026.
- It includes various sections detailing the state's approach to community services and funding distribution.

### **CSBG Cover Page (SF-424M)**

The cover page provides essential information about the CSBG application, and the state agency involved.

- The applicant is the West Virginia Division of Economic Development.
- The plan covers all 55 counties in West Virginia.

### **Section 1:**

#### **Lead Agency and Authorized Official Information**

This section identifies the lead agency and key officials responsible for administering the CSBG.

- The lead agency is the West Virginia Division of Economic Development under the Department of Commerce.
- Jennifer Ferrell serves as the Authorized Official and Director of Community Advancement and Development.

### **Section 2:**

#### **State Legislation and Regulation Status**

The state has not established legislation and regulations governing the CSBG.

- West Virginia does not have a current statute authorizing CSBG and regulations in place.
- The state legislature has not enacted authorizing legislation in the last federal fiscal year.

### **Section 3:**

#### **State Plan Development and Goals**

The plan outlines the mission of the lead agency and specific goals for the CSBG program.

- The mission focuses on improving quality of life through various programs.
- Goals include submitting applications, allocating 90% of funds to eligible entities, and ensuring compliance with CSBG statute, federal regulations, and organizational standards.

### **Section 4:**

#### **Public Hearing Requirements and Procedures**

This section describes the public engagement process for the State Plan.

- The plan was made available for public comment and discussed in various forums.
- A public hearing was held on August 27, 2025, to gather formal feedback.

### **Section 5:**

#### **CSBG Eligible Entities Overview**

The plan lists the eligible entities that will receive CSBG funding and their service areas.

- There are 15 eligible entities, primarily community action agencies.
- The entities serve various counties across West Virginia, with a focus on serving low-income populations.

## **Section 6:**

### **Organizational Standards for Eligible Entities**

This section details the standards that eligible entities must meet.

- The state will implement COE-developed organizational standards.
- The goal is for 70% of eligible entities to meet all standards in Year One and 80% in Year Two.

### **Performance Management and Assessment**

The state outlines its approach to assessing eligible entities compliance with CSBG organizational standards.

- The assessment includes biannual monitoring of self-assessments.
- The state aims to provide training and technical assistance to help entities meet standards.

## **Section 7:**

### **State Use of Funds Allocation**

The state allocates Community Services Block Grant (CSBG) funds to eligible entities based on a specific formula.

- 90% of CSBG funds are allocated to eligible entities.
- Base allocation of \$150,000 per Community Action Entity (CEE) plus \$5,000 for each county.
- Remaining funds are allocated based on the number of individuals under 125% of the Federal Poverty Level (FPL) in each agency's services area.
- Total planned allocation for Year One is \$7,726,801. (estimated)

### **Distribution Process for CSBG Funds**

The state has a structured process for distributing CSBG funds to eligible entities.

- CEEs have at least 30 days to submit applications.
- State reviews applications for completeness and quality.
- Grant Agreements are issued before the program year starts unless funding is delayed at the federal level.

### **Administrative Funds and Staffing**

The state receives a portion of CSBG funds for state administrative activities and staffing.

- 5% of CSBG planned allocation is designated for administrative activities in both years.
- 10 state staff positions funded in whole or part by CSBG.
- 4 Full-Time Equivalents (FTEs) funded with CSBG funds.

### **Remainder/Discretionary Funds Utilization**

The state plans to use remainder/discretionary funds for various activities to support eligible entities.

- 5% of CSBG planned allocation for discretionary funds in both years.
- \$280,000 allocated for training/technical assistance to eligible entities.
- \$150,000 for statewide coordination and communication among eligible entities.

## **Section 8:**

### **Training and Technical Assistance Plan**

The state has a comprehensive plan for delivering training and technical assistance to eligible entities and partners with the WV Community Action Partnership to achieve the plan.

- Training will include workshops on Uniform Guidance, Organizational Standards, and Monitoring.
- Ongoing support is made available through individual T/TA grants for CEEs.
- Budget for training and technical assistance is \$280,000 for both years.

### **Section 9:**

#### **State Linkages and Communication Strategies**

The state emphasizes partnerships and collaborations to enhance service delivery and avoid duplication when possible.

- Active partnerships with various state agencies and organizations.
- Encourages communication between local Workforce Investment Boards and CEEs.
- Utilizes the LITT Mobile App for service access and resource management.

### **Section 10:**

#### **Monitoring and Corrective Action Procedures**

The state has established monitoring and corrective action protocols for eligible entities.

- Planned monitoring visits scheduled for various CEEs throughout the fiscal years.
- Initial monitoring reports are disseminated within 60 days.
- Quality Improvement Plans (QIPs) are implemented for entities with deficiencies.
- Monitoring policies and procedures are included.

### **Section 11:**

#### **Eligible Entity Tripartite Boards**

The state verifies compliance with Tripartite Board requirements for eligible entities.

- Reviews board meeting minutes and tracks board vacancies.
- Requires regular reporting in LITT data management system from eligible entities regarding their Tripartite Boards members and meetings.
- Ensures policies for adequate representation on boards are in place.

### **Section 12:**

#### **Income Eligibility Requirements for Services**

The state sets specific income eligibility thresholds for accessing services.

- The West Virginia Division of Economic Development has revised income eligibility limits for CSBG services to 200% of the federal poverty line, with specific guidelines for verification and prioritization of services.
- Federal Poverty Line used as eligibility criterion for CSBG.
- Eligible entities must revert to 125% if federal award does not permit 200%.
- Current HHS poverty guidelines must be used for income eligibility assessments.
- Priority may be given to lower-income clients within the established limits.
- Policies regarding income treatment and household composition are established.

#### **Income Eligibility for Short-term Services**

The state plans to revise policies regarding income verification for short-term services with limited intake procedures by FY2026.

- Current policy does not address verification for services like emergency food assistance.
- Revision of WV CSBG Policy on Determining Customer Eligibility planned for FY2026.
- Implementation of new policy expected in FY2027.

#### **Community-targeted Services and Low-Income Benefits**

The state does not currently plan to address community-targeted services in policy.

- No specific policy revisions planned to ensure services target low-income communities.
- Lack of defined strategies for community-wide benefits.

### **Section 13:**

#### **Results Oriented Management and Accountability (ROMA) System**

West Virginia utilizes the ROMA system for performance measurement and accountability across CSBG eligible entities.

- ROMA system includes organizational standards, accountability measures, and annual reporting.
- CEEs must report on national ROMA goals and performance indicators.
- A ROMA Task Force, including certified trainers, guides implementation among CEEs.
- The state office has one certified ROMA advocate and plans to add more staff by 2027.

#### **Outcome Measures for Performance Evaluation**

The state will use CSBG National Performance Indicators (NPIs) to measure eligible entity performance.

- NPIs focus on promoting self-sufficiency, family stability, and community revitalization.
- Specific outcome measures are linked to the CSBG Act requirements.

#### **Support for Eligible Entities Using ROMA**

The state provides support to eligible entities in implementing the ROMA system through training and technical assistance.

- Regular training provided on the statewide data management system aligned with ROMA.

#### **Validation of Data Use by Eligible Entities**

The state plans to validate how eligible entities use data to improve service delivery through community action plans.

- CEEs must submit Community Action Plans detailing programs and improvement areas.
- An electronic data management system is mandated for reporting and tracking.
- Training on data capacity building has been provided to promote a data culture.

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

Each eligible entity must submit a Community Action Plan that includes a community needs assessment as a condition for CSBG funding.

- Community Action Plans are required by the CSBG Act and completed as part of the annual funding application, and are critical to the effective delivery of services and strategies by CEEs.
- A certification of needs assessment submission is required.
- Full needs assessments are reviewed during monitoring of CEEs.

### **Section 14:**

#### **Programmatic Assurances for CSBG Funding**

The state assures that CSBG funds will be used effectively to support low-income families and individuals.

- Funds will assist in removing obstacles to self-sufficiency and securing employment.
- Emphasis on education, housing, and emergency assistance for low-income individuals.
- Coordination with other programs to enhance service delivery is mandated.

#### **Coordination with Other Programs and Resources**

The state ensures coordination between CSBG funds and other public/private resources to fill service gaps.

- Eligible entities are required to develop linkages for information, referrals, and case management.
- Annual Community Action Plans must identify additional funding sources for program delivery.

### **Emergency Food and Nutrition Services**

The state assures that eligible entities will provide or refer to emergency food and nutrition services to combat starvation and malnutrition.

- Annual CSBG applications must demonstrate how entities will provide or refer to these services.
- Each CEE has unique approaches to using CSBG funds for emergency assistance.

### **Coordination with Workforce Innovation and Opportunity Act**

The state will coordinate employment and training activities with the Workforce Innovation and Opportunity Act.

- Linkages between governmental and social services programs will be established for effective service delivery.

### **Federal Investigations and Compliance**

The state will cooperate with federal investigations related to CSBG funding.

- Assurance provided for compliance with federal oversight and monitoring.

### **Funding Stability for Eligible Entities**

The state assures that funding for eligible entities will not be terminated or reduced without due process.

- Notice and opportunity for a hearing will be provided before any funding changes.

### **Partnerships with Community Organizations**

CEEs will coordinate programs with faith-based and community organizations to serve low-income residents.

- Emphasis on forming partnerships to enhance service delivery and community engagement.

### **Tripartite Board Representation Assurance**

The state requires eligible entities to establish procedures for low-income representation on their boards.

- Policies must allow individuals or organizations to petition for adequate representation.

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

The state will secure community action plans that include needs assessments from each eligible entity.

- Coordination with other programs' assessments is encouraged.

### **Participation in ROMA System**

The state and eligible entities will participate in the ROMA performance measurement system.

- Assurance provided for measuring performance in promoting self-sufficiency and community revitalization.

## **Section 15:**

### **Federal Certifications and Compliance**

The state certifies compliance with federal regulations regarding lobbying, drug-free workplace, and debarment.

- Certifications are required for all grant-related activities and partnerships.