
Community Services Block Grant

Dear Colleague Letter

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

<http://www.acf.hhs.gov/programs/ocs/programs/csbq>

**Re: CSBG Model State Plan Revision:
Open Comment Period**

Date: January 29, 2015

Dear Colleagues:

The Office of Community Services (OCS) is requesting feedback from the Community Services Block Grant (CSBG) Network on the proposed revision of the CSBG State Model Plan Application (Model State Plan). On January 26, 2015, a Paperwork Reduction Act (PRA) [notice for public comment](#) was posted to the *Federal Register* in volume 80, number 16, page 3967. During the 60-day comment period, and as soon as possible, we invite you to review the proposed revised Model State Plan and submit your comments, as described below.

Modernization and Revisions to the CSBG Model State Plan

Over the last several years, OCS and the CSBG Network – comprised of CSBG eligible entities, State CSBG Lead Agencies, State CAA associations, national partners, and others – have collaborated to create a new performance management and accountability framework for CSBG. This framework includes 1) organizational standards for eligible entities, 2) accountability measures for States and OCS, and 3) CSBG outcome measures (National Performance Indicators). These elements are designed to increase accountability across all three levels of the network (Federal, State and local) and enable us to make better program decisions based on data. Ultimately, this framework will help OCS and the CSBG Network to generate stronger results for the low-income people and communities we serve.

In light of the performance management and accountability effort, OCS has revised, and is in the process of automating, the CSBG Model State Plan to make it easier to submit and more effective as a planning and accountability tool.

The proposed changes to the Model State Plan include:

- *Streamlining:* We have retained all the elements of the previous Model State Plan, as required by the CSBG Act, including all of the CSBG assurances, but have simplified, clarified, and streamlined the content.
- *Automation:* We are currently creating an online version of the Model State Plan. States will submit their State plan through the Online Data Collection (OLDC) system; the same system States use to submit their annual online application forms (the SF-424 Mandatory). A streamlined and automated plan will be much easier to use. For example, automation will allow data to pre-populate elements of the State plans and, eventually, CSBG Annual Reports. An automated plan will also generate better data for States and OCS to use for performance management and oversight purposes.

- *Performance Management Integration:* We have revised the Model State Plan to collect critical performance management information on organizational standards and State accountability measures. This week, OCS published two important Information Memoranda (IM): 1) IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities* and 2) a draft IM on *State and Federal Accountability Measures and Data Collection Modernization*. These IMs describe the central role of the Model State Plan in implementing these performance management efforts.

The attached document is a representation of the content of the online form, specifically the questions, the answer formats (e.g., check boxes, tables, text boxes), and the order of the information. The draft includes some automation elements (e.g., instructions, definitions, CSBG Act citations, and State Accountability Measures), and information that may pre-populate between sections (e.g., the list of eligible entities). Keep in mind, the online version of the Model State Plan will look very different from this draft. In upcoming webinars and training, we will provide draft screen shots to give a better idea of the “look and feel” of the online form.

Your Feedback

We have developed this initial draft Model State Plan in consultation with a representative group of stakeholders, including our information technology team and a small group of State CSBG administrators. Now we need your input.

The *Federal Register* notice requests feedback on the following:

- “(a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility;
- (b) The accuracy of the agency’s estimate of the burden of the proposed collection of information;
- (c) The quality, utility, and clarity of the information to be collected; and
- (d) Ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.”

We especially invite comments on the content, format, and order of the information in the revised Model State Plan. Please include supportive comments as well as suggestions for improvement, so that we can get a balanced perspective on what works and what needs revision. Please clearly reference your comments by section, question, or page number, as appropriate. We welcome automation suggestions as well, particularly from those who are familiar with OLDC or other online systems.

Please submit your comments to infocollection@acf.hhs.gov, as directed in the *Federal Register* notice, within the 60-day comment period that began January 26. We encourage you to submit your comments as soon as possible, in order to expedite the clearance process.

Clearance Process and Use of the Revised Model State Plan

At the end of the 60-day comment period, OCS will complete review of any remaining comments and submit a revised Model State Plan to the Office of Management and Budget (OMB). Concurrently, OCS will complete the automated version of the Model State Plan. During the second phase of the PRA process, which includes a 30-day comment period, OMB will review and approve the online Model State Plan for a three year period.

Once OMB approves the online Model State Plan and we complete the testing of the online form, States will use the new system to submit their State plan for Federal Fiscal Year (FY) 2016. While States may need additional time to complete the new form in the first year, we expect this burden to be significantly reduced in subsequent years. OCS will provide technical assistance and training for all States to facilitate the transition to the online form.

States should proceed with their usual State plan formulation process even as we wait for final OMB approval. We encourage States to consider the draft version of the Model State Plan, attached here, to plan for their FY2016 State plan submissions.

Additional Information

OCS will host a webinar series to discuss the proposed revised Model State Plan and the comment process in February 2015.

If you have questions, please contact an OCS CSBG program specialist. The list of OCS staff and contact information is posted on the OCS website at www.acf.hhs.gov/programs/ocs/resource/csbg-staff-assignments-by-region.

Thank you for your commitment to increase accountability across the CSBG Network. Together we can help lift people and communities up and out of poverty.

Jeannie L. Chaffin
Director
Office of Community Services

Seth Hassett
Director, Division of State Assistance
Office of Community Services

Community Services Block Grant (CSBG) Model State Plan - DRAFT

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SECTION 1
Designation of Lead Agency and Official State Designation Letter

1.1. Lead Agency designated to administer CSBG in the State, as required by Section 676(a) of the Act. The following information should mirror the information provided in the SF-424M.

1.1a. Agency Name [**Narrative, 2500 Characters**]

1.1b. Identify the cabinet or administrative department of this Agency [**Check One**]

- Community Services Department
- Human Services Department
- Social Services Department
- Governor's Office
- Community Affairs Department
- Other, describe: _____

1.1c. Name the division, bureau, or office of the CSBG Authorized Official [**Narrative, 2500 Characters**]

1.1d. Authorized Official of Lead Agency [**Narrative, 2500 Characters**]

Instructional note: The Authorized Official could be the Director, Secretary, Commissioner etc. as assigned in the designation letter

1.1e. Street Address [**Narrative, 2500 characters**]

1.1f. City [**Narrative, 2500 characters**]

1.1g. State [**Dropdown**]

1.1h. Zip [**Narrative, 5 characters**]

1.1i. Telephone Number and Extension [**Narrative, 10 – 15 characters which includes option for 5 digit extension**]

1.1j. Fax Number [**Narrative, 10 characters**]

1.1k. Email Address [**Narrative, 2500 characters**]

1.1l. Website [**Narrative, 2500 characters**]

1.2. Please provide the following information in relation to the designated State CSBG Contact.

Instructional Note: The State CSBG Contact should be the person that will be the main point of contact for CSBG within the State.

- 1.2a. Agency Name [Narrative, 2500 characters]
 - 1.2b. Point of Contact [Narrative, 2500 characters]
 - 1.2c. Street Address [Narrative, 2500 characters]
 - 1.2d. City [Narrative, 2500 characters]
 - 1.2e. State [Dropdown]
 - 1.2f. Zip [Narrative, 5 characters]
 - 1.2g. Telephone Number [Narrative, 10 – 15 characters which includes option for entering up to 5 digit extension]
 - 1.2h. Fax Number [Narrative, 10 characters]
 - 1.2i. Email Address [Narrative, 2500 characters]
 - 1.2j. Website [Narrative, 2500 characters]
- 1.3. Please attach the State’s official designation letter. If either the governor or designated agency has changed, please update the letter. **[Attach a document]**

Instructional Note: The letter should be from the chief executive officer of the State and include the designated State CSBG Lead Agency, the designated State CSBG Official who is to receive the CSBG grant award, the CSBG Contact Person, and complete addresses and contact information for the agency and individuals.

SECTION 2 State Legislation and Regulation

- 2.1. **CSBG State Legislation** Does the State have a statute authorizing CSBG? Yes No
- 2.2. **CSBG State Regulation** Does the State have regulations for CSBG? Yes No
- 2.3. Attach a copy (or copies) of legislation and/or regulations, as appropriate. **[Attach a document]**
- 2.4. **State Authority:** Please select a response for each question about the State statute and/or regulations authorizing CSBG:
- 2.4a. Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year? Yes No
- 2.4b. Did the State establish or amend regulations for CSBG last year? Yes No
- 2.4c. Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency? Yes No

SECTION 3

State Plan Development and Statewide Vision and 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. **[Narrative, 2500 characters]**

3.2. State Plan Vision and Goals: Describe the State’s vision (which encompasses the use of CSBG) and CSBG-specific goals under this State Plan. **[Narrative, 2500 characters]**

Note: This information is associated with State Accountability Measure 1Sa(i) and may pre-populate the State’s annual report form.

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

3.3a. Analysis of [Check all that applies and add narrative where applicable]

- State National Performance Indicators (NPIs)
- U.S. Census data
- State performance management data (e.g., accountability measures, other information from annual reports)
- Other data (please describe) _____
- Eligible entity community assessments
- Eligible entity plans
- Other information from eligible entities, e.g., State required reports (please describe) _____

3.3b. Consultation with [Check all that applies and add narrative where applicable]

- Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
- State community action association and regional CSBG T & TA providers
- State partners and/or stakeholders (please describe) _____
- National organizations (please describe) _____
- Federal Office of Community Services
- Other (please describe) _____

3.4. Eligible Entity Involvement

3.4a. Describe the specific steps the State took in developing the State Plan to involve the eligible entities. **[Narrative, 2500 Characters]**

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

If this is the first year filling out the automated State Plan, please skip the following question.

3.4b. Performance Management Adjustment: How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order 1) to encourage eligible entity participation and 2) to 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. If the State is not making any adjustments, please explain. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and may pre-populate the State’s annual report form.

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SECTION 4 CSBG Hearing Requirements

- 4.1. Public Notice/Hearing** Describe how the State made this State plan or revision to the State plan available for public inspection, as required under Section 676(e)(2) of the Act. **[Narrative, 2500 Characters]**
- 4.2. Public Notice/Hearing** Describe how the State ensured there was sufficient time and statewide distribution of notice of the hearing(s) to allow the public to comment. **[Narrative, 2500 Characters]**
- 4.3.** 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 676(a)(2)(B) and 676(a)(3) of the Act. (If the State has not held a public hearing in the prior fiscal year or a legislative hearing in the last three years, please provide a complete explanation).

Instructional Note: Please note the date(s) for the public hearing(s) must have occurred in the year prior to the first Federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first Federal Fiscal Year covered by this plan.

Date	Location	Type of Hearing [Select an option]
[Select a date]	[Narrative, Insert Address]	<ul style="list-style-type: none"> • Public • Legislative • Combined
ADD a ROW function Note: you will be able to add a row for each additional hearing		

- 4.4.** Attach supporting documentation for the public and legislative hearings. **[Attach a document]**

SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities: In the table below, list each CSBG-funded eligible entity in the State, and indicate public or private, the type of agency, and the geographical area served.

CSBG Eligible Entity	Public or Nonprofit	Type of Agency (choose all that apply)	Geographical Area Served
[Narrative, 2500 characters]	[Select Public or Nonprofit]	<ul style="list-style-type: none"> • CAA • Limited Purpose Agency • Migrant or Seasonal Farmworker Organization • Tribe 	[Narrative, 2500 characters]
ADD a ROW function Note: you will be able to add a row for each eligible entity funded in the State			

5.2 Total number of CSBG eligible entities: ## **[This will automatically update based on chart in 5.1]**

5.3 Changes to Eligible Entities list: Has the list of eligible entities under item 5.1 changed since the State’s last State Plan submission? If yes, please briefly describe the changes. Yes No
[If yes is selected – narrative, 2500 characters]

SECTION 6 Organizational Standards

Organizational Standards for CSBG eligible entities

Note: The information below is associated with State Accountability Measure 6Sa and b; these responses may pre-populate the State’s annual report form.

6.1. Please check the box that applies. If using alternative standards, please a) attach the complete list of alternative organizational standards, b) describe the reasons for using alternative standards, and c) provide evidence that the standards are at least as rigorous as the COE-developed standards.

- The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)
- The State will use an alternative set of organizational standards **[Provide supporting documentation if this option is selected]**

6.2. How will/has the State officially adopt(ed) organizational standards for eligible entities in the State? If “Other” is selected, please provide a timeline and additional information, as necessary. **[Check all that apply]**

- Regulation
- Policy
- Contracts with eligible entities
- Other, describe: **[Narrative Response, 2500 characters]**

6.3. How will the State assess eligible entities against organizational standards? If “Other” is selected, please provide additional information, as appropriate. **[Check all that apply]**

- Peer-to-peer review (with State validation)
- Self-assessment (with State validation)
- Regular, on-site CSBG monitoring
- Other, describe: **[Narrative Response, 2500 characters]**

6.4. Briefly describe State procedures for corrective action based on organizational standards. **[Narrative Response, 2500 characters]**

6.5. If the State is using the COE-developed organizational standards, will the State slightly modify the standards, as described in IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*? Yes No

6.5a. If yes was selected in Item 6.5, describe how the State will modify the COE-developed organizational standards, and provide a justification. **[Narrative Response, 2500 characters]**

6.6. Will the State make exceptions in applying the organizational standards for any eligible entities due to special circumstances or organizational characteristics, as described in IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*? Yes No

6.6a. If yes was selected in Item 6.6, list which eligible entities, the State will exempt from meeting organizational standards, and provide a justification. **[Narrative Response, 2500 characters]**

If this is the first year filling out the automated State Plan, please skip the following question.

6.7. Target: What percentage of assessed eligible entities in the State does the State expect will meet the State-adopted organizational standards in the next year? **[Insert a percentage]**

Note: This information is associated with State Accountability Measures 6Sa and may pre-populate the State's annual report form.

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SECTION 7 State Use of Funds

90 Percent Funds

7.1 Formula: Please select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. **[Dropdown options]**

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other **[Narrative, 2500 Characters]**

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities? Yes No

7.2. Planned allocation: Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act. The estimated allocations may be in dollars or percentages. Please complete either column 2, "Funding Amount in \$," **OR** column 3, "Funding Amount in %."

Planned CSBG 90 Percent Funds				
CSBG Eligible Entity	Year One		Year Two	
	Funding Amount	Funding Amount	Funding Amount	Funding Amount
	\$	%	\$	%
Will be auto-populated from Section 5, Table 5.1, Column 1	Enter either the dollar amount or percentage for each eligible entity for the first year that this plan covers		Enter either the dollar amount or percentage for each eligible entity for the second year that this plan covers (If this is a one-year plan, these columns can be left blank)	
Total	Totals will be auto-populated		Totals will be auto-populated	

7.3. Contracts: Describe the contracting mechanism and timeframe the State uses to distribute funds to the eligible entities. **[Narrative, 2500 Characters]**

State Legislative or Administrative Approval

7.4. Must the State get State legislative approval (annually or more frequently) or other types of administrative approval before distributing 90 percent funds to eligible entities? If yes, please describe. Yes No

7.4a. If yes was selected in previous question, If how many business days does this process generally take? **[Insert a number between 0 – 99]**

7.4b. Please describe the approval process. **[Narrative, 2500 Characters]**

7.5. Distribution Timeframe after State authority: After getting State authority, the State expects to make funds available to eligible entities within how many calendar days? **[Dropdown Box Selection]**

- 1 to 14 calendar days
- 15 to 30 calendar days
- Over 30 calendar days, specify number of days **[Numeric, enter number between 31 – 100]**
- Varies

Note: This information is associated with State Accountability Measure 2Sa; the response may pre-populate the State’s annual report form.

7.5a. Please explain the process for making funds available after getting State authority. Take into the account the time frame that the State specified under Item 7.5. Also include information about agency approval, contractual procedures, etc., as appropriate. **[Narrative, 2500 characters]**

If this is the first year filling out the automated State Plan, please skip the following question.

7.6. Performance Management Adjustment: How is the State improving grant 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. If the State is not making any improvements, please explain. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measure 2Sb; the response may pre-populate the State’s annual report form.

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

7.7. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State plan? The estimate may be in dollars or a percentage. **[Numeric response, specify \$ or %]**

7.8. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? **[Insert a number between 0 – 99]**

7.9. How many State Full Time Equivalent (FTEs) will be funded with CSBG funds under this State Plan? **[Insert a number between 0 – 99]**

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

7.10. Describe how the State plans to use remainder/discretionary funds, as described in Section 675C(b) of the Act, as required by the assurance in 676(b)(2) of the CSBG Act.

Instructional Note: The information entered in the table below will pre-populate the corresponding assurance [676(b)(2)] under Item 14.2 in the “CSBG Programmatic Assurances and Information Narrative.” Please note: the assurance under 676(b)(2) of the Act specifically requires a description of how the State intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Please include this description in row “f” of the table below and/or attach the information.

Note: This information is associated with State Accountability Measures 3Sa; the responses may pre-populate the State’s annual report form.

Use of Remainder/Discretionary Funds					
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Year One		Year Two		Brief description of services/activities
	Planned \$	Planned %	Planned \$	Planned %	
a. Training/technical assistance to eligible entities					[Not Fillable] These planned services/activities will be described in State Plan Item 8.1
b. Coordination of State-operated programs and/or local programs					[Not Fillable] These planned services/activities will be described in State Plan Item 9.1 and 9.2
c. Statewide coordination and communication among eligible entities	[Enter either a planned \$ or % for each item listed for the first year that this plan covers. If entering a percentage, the percentages must total 100%.]		[Enter either a planned \$ or % for each item listed second year that this plan covers. If entering a percentage, the percentages must total 100%.] [If this is a one-year plan, these columns can be left blank]		[Not Fillable] These planned services/activities will be described in in State Plan Items 9.3 – 9.5
d. Analysis of distribution of CSBG funds to determine if targeting greatest need					
e. Asset-building programs					
					[Narrative, 2500 characters]
					[Narrative, 2500 characters]

Use of Remainder/Discretionary Funds					
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Year One		Year Two		Brief description of services/activities
	Planned \$	Planned %	Planned \$	Planned %	
f. Innovative programs/ activities by CAAs or other neighborhood groups (may include fatherhood and strengthening families initiatives)					[REQUIRED Narrative, 2500 characters] Please describe here or attach additional information.
g. State charity tax credits					[Narrative, 2500 characters]
h. Other activities, specify _____					[Narrative, 2500 characters]
Totals	Auto-Calculated	Auto-Calculated	Auto-Calculated	Auto-Calculated	

7.11. Indicate the types of organizations to which the State plans to allocate CSBG remainder/discretionary funds (by grant or contract) to carry out the activities in Table 7.10. **[Check all that apply and narrative where applicable]**

- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) _____
- State association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Other _____

If this is the first year filling out the automated State Plan, please skip the following question.

7.12. Performance Management Adjustment: How is the State adjusting 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. If the State is not making any adjustments, please explain. **[Narrative, 2500 Characters]**

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

SECTION 8

State Training and Technical Assistance Plan

- 8.1.** Describe the State’s plan for delivering CSBG funded training and technical assistance to eligible entities under this State plan. (CSBG funding used for this activity is referenced under Item 7.10(a), Use of Remainder/Discretionary Funds).

Note: This information is associated with State Accountability Measures 3Sc; this response may pre-populate the State’s annual report form.

Training and Technical Assistance		
FY Quarter	Training, Technical Assistance, or Both	Category
Dropdown options: <ul style="list-style-type: none"> • Quarter (Q) 1 • Q2 • Q3 • Q4 • Q5 • Q6 • Q7 • Q8 • Ongoing / Multiple Quarters • All quarters 	Toggle Options: <ul style="list-style-type: none"> • Training • Technical Assistance • Both 	Dropdown Options: <ul style="list-style-type: none"> • Fiscal • Governance/Tripartite Boards • Organizational Standards – General • Organizational Standards – technical assistance for eligible entities with unmet standards • Reporting • ROMA • Community Assessment • Strategic Planning • Monitoring • Communication • Technology • Other _____
ADD a ROW function Note: you will be able to add a row for each additional training		

- 8.2.** Does the State have in place Technical Assistance Plans (TAPs) for all assessed eligible entities with unmet organizational standards that could be resolved within one year? Yes No

Note: This item is associated with State Accountability Measure 6Sb.

If this is the first year filling out the automated State Plan, please skip the following question.

- 8.3. Performance Management Adjustment:** How is the State adjusting 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. If the State is not making any adjustments, please explain.
[Narrative, 2500 Characters]

Note: This information is associated with State Accountability Measures 3Sd; this response may pre-populate the State’s annual report form.

SECTION 9

State Linkages and Communication

9.1. State-level Linkages and Coordination: Indicate the linkages and coordination at the State level that the State plans 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 described under 675C(b)(1)(B) and as required by the assurance under Section 676(b)(5) of the CSBG Act. Please attach additional information as needed. (CSBG funding used for this activity is referenced under Item 7.10(b), Use of Remainder/Discretionary Funds). **[Check all that apply]**

Note: This response will pre-populate the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa; this response may pre-populate the State's annual report form.

- State Low Income Home Energy Assistance Program (LIHEAP) office
- State Weatherization office
- State Temporary Assistance for Needy Families (TANF) office
- State Head Start office
- 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

9.2. Local-level Linkages and Coordination: Describe the linkages and coordination at the local level that the State and eligible entities plan to create or maintain to ensure increased access to CSBG services to low-income people and communities and avoid duplication of services, as described under 675C(b)(1)(B) and as required by the assurance under Section 676(b)(5) of the CSBG Act. Please attach additional information as needed. (CSBG funding used for this activity is referenced under Item 7.10(b), Use of Remainder/Discretionary Funds.) **[Check all that apply]**

Note: This response will pre-populate the corresponding CSBG assurance, item 14.5.

9.3. Coordination among Eligible Entities: Describe State activities for supporting coordination among the eligible entities. (CSBG funding used for this activity is referenced under Item 7.10(c), Use of Remainder/Discretionary Funds.) **[Narrative Response, 2500 Characters]**

9.4. Communication with Eligible Entities: In the table below, describe the State's plan for communicating with eligible entities and partners under this State plan. Include communication about annual hearings and legislative hearings, as described under Section 6, CSBG Hearing Requirements. (CSBG funding used for this activity is referenced under Item 7.10(c), Use of Remainder/Discretionary Funds.)

Communication Plan

Topic	Expected Frequency	Format (drop down)
[Narrative Response]	Dropdown Options: <ul style="list-style-type: none"> • Daily • Weekly • Twice-Monthly • Monthly • Semi-Annually • Annually 	Dropdown Options: <ul style="list-style-type: none"> • Newsletter • Mailing • Meetings/Presentation • Blog • Email • Website • Social Media • Other _____
ADD a ROW function <i>Note: you will be able to add as many rows as needed</i>		

9.5. Describe how the State will provide feedback within 60 calendar days to local entities and State Community Action associations regarding performance on State Accountability Measures. **[Narrative Response, 2500 Characters]**

Note: This information is associated with State Accountability Measure 5S(iv).

If this is the first year filling out the automated State Plan, please skip the following question.

9.6. **Performance Management Adjustment:** How is the State adjusting 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. If the State is not making any adjustments, please explain. **[Narrative Response, 2500 Characters]**

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

SECTION 10 Fiscal Controls and Monitoring

Monitoring of Eligible Entities (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.

For States that have a monitoring approach that does not fit within the table parameters, please attach the State’s proposed monitoring schedule.

Note: This information is associated with State Accountability Measure 4Sa(i); this response may pre-populate the State’s annual report form.

CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)
Will auto-populate from Item 4.1	Dropdown Options: Triennial Newly Designated Follow-up Other [Narrative Required] No review	Dropdown Options: FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4 FY2 Q1 FY2 Q2 FY2 Q3 FY2 Q4	Select a date

- 10.2.** Provide a copy of State monitoring policies and procedures by attaching and/or providing a hyperlink. **[Attach a document or add a link]**
- 10.3.** According to the State’s procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities? **[Insert a number from 1 – 100]**

Note: This item is associated with State Accountability Measure 4Sa(ii).

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

- 10.4.** Are State procedures for addressing eligible entity deficiencies and documenting closure of findings included in the State monitoring protocols attached above? Yes No

10.4a. If you selected “no,” please describe State procedures for addressing eligible entity deficiencies and documenting closure of findings. **[Narrative Response, 2500 characters]**

NOTE: Table 10.5 (below) WILL ONLY BE AVAILABLE TO STATES AND OCS WITHIN THE OLDC SYSTEM. States will be able to print out a version of their Model State Plan without this table to share with the public. OCS must receive this data in order to fulfill Federal monitoring and oversight responsibilities. However, we recognize this information may be sensitive, so it will not be publically available through OLDC.

10.5. Serious Deficiencies: In the table below, include each eligible entity that has one or more unresolved serious deficiencies as of the date of the submission of this State Plan. Include all the information requested in the table.

Eligible Entity	Serious Deficiency or deficiencies	Is the entity on a Quality Improvement Plan?	Are any of the deficiencies related to organizational standards?	Expected resolution data
Drop down choices from 4.1	Please describe – text	Yes/No	Yes/No	Date picker
ADD a ROW function <i>Note: you will be able to add as many rows as needed</i>				

Total number with unresolved serious Deficiencies: [automatic calculation from table]

Subtotal number on QIPs: [automatic calculation from table]

Subtotal number on QIPs related to organizational standards: [automatic calculation from table]

Note: This item is associated with State Accountability Measure 4Sa(iii). The QIP information is associated with State Accountability Measures 4Sc. In addition, information about organizational standards corresponds with Section 6 and is associated with State Accountability Measure 6Sb(ii).

10.7. Does the State assure, according to Section 676(b)(8), that “any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).” (This response will pre-populate the corresponding assurance under Section 14.8.) Yes No

10.8. Does the State CSBG statute or regulations provide for the designation of new eligible entities? Yes No

10.9. Does the State CSBG statute or regulations provide for de-designation of eligible entities?
 Yes No

10.10. Does the State statute or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity?
 Yes No

Fiscal Controls and Audits and Cooperation Assurance:

10.11 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 Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200.302(a)). **[Narrative Response, 2500 Characters or attach a document]**

10.12. Describe State procedures for issuing management decisions for eligible entity single audits, as required by Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200.521). If these procedures are described in the State monitoring protocols attached under item 10.2, please indicate the page number. **[Narrative Response, 2500 Characters or attach a document]**

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

10.13. Will the State “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under 676(b)(7) of the CSBG Act. (This response will pre-populate Item 14.7) Yes No

If this is the first year filling out the automated State Plan, please skip the following question.

10.14. **Performance Management Adjustment:** How is the State adjusting 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. If this State is not making any adjustments, please explain. **[Narrative Response, 2500 Characters]**

Note: This item is associated with State Accountability Measure 4Sb; this response may pre-populate the State’s annual report form.

SECTION 11 Eligible Entity Tripartite Board

11.1. Which of the following measures are taken to ensure that the State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act? **[Check all that apply and narrative if applicable]**

- Attend Board meetings
- Review copies of Board meeting minutes
- Keep a register of Board vacancies/composition
- Other _____

11.2. How often does the State require eligible entities to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards? This does not apply to those entities under a Corrective Action Plan or Quality Improvement Plan. **[Check all that apply]**

- Annually
- Biannually
- Quarterly
- Monthly

11.3. Describe how the State will carry out the assurance under Section 676(b)(10) of the Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' tripartite board. (This response will pre-populate the corresponding Item 14.10.) **[Narrative, 2500 Characters]**

Section 12 Individual and Community Eligibility Requirements

12.1. Required individual income eligibility:

12.1a. Is individual income eligibility for services set at 125% of the HHS poverty line? If no, what is the income eligibility threshold in the State? If it varies, please describe.

Yes No Varies

[If “no” or “varies” is selected, Narrative, 2500 Characters]

12.1b. Does the State have a policy for participant eligibility? If yes, please attach or describe the policy. If no, please explain.

Yes No

[Narrative, 2500 Characters, or attachment]

12.2. Income eligibility for general/short term Services: For services with limited in-take procedures (where individual income verification is not possible or practical), how do eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance. **[Narrative, 2500 Characters]**

12.3. Community-targeted Services: For services that provide a community-wide benefit (e.g., development of community assets/facilities; building partnerships with other organizations), how do eligible entities ensure the services target low-income communities? **[Narrative, 2500 Characters]**

SECTION 13

Results Oriented Management and Accountability System (ROMA)

13.1. ROMA participation

In which performance measurement system will the State and all eligible entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act? (This item corresponds with Section 14.12, CSBG Programmatic Assurances and Information Narrative, of this plan.) **[Select one]**

- The Results Oriented Management and Accountability (ROMA) System
- Another performance management system developed pursuant to section 678E(b) of the CSBG Act
- An alternative system for measuring performance and results

13.1a. If you selected ROMA above, please attach and/or describe the State's written policies, procedures, or guidance documents on ROMA. **[Attachment and Narrative Response, 2500 characters]**

13.1b. If you did not select ROMA above, please describe the system the State will use for performance measurement. **[Narrative Response, 2500 characters]**

13.2. Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization (as required under Section 676(b)(12) of the CSBG Act)? **[Select one and provide narrative]**

(This item also corresponds with Section 14.12, CSBG Programmatic Assurances and Information Narrative, of this plan.)

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

13.3. How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)? **[Provide a narrative or attach a document]**

Note: These State activities may overlap with activities listed in "Section 8: Training and Technical Assistance." If so, please mention briefly, and/or cross-reference as needed.

13.4. How is the State validating that the eligible entities are using data to improve service delivery? **[Provide a narrative or attach a document]**

SECTION 14

CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)

14.1 Eligible entity program activities

Activities Targeting Seven Programmatic Purposes

14.1a. Describe how CSBG funds will be used to support activities to assist low-income families and individuals, including families receiving Temporary Assistance to Needy Families (TANF), the homeless, migrant or seasonal farmworkers, and elderly low-income individuals and their families, to help them achieve the seven programmatic purposes under 676(b)(1)(A). Please include information about each programmatic purpose. **[Attach a document]**

- i. self sufficiency
- ii. employment
- iii. education
- iv. use of income
- v. housing
- vi. emergency assistance
- vii. community participation, including documenting best practices and engaging law enforcement agencies

Needs of Youth

14.1b. Describe how the activities of the local CSBG eligible entities will address the needs of youth in low-income communities as described under 676(b)(1)(B). **[Narrative, 2500 characters OR attach a document]**

Coordination of Other Programs

14.1c. Describe how the activities of the local CSBG eligible entities will make more effective use of, and coordinate with, other programs related to the purposes of CSBG, as described under 676(b)(1)(C). **[Narrative, 2500 characters OR attach a document]**

State Use of Discretionary Funds

14.2 Describe how the State will use remainder/discretionary funds as described under 676(b)(2) of the CSBG Act. **[Pre-populate “State Use of Funds: Remainder/Discretionary,” items 7.10 and 7.11.]**

Eligible Entity Service Delivery, Coordination, and Innovation

- 14.3.** Based on the information provided by eligible entities, describe how the State will carry out the assurance under Section 676(b)(3) of the CSBG Act.

Eligible Entity Service Delivery System

- 14.3a.** Describe the service delivery system of the local CSBG eligible entities, for services provided or coordinated with CSBG funds, targeted to low-income families in the State. **[Narrative, 2500 characters OR attach a document]**

Eligible Entity Linkages

- 14.3b.** 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. **[Narrative, 2500 characters OR attach a document]**

Eligible Entity Funds Coordination

- 14.3c.** Describe how the eligible entities will coordinate CSBG funds with other public and private resources. **[Narrative, 2500 characters OR attach a document]**

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

- 14.3d.** Describe how the local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging parental responsibility. Please note: these activities relate to “Innovative programs and activities by CAAs or other neighborhood groups” [Section 675C(b)(1)(F)]; the State indicates any CSBG discretionary funds allocated for these activities under Item 7.10 of this State Plan. **[Narrative, 2500 characters OR attach a document]**

Eligible Entity Coordination/linkages: Emergency Food and Nutrition

- 14.4.** Describe how the local eligible entities in the State will provide emergency supplies and services to counteract conditions of starvation and malnutrition, according to the State’s assurance under Section 676(b)(4) of the CSBG Act. **[Narrative, 2500 characters OR attach a document]**

State and Eligible Entity Coordination/linkages: Employment and Training

- 14.5.** According to the State’s assurance under Section 676(b)(5) of the CSBG Act, describe how the State and local eligible entities will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of employment and training services and avoid duplication; and describe coordination of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act (WIOA), in the State and in entities providing activities through WIOA systems. **[This response will link with items 9.1 and 9.2.]**

Note: The following questions (14.5a and b) about the WIOA Combined State Plan may change depending on the outcome of work with the U.S. Department of Labor and Education to develop this plan.

14.5a. WIOA Combined State Plan: Does the State intend to meet this assurance by describing CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act? Yes No

14.5b. If the State selected “no” under 14.5a, please describe how the State will meet this assurance. **[Narrative, 2500 characters OR attach a document]**

State Coordination/linkages: Low-income Home Energy Assistance

14.6. According to the State’s assurance under Section 676(b)(6) of the CSBG Act, describe how the State will ensure coordination between antipoverty programs in each community, and ensure, where appropriate, communities conduct emergency energy crisis intervention programs (relating to low-income home energy assistance). **[Narrative, 2500 characters OR attach a document]**

State Fiscal Controls and Monitoring: Federal investigations

14.7. Will the State carry out the assurance under Section 676(b)(7) of the CSBG Act, as indicated in Item 10.12 of this plan? **[Yes/No: Pre-populated with response from 10.12]**

State Fiscal Controls and Monitoring: Procedures in the event of reducing or terminating funding to an eligible entity

14.8. Will the State carry out the assurance under Section 676(b)(8) of the CSBG Act, as indicated in Item 10.7 of this plan. **[Yes/No: Pre-populated with response from 10.7]**

Eligible Entity Coordination/Linkages: Faith-based organizations, charitable groups, community organizations

14.9. According to the State’s assurance under Section 676(b)(9) of the CSBG Act, describe how local eligible entities in the State will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations. **[Narrative, 2500 characters OR attach a document]**

Eligible Entity Tripartite Board Representation

14.10. Description of how the State will carry out the assurance under Section 676(b)(10) of the CSBG Act from Section 11.3 of this plan. **[Pre-populated from Item 11.3]**

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. As required by the State’s assurance under Section 676(b)(11) of the CSBG Act, has or will the State secure a Community Action Plan from each eligible entity that is for the duration of this State plan that includes a community-needs assessment? You may upload additional

information and/or community action plans. **[Select “yes” or “no” and attach supporting documentation if applicable]**

Yes No

State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. Will the State and all eligible entities participate in the Results Oriented Management and Accountability System (ROMA), as required by the assurance under Section 676(b)(12) of the CSBG Act? (This item corresponds with Section 11.6 of this plan.) **[Select “yes” or “no” and attach supporting documentation if applicable]**

Yes No

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. Click the “validation” button below to ensure the State has described how it will carry out all the assurances under section 676(b), as required by Section 676(b)(13) of the CSBG Act. **[No response for this Item]**

DRAFT

SECTION 15

Federal Certifications

Please attach the following four Federal certifications, each signed by the State authorized CSBG official.

After each assurance, a check box must be selected.

15.1 Lobbying

- By checking this box, the prospective primary participant is providing the certification set out above.

15.2 Drug-Free Workplace Requirements

- By checking this box, the prospective primary participant is providing the certification set out above.

15.3 Debarment

- By checking this box, the prospective primary participant is providing the certification set out above.

15.4 Environmental Tobacco Smoke

- By checking this box, the prospective primary participant is providing the certification set out above.