

Model State Plan(CSBG)

Program Community Services Block Grant
Name:

Grantee Name: Missouri

Report Name: Model State Plan(CSBG) Revision # 3

Report Period: 10/01/2017 to 09/30/2018


Report Status: Submission Accepted by CO (Revision #3)

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires:08/31/2016	
COVER PAGE			
* 1.a. Type of Submission: Plan	* 1.b. Frequency: Other (2 Year)	* 1.c. Consolidated Application /Plan/Funding Request? Explanation:	* 1.d. Version: Initial
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
7. APPLICANT INFORMATION			
* a. Legal Name: Missouri Department of Social Services			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1-446000987-B6		* c. Organizational DUNS: 780870267	
* d. Address:			
* Street 1:	225 High Street	Street 2:	
* City:	Jefferson City	County:	
* State:	MO	Province:	
* Country:	United States	* Zip / Postal Code:	65102 - 0088
e. Organizational Unit:			
Department of Social Services		Family Support Division	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Kimberly	Middle Name: S	* Last Name: O'Hara
Suffix:	Title: CSBG Program Manager	Organizational Affiliation: Family Support Division, Community Support Unit	
		Kimberly.s.ohara@dss.mo.gov	
		(573) 751-8980	
* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
11. Descriptive Title of Applicant's Project Missouri CSBG State Plan			
12. Areas Affected by Funding: Statewide			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 3		b. Program/Project: Statewide	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* 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.	
* 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) **I Agree <input checked="" type="checkbox"/>	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official 	18e. Date Report Submitted (Month, Day, Year) 02/14/2018
Attach supporting documents as specified in agency instructions.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:08/31/2016
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	
1.1. Provide the following information in relation to the lead agency designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act. <i>The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.</i>	
1.1a. Lead agency	Missouri Department of Social Services
1.1b. Cabinet or administrative department of this lead agency [Check one option and narrative where applicable]	
Social Services Department	
1.1c. Division, bureau, or office of the CSBG authorized official	
Family Support Division	
1.1d. Authorized official of lead agency	
Steve Corsi, Psy.D	
1.1e. Street Address	
221 High Street	
MO 65101	
573	
Steve.Corsi@dss.mo.gov http://dss.mo.gov/	
1.2. Provide the following information in relation to the designated State CSBG point of contact	
1.2a. Agency name	Department of Social Services, Family Support Division
1.2b. Name of the point of contact	Kimberly O'Hara
1.2c. Street address	615 Howerton Court
MO 65109	
) -) -	
Kimberly.S.OHara@dss.mo.gov www.dss.mo.gov	
1.3. Designation Letter: Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly.	

Section 2: State Legislation and Regulation

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

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

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. If yes was selected in item 2.1 and/or 2.2, *attach a copy (or copies) of legislation and/or regulations or provide a hyperlink(s), as appropriate.*

2.4. State Authority:

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 Goals

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

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SECTION 3 State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

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

The Missouri Department of Social Services Mission is to maintain or improve the quality of life for Missouri citizens. The Department of Social Services is responsible for coordinating programs to provide public assistance to children and their parents, access to health care, child support enforcement assistance and to provide specialized assistance to troubled youth. While many programs give needed financial assistance and services, other units work toward reducing financial dependency of the citizens on government.

3.2. State Plan Goals:

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

(Note: This item is associated with State Accountability Measure 1Sa(i) and may pre-populate the State's Annual Report form.)

The State of Missouri, Department of Social Services, Family Support Division will pursue the following goals for the Community Services Block Grant (CSBG) program: 1. Distribute 90% of CSBG funds to eligible entities within thirty (30) days of receipt from the federal government. 2. Develop, in partnership with the eligible entities and the Missouri Community Action Network (MO CAN), a comprehensive training and technical assistance plan to increase capacity of Eligible Entities to fulfill the mission of Community Action. 3. Conduct onsite monitoring of eligible entities and discretionary funded programs to ensure CSBG Program and Contract compliance and adherence with CSBG Organizational Performance Standards at least every three years. 4. Develop and implement strategies to extend partnerships among state agencies and other entities to enhance the effectiveness of the Community Action network to achieve common goals. 5. Achieve one hundred percent (100%) compliance with CSBG Organizational Performance Standards by Federal Fiscal Year 2018 (FFY 2018) and to provide technical assistance for any agency that does not meet or falls below 100% compliance.

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 apply and narrative 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)*

Other data *[describe]*

Eligible entity community needs assessments

Eligible entity plans

Other information from eligible entities *(e.g., State required reports) [describe]*

3.3b. Consultation with *[Check all that apply and 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 *(describe)* NASCSP; Community Action Partnership

National organizations *(describe)* CAPLAW

Federal Office of Community Services

3.4. Eligible Entity Involvement

3.4a. 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)

a) Family Support Division, Community Support Unit (CSU) manager and staff meet monthly with the Executive Director and representatives from the Missouri Community Action Network (MO CAN) (the state association) to discuss technical assistance plans for eligible entities. b) CSU manager meets quarterly with the Missouri Community Action Directors Association (MCADA), the chief executives of the eligible entities, to discuss technical assistance needs and challenges. c) CSU manager and staff meet bi-monthly with the Community Action Agencies Outreach Managers Professional Alliance (OMPA) to address their questions, concerns, and requests for assistance. d) CSU manager and/or CSU staff meet with other Community Action Agency professional alliances at their requests to address questions, concerns, and technical assistance needs. e) CSU meets with eligible entity Chief Executives as part of the CSBG and LIHEAP monitoring process. f) The Department of Social Services, Family Support Division, Community Support Unit conducts a hearing in accordance with CSBG Statute, to seek feedback on the CSBG State Plan.

If this is the first year filling out the automated State Plan, 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, 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 15b(i) and (ii) and may pre-populate the State's annual report form)

Family Support Division, Community Support Unit (CSU) has worked to develop more inclusive procedures supporting the eligible entities input and participation. The CSU conducts monthly teleconference calls with all CAA's, attend quarterly State Association Board Meetings, Organization Performance Management Association meeting, and work group meetings. Information obtained from eligible entities has been used to assist in how the CSU developed responses to the State Plan. During these meetings, the CSBG Program Manager specifically asked for feedback and input on current CSBG policies and procedures including organizational standards implementation, monitoring procedures, procedures for awarding discretionary funding, ROMA system implementation, and the provision of training and technical assistance among other topics. The state association was also involved in these discussions. At each of these meetings, the CSBG Program Manager regularly requests feedback and suggestions for changes to CSBG policy and/or State Plan and contract processes. During the July 2017 Community Action Agency Director's Meeting, the state office agreed to organize a State Plan and contract work group for development of future State Plans. A timeline for State Plan development and submittal process was established.

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

3.5. Eligible Entity Overall Satisfaction:

Provide the State's target for eligible entity Overall Satisfaction during the performance period: 70

(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)**

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SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

Describe how the State made this State Plan, or revision(s) to the State Plan, available for public inspection, as required under [Section 676\(e\)\(2\)](#) of the Act.

The Family Support Division, Community Support Unit made the CSBG State Plan available for public comment at a Public Hearing on August 29, 2017. Public comments were accepted by mail and electronic mail from August 21st through August 29th. There were three attendees at the Public Hearing with no comments and there were no mailed or electronic comments received by the Department.

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 Department of Social Services, Family Support Division posted notice of the Public Hearing in the four largest newspapers in the state, distributed the notice to all eligible entities, and publicly posted notice in the State Capitol ten days in advance of the Public Hearing and comment period. The Draft CSBG State Plan was posted to the Department of Social Services website August 21st, and distributed by email to all Community Action Agency Executive Directors on August 21st.

[date\(s\)](#) S
[Section 676\(a\)\(2\)\(B\)](#) [Section 676\(a\)\(3\)](#)

	Date	Location	Type of Hearing <small>[Select an option]</small>
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1

4.4. Attach supporting [documentation](#) or a [hyperlink](#) for the public and legislative hearings.

The Missouri Legislature held legislative hearings on CSBG as part of the Budget process: The Missouri House of Representatives Budget Committee conducted their legislative hearing on House Bill 11 on March 28, 2017; The Missouri Senate conducted their legislative hearing on House Bill 11 on April 20, 2017.

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity. (This table should include every CSBG Eligible Entity to which the State plans to allocate 90 percent funds, as indicated in the table in item 7.2. Do not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)

Limited Purpose Agency

#	CSBG Eligible Entity	Public or Nonprofit	Type of Agency [choose all that apply]	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
1	1. Central Missouri Community Action (CMCA)	Nonprofit	Community Action Agency (CAA)	Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau, Osage	
2	2. Community Action Agency of St. Louis County (CAASTLC)	Nonprofit	Community Action Agency (CAA)	St. Louis County	
3	3. Community Action Partnership of St. Joseph (CAPSTJOE)	Nonprofit	Community Action Agency (CAA)	Andrew, Buchanan, Clinton, Dekalb	
4	4. Community Services, Inc. of Northwest Missouri (CSI)	Nonprofit	Community Action Agency (CAA)	Atchison, Gentry, Holt, Nodaway, Worth	
5	5. Delta Area Economic Opportunity Corporation (DAEOC)	Nonprofit	Community Action Agency (CAA)	Dunklin, Mississippi, New Madrid, Pemiscot, Scott, Stoddard	
6	6. East Missouri Action Agency (EMAA)	Nonprofit	Community Action Agency (CAA)	Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois, Ste. Genevieve, Washington	
7	7. Economic Security Corporation (ESC)	Nonprofit	Community Action Agency (CAA)	Barton, Jasper, McDonald, Newton	
8	Green Hills Community Action Agency (GHCAA) DBA Community Action Agency of North Central Missouri (CAPNCM)	Nonprofit	Community Action Agency (CAA)	Caldwell, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putnam, Sullivan, Carroll, Ray	
9	9. Jefferson-Franklin Community Action Corporation (JFCAC)	Nonprofit	Community Action Agency (CAA)	Franklin, Jefferson	
10	10. Missouri Ozarks Community Action, Inc. (MOCA)	Nonprofit	Community Action Agency (CAA)	Camden, Crawford, Gasconade, Laclede, Maries, Miller, Phelps, Pulaski	
11	11. Missouri Valley Community Action Agency (MVCAA)	Nonprofit	Community Action Agency (CAA)	Carroll, Chariton, Johnson, Lafayette, Pettis, Ray, Saline	
12	12. North East Community Action Corporation (NECAC)	Nonprofit	Community Action Agency (CAA)	Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Shelby, St. Charles, Warren	
13	13. Community Action Partnership of Northeast Missouri (CAPNEMO)	Nonprofit	Community Action Agency (CAA)	Adair, Clark, Know, Scotland, Schuyler	
14	14. Ozark Action, Inc. (OAI)	Nonprofit	Community Action Agency (CAA)	Douglas, Howell, Oregon, Ozark, Texas, Wright	
15	15. Ozarks Area Community Action Corporation (OACAC)	Nonprofit	Community Action Agency (CAA)	Barry, Christian, Dade, Dallas, Greene, Lawrence, Polk, Stone, Taney, Webster	
16	16. People's Community Action Corporation (PCAC)	Nonprofit	Community Action Agency (CAA)	Cities of St. Louis and Wellston	

17	17. South Central Missouri Community Action Agency (SCMCAA)	Nonprofit	Community Action Agency (CAA)	Butler, Carter, Dent, Reynolds, Ripley, Shannon, Wayne	
18	18. Community Action Agency of Greater Kansas City (CAAGKC)	Nonprofit	Community Action Agency (CAA)	Clay, Jackson, Platte	
5.2 Total number of CSBG eligible entities 19					
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? <input checked="" type="radio"/> Yes <input type="radio"/> No					
<i>If yes, please briefly describe the changes.</i>					
Name change to the following agencies: #13 name changed from Northeast Missouri Community Action Agency to Community Action Partnership of North East Missouri. #18 name changed from United Services Community Action Agency to Community Action Agency of Greater Kansas City					

Section 6: Organizational Standards for Eligible Entities

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SECTION 6 Organizational Standards for Eligible Entities

[HERE](#)

6.1. Choice of Standards:

Check the box that applies. If using alternative standards

- attach the complete list of alternative organizational standards,
- describe the reasons for using alternative standards, and
- describe how 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)

6.2. If the State is using the COE-developed organizational standards, does the State propose making a minor modification to the standards, as described in IM 138? Yes No

6.2a. If yes was selected in item 6.2, describe the State's proposed minor modification to the COE-developed organizational standards, and provide a rationale.

6.3 How will/has 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:

6.4. How will the State assess eligible entities against organizational standards, as described in IM 138?*[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

6.4a. Describe the assessment process.

6.5. 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 Yes No

6.5a. If yes was selected in item 6.5, list which eligible entities the State will exempt from meeting organizational standards, and provide a description and a justification for each exemption.

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

6.6. Performance Target: What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next year? *(Provide as a percentage)* 100%

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

Section 7: State Use of Funds

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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SECTION 7 State Use of Funds

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

7.1. Formula:

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

Base + Formula

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. For each eligible entity receiving funds, provide the Funding Amount in either dollars (columns 2 and 4) or percentage (columns 3 and 5) for the fiscal years covered by this plan.

	CSBG Eligible Entity	Year One Funding Amount \$	Year One Funding Amount %	Year Two Funding Amount \$	Year Two Funding Amount %
1	1. Central Missouri Community Action (CMCA)	\$0	6.30%	\$0	6.30%
2	2. Community Action Agency of St. Louis County (CAASTLC)	\$0	11.61%	\$0	11.61%
3	3. Community Action Partnership of St. Joseph (CAPSTJOE)	\$0	2.30%	\$0	2.30%
4	4. Community Services, Inc. of Northwest Missouri (CSI)	\$0	0.80%	\$0	0.80%
5	5. Delta Area Economic Opportunity Corporation (DAEOC)	\$0	3.78%	\$0	3.78%
6	6. East Missouri Action Agency (EMAA)	\$0	4.43%	\$0	4.43%
7	7. Economic Security Corporation (ESC)	\$0	3.82%	\$0	3.82%
8	Green Hills Community Action Agency (GHCAA) DBA Community Action Agency of North Central Missouri (CAPNCM)	\$0	1.46%	\$0	1.46%
9	9. Jefferson-Franklin Community Action Corporation (JFCAC)	\$0	3.96%	\$0	3.96%
10	10. Missouri Ozarks Community Action, Inc. (MOCA)	\$0	4.56%	\$0	4.56%
11	11. Missouri Valley Community Action Agency (MVCAA)	\$0	3.05%	\$0	3.05%
12	12. North East Community Action Corporation (NECAC)	\$0	6.31%	\$0	6.31%
13	13. Community Action Partnership of Northeast Missouri (CAPNEMO)	\$0	0.93%	\$0	0.93%
14	14. Ozark Action, Inc. (OAI)	\$0	2.97%	\$0	2.97%
15	15. Ozarks Area Community Action Corporation (OACAC)	\$0	11.55%	\$0	11.55%
16	16. People's Community Action Corporation (PCAC)	\$0	8.92%	\$0	8.92%
17	17. South Central Missouri Community Action Agency (SCMCAA)	\$0	2.79%	\$0	2.79%

18	18. Community Action Agency of Greater Kansas City (CAAGKC)	\$0	16.54%	\$0	16.54%
19	19. West Central Missouri Community Action Agency (WCMCAA)	\$0	3.91%	\$0	3.91%
20		\$0	0.00%	\$0	0.00%

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).

Ninety percent (90%) of the CSBG funds will be distributed to nineteen eligible entities, no more than two percent (2%) will be used for administration, and the remaining funds will be used as discretionary funds. Missouri's funding distribution formula for each of the two years will be based on each agency's poverty population relative to the state's total poverty population. Poverty levels shall be determined by the department of Social Services using criteria established by the United States Office of Management and Budget (current state statute). The funding formula is comprised of a base amount considered to be the minimum amount necessary to carry out the purposes of the statute, and a portion based on the poverty population of the area for which the eligible entity serves, in relationship to the total poverty population in the state. If a carryover balance is present, it is added to the subsequent year's contract for the eligible entity where the carryover occurred. The Missouri General Assembly provides spending authority through the appropriations process for all state and federally funded programs. The General Assembly passed the budget for the Department of Social Services on May 22, 2017, and the Governor signed the budget into law June 30, 2017. Eligible entities will receive an estimate of their allocation from the State CSBG office, based on the most recent figures available from the president's budget no later than thirty (30) days prior to the beginning of the Federal Fiscal Year. Eligible entities complete Community Action Plans three weeks prior to the beginning of the Federal Fiscal Year. The State CSBG office then executes contracts with each of the eligible entities, with their approved Community Action Plans becoming part of the contract. Contingent on funds being awarded to the State of Missouri to administer the CSBG from the Office of Community Service (OCS), funds are made available to eligible entities within thirty (30) days of distribution of funds or upon execution of the CSBG contract.

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. 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.

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

7.5. Performance Management Adjustment:

How is the State 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.

The State has collaborated with and meets quarterly with the Missouri Community Action Director's Association (MCADA), along with Association subcommittees to continuously evaluate contract administration procedures and make necessary changes. Based on the feedback obtained, the State has updated the CSBG Request for Application to mirror the Annual Reporting Requirements. The state partnered with the State Association to contract with Paul Consulting Group to develop an Organization Standards reporting database to be used by all Community Action Agencies and the state for monitoring and continuous improvement as well as Annual Reporting. The State has established timeframes for moving forward with "Higher Ground". Higher Ground is about creating a new direction and making progress together to fulfill the promise of Community Action and each agency's mission to make positive changes. This initiative will involve Regional quarterly and annual State convening for all 19 agencies. Representative will participate in training by experts on needs assessments, strategic plans, and ROMA and to build upon one another for optimal success. These convening's will have designated time to allow each agency to work on the tasks at hand.

Section 675C(b)(2)

7.6. 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 \$ %

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? **4**

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? **3**

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

7.9. Does the State have remainder/discretionary funds? Yes No

If yes was selected, describe how the State plans to use remainder/discretionary funds in the table below.

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

For each allowable use of remainder funds in the table below (rows a through h), enter the State's planned level of funding, if any, either in dollars or percentage, and provide a brief description. Activities funded under row a, training and technical assistance, do not require a description, as that is provided under section 8 of this State plan. Activities funded under rows b and c, are described under section 9, State Linkages and Communication, but a State may enter additional information in this table as well. The State must describe "innovative programs/activities by eligible entities or other neighborhood groups," under row f, even if the State does not allocate discretionary funds to this activity. This activity is required by section 676(b)(2) of the CSBG Act, assurance 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 row a and row c. 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 may pre-populate the State's annual report form

Section 675C(b)(1)

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$0.00	33.00%	\$0.00	33.00%	
b. Coordination of State-operated programs and/or local programs	\$0.00	0.00%	\$0.00	0.00%	a. Training and technical assistance coordinated through the Family Support Division and the Missouri Community Action Network (MO CAN). See 7.10 for additional information The Family Support Division. b. (FSD) coordinates with other programs within the Dept. of Social Services (e.g. TANF, SNAP, Missouri Works Assistance program, etc) and with other departments, including the (e.g. Dept. of Economic Development for Weatherization, WIOA), Dept. of Elementary and Secondary Education (Refugee Resettlement, McKinney/Vento, WIOA, etc). FSD will develop a comprehensive plan for coordination among state agency programs in FFY 2018.
c. Statewide coordination and communication among eligible entities	\$0.00	14.00%	\$0.00	14.00%	FSD communicates on a regular basis with the Eligible Entities through the MO CAN professional alliances, and through ongoing email communications, phone conferences, and other means.
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	0.00%	\$0.00	0.00%	FSD is continues to support a data workgroup in FFY 2018 with representatives from Community Action Agencies, MO CAN, and the University of Missouri to examine data analysis, comprehensive community needs assessments, identifying community priorities, and developing outcome based Community Action Plans.The data workgroup examines best practices in data analysis, planning, strategy development, and outcome reporting.
e. Asset-building programs	\$0.00	0.00%	\$0.00	0.00%	Discretionary funds are made available as requested based upon proposal approval. The areas covered are specified in the proposal for funding. CAAs submit a proposal for innovative projects, communications, or for outreach needs. Eligible entities may submit proposals for innovative programs that partner with local community institutions and request special funding. The proposals are reviewed and approved by the CSBG Unit staff. Eligible entities may request funds for emergency situations such as disaster assistance. Capacity building activities for CAAs to develop strategies to align partners and resources into one-stop partner programs to achieve fully integrated customer service.
f. Innovative programs /activities by eligible entities or other neighborhood groups	\$0.00	53.00%	\$0.00	53.00%	A portion of CSBG discretionary funds are made available to support statewide activities, or to support innovative programs or projects aimed to eliminate one or more causes of poverty and/or promoting self-sufficiency among low-income households. Funds made available under Special Projects utilizing discretionary funds for programs (e.g. Indian Centers, Missouri Housing Development Commission, No Kid Hungry). Innovative programs are funded through CSBG Discretionary funds, as outlined in our Code of State Regulations.
g. State charity tax credits	\$0.00	0.00%	\$0.00	0.00%	
h. Other activities, specify in column 6	\$0.00	0.00%	\$0.00	0.00%	

7.10. What types of organizations, if any, does the State plan 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]

- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **19**
- 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 Other Missouri plans to use approximately eight percent (8%) of CSBG funds to support discretionary activities.
- None (the State will carry out activities directly)

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

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

7.11. 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, 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 State administrative staff have established ongoing open communication with the Missouri Community Action Network to identify and address additional needs in communities throughout the state, such as the Coordinated Point of Entry Program for Homeless individuals. The state has obtained feedback from eligible entities' key staff and management while developing state plan and adjusted plan to accommodate reasonable requests to improve performance. See annual plan The State has designated use of remainder/discretionary funds for requests of emergency funds and has allocated additional funds to the State Association for specialized training and enhancement to the existing statewide database system, MIS. The State is exploring use of discretionary funds for work related programs and WIOA activities.

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
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SECTION 8 State Training and Technical Assistance

8.1. 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.

Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic.

(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds.)

Note: This information is associated with State Accountability Measure 3Sc and may pre-populate the State's annual report form.

	Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	Governance modules; webinars; regional
2	Ongoing / Multiple Quarters	Both	Organizational Standards - General	Ongoing technical assistance; peer to
3	Ongoing / Multiple Quarters	Both	ROMA	ROMA Training; Outreach Managers

8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9) Year One \$0 , Year Two \$0

If this is the implementation year for organizational standards, skip the following question.

8.2. Does the State have in place Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) for all eligible entities with unmet organizational standards that could be used if appropriate? Yes No

Note: This information is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

FFY2016 and 2017 represented the State Assessment period. Community Support Unit (CSU) has committed to the Network that it will not make formal findings during this assessment period. CSU will provide for training and technical assistance as needed to individual eligible entities, and to the Network at large, during this period. CSU will place formal TAPs in place for agencies with unmet organizational standards beginning in FFY2018. CSU will either provide training and technical assistance with its own forces or through MO CAN which is provided CSBG discretionary funds for this purpose. CSU will work closely with the MO CAN in consultation with the Network, to develop a training and technical assistance (TT/A) strategy that will outline the various TT/A activities to be conducted including, but not limited to the following: Tripartite boards, such as new member orientation and low-income representative recruitment; ROMA Training for agency staff and board members with respect to goal setting and evaluation of outcomes; and the basics of preparing the Annual CSBG information system Survey and the new CSBG Annual Report as the new system and technical assistance becomes available; training on ROMA Next Generation as it becomes available. The State will investigate options in conjunction with the Network to develop further training and technical assistance priorities for implementation in FFY2018. This schedule will be adjusted based on the availability of agency staff, boards, and trainers. The FFY 2018 amendment will reflect any changes.

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

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

8.4. 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, 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 State will continue to investigate options in conjunction with the Network, to develop further trainings and technical assistance priorities for implementation in FFY2018. If necessary, a FFY2018 amendment will reflect any changes. In partnership with the State Association and with the

guidance of Region VII Regional Planning Coordinating Council (RPIC), the State is adjusting the training and technical assistance plan by shifting the focus on comprehensive understanding of ROMA NG, the new NPIs and utilizing the expertise within the Missouri, as well as RPIC, to identify best practices to be shared throughout the state for all eligible entities' use.

Section 9: State Linkages and Communication

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

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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 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 required by the assurance under Section 676(b)(5)). Describe or attach additional information as needed. [Check all that apply and narrative where applicable]

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and 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. State Linkages and Coordination at the Local Level:

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 Section 675C(b)(B) and as required by assurance under Sections 676(b)(5) of the CSBG Act. Attach additional information as needed.

Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6.

Eligible entities are required to describe how they will link with local government and other social services programs to ensure effective coordination of services, reduce duplication of services and fill service gaps. Eligible entities provide information about these linkages in their Community Action Plans to the State CSBG office, and provide supporting documentation including Memoranda of Understanding (MOU's) or other partnership agreements affirming their partnerships. The State CSBG office examines the partnerships at the local level as part of Eligible Entity monitoring every three years to verify the linkages described in their Community Action Plans. While local representatives of State Agencies are often actively engaged in supporting service coordination and partnering with local Community Action Agencies, at this time, there is no formal state plan to encourage and support this type of activity. The Community Support Unit, in partnership with Missouri Community Action Network (MO CAN) and the nineteen Community Action Agencies will develop a statewide communications and network plan to ensure effective inter-agency coordination among local representatives. *[Click paper clip to attach file]*

9.3. Eligible Entity Linkages and Coordination

9.3a State Assurance of Eligible Entity Linkages and Coordination:

Describe how the State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Secti

on 676(b)(5)). [Attach additional information as needed.]

Note: This response will link to the corresponding CSBG assurance, item 14.5.

Eligible entities are required to describe in their Community Action Plans how they will link with local government and other social services programs to ensure effective coordination of services, reduce duplication of services, and fill service gaps. Eligible entities provide information about these linkages in their Community Action Plans to the State CSBG office, and provide supporting documentation including Memoranda of Understanding (MOUs) or other partnership agreements affirming their partnerships. The State CSBG office examines the partnerships at the local level as part of each year's application for state CSBG funding, and through Eligible Entity monitoring every three years to verify the linkages described in their Community Action Plans. [Click paper clip to attach file]

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:

Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, item 14.3b.

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

Does the State intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? Yes No

Note: This response will link to the corresponding CSBG assurance, item 14.5.

9.4a If the State selected "yes" under item 9.4, provide the CSBG-specific information included in the State's WIOA Combined Plan. This information includes a description of how the State and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

9.4b. 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.

Missouri does not plan to submit a Combined State Plan. The State will submit a Unified State Plan which outlines the state as 4-year strategy for the core programs (WIOA Title I-IV). This plan will include the strategies for coordinating employment and training activities not only for the core programs but also the mandatory and optional partners in the local one-stop system including CSBG.

9.5. Emergency Energy Crisis Intervention:

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

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

Emergency Disaster Assistance: The Department will make available to Community Action Agencies, on an as-needed basis, funding to address local emergencies and disasters through CSBG Discretionary funding and LIHEAP Emergency Energy Crisis Intervention Program. Determination for distribution of this funding will be on a case-by-case basis as deemed necessary by the Department of Social Services.

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

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

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

Eligible entities are required to describe in their Community Action Plans how they will link with faith-based organizations, charitable groups, and other community organizations to ensure effective coordination of services, reduce duplication of services, and fill service gaps. Eligible entities provide information about these linkages in their Community Action Plans to the State CSBG office, and provide supporting documentation including Memoranda of Understanding (MOUs) or other partnership agreements affirming their partnerships. The State CSBG office examines the partnerships at the local level as part of Eligible Entity monitoring every three years to verify the linkages described in their Community Action Plans. [Click paper clip to attach file]

9.7 Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:

Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

Note: this response will link to the corresponding assurance, item 14.3c.

Eligible entities are required to describe in their Community Action Plans how they will coordinate their CSBG funds with other public and private resources to effectively address the needs outlined in their comprehensive community needs assessment and strategic plan. Eligible entities submit a funding chart, which provides an overview of all agency funding, including the 90% CSBG funds, along with a detailed budget explanation of how they will use these funds to meet the purpose and goals of the Community Services Block Grant.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe State activities for supporting coordination among the eligible entities and the State Community Action Association.

The Community Support Unit Manager (CSU) and staff meet monthly (or more frequently if needed) with the State Association Executive Director. Joint meetings of the CSU and the Missouri Community Action Network (MO CAN) leadership teams are held at least bi-monthly to share information about CSBG state policies and expectations, and to do forward planning and problem-solving as needed. MO CAN consults with CSU on training and technical assistance needs, and coordinates technical assistance to meet individual Community Action Agency needs and opportunities, along with providing statewide training and technical assistance.

9.9 Communication with Eligible Entities and the State Community Action Association:

In the table below, describe the State's plan for communicating with eligible entities, the State Community Action Association, and other partners under this State Plan. Include communication about annual hearings and legislative hearings, as described under Section 4, CSBG Hearing Requirements.

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	CSBG Program Administration, policies, procedures, etc...	Monthly	Meetings/Presentation	Meeting with Missouri Community Action Network (MO CAN)
2	CSBG Technical Assistance	Monthly	Meetings/Presentation	Meeting with MO CAN to discuss training and T/TA priorities and planning discretionary grants

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

Describe how the State will provide feedback 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). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.

Upon receiving feedback from the Office of Community Services about performance on State Accountability Measures, the State CSBG Office will provide written feedback to eligible entities on their performance in meeting State Accountability Measures within sixty (60) days. Eligible Entities will then be expected to provide an explanation for any deficiencies in meeting performance expectations, including a written plan to meet the specific performance expectations within sixty (60) days of the receipt of the State's report. The Eligible Entity's plan will include: who is responsible for meeting the performance expectation, how they propose to meet the performance expectation, and the time frame proposed for doing so. The State CSBG Office will respond to this written plan to accept the plan or request additional clarification of the plan within thirty (30) days of receipt from the Eligible Entity.

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

9.11. 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, 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 75b; this response may pre-populate the State's annual report form.

The State has committed to meet monthly with the state association to discuss and plan training needs; attend and participate in quarterly meetings with agency directors as well as monthly meetings with CSBG Program Managers and front line staff to discuss needs, issues, upcoming deadlines, new processes, and changes needed to old processes. The State regularly shares DSS agency newsletters and CSBG related correspondence from NASCSP, CAPLAW, etc. Community action agency events are publicized and shared via social media. With the implementation of Higher Ground, the State will be involved in Regional and Statewide convening's where needs will be discussed and action plans jointly developed. The State has partnered State Association to establish an Organizational Standards database which will provide the CAA's more timely feedback with meeting the standards. The monitoring tool will trigger agencies that should be on a Technical Assistance Plan (TAP) and allow the State to work more closely with the entities to focus on the necessary training need to accomplish their goals set forth in the technical assistance plans.

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)**

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SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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, attach the State's proposed monitoring schedule.

State Accountability Measure 4Sa(i)

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
1	1. Central Missouri Community Action (CMCA)	Full onsite	FY1 Q2	01/27/2016	
2	2. Community Action Agency of St. Louis County (CAASTLC)	Full onsite	FY1 Q3	06/25/2015	next scheduled site visit June 2018
3	3. Community Action Partnership of St. Joseph (CAPSTJOE)	Other	FY1 Q2	10/20/2016	Finding #2015-005 Allowable costs /supporting documentation; Finding#2015-006 FAC filing; CAP for training, new processes, enforcing policies, filing of reports and Board Schedules; Follow up visit completed 10/17-20/16 and full monitoring visit scheduled in FY18; agency on QIP
4	4. Community Services, Inc. of Northwest Missouri (CSI)	Full onsite	FY2 Q4	07/23/2015	next scheduled site visit July 2018
5	5. Delta Area Economic Opportunity Corporation (DAEOC)	Full onsite	FY2 Q1	03/09/2017	
6	6. East Missouri Action Agency (EMAA)	Full onsite	FY2 Q2	03/24/2017	
7	7. Economic Security Corporation (ESC)	Full onsite	FY1 Q2	04/21/2017	
8	Green Hills Community Action Agency (GHCAA) DBA Community Action Agency of North Central Missouri (CAPNCM)	Full onsite	FY2 Q3	05/19/2017	
9	9. Jefferson-Franklin Community Action Corporation (JFCAC)	Full onsite	FY1 Q3	06/10/2016	
10	10. Missouri Ozarks Community Action, Inc. (MOCA)	Full onsite	FY2 Q3	08/06/2015	next scheduled site visit May 2018
11	11. Missouri Valley Community Action Agency (MVCAA)	Full onsite	FY2 Q3	06/09/2017	
12	12. North East Community Action Corporation (NECAC)	Full onsite	FY1 Q2	02/25/2016	
13	13. Community Action Partnership of Northeast Missouri (CAPNEMO)	Full onsite	FY1 Q2	11/19/2015	next scheduled site visit April 2018
14	14. Ozark Action, Inc. (OAI)	Full onsite	FY1 Q1	04/07/2016	
15	15. Ozarks Area Community Action Corporation (OACAC)	Full onsite	FY2 Q4	08/20/2015	next site visit scheduled August 2018
16	16. People's Community Action Corporation (PCAC)	Full onsite	FY2 Q4	08/08/2017	FFY2013 was reviewed in Nov 2013 and FFY16/17(to date) will be reviewed in Aug 2017. Due to LIHEAP timeframe changes, we have had to adjust visit times to avoid September through mid-November.
17	17. South Central Missouri				

17	Community Action Agency (SCMCAA)	Full onsite	FY1 Q3	03/22/2016	
18	18. Community Action Agency of Greater Kansas City (CAAGKC)	Full onsite	FY1 Q3	03/04/2016	

10.2. Monitoring Policies:

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

In the summer of 2012, the Missouri Department of Social Services' (DSS) Division of Finance and Administrative Services (DFAS) and the Family Support Division (FSD), Income Maintenance (IM), Community Support Unit (CSU) reorganized. The newly formed DFAS Compliance Unit (CU) became responsible for performing the on-site financial monitoring for the CSU's Community Services Block Grant (CSBG) and Low Income Home Energy Assistance Program (LIHEAP) programs. The on-site financial monitoring of CSU's Missouri Work Assistance (MWA), Emergency Solutions Grant (ESG), were added to the CU's monitoring requirements in FFY13 and FFY14 respectively as the program's contractors were determined to be Subrecipients. FSD is responsible for performing regular ongoing programmatic monitoring of their Subrecipients. DFAS-CU is responsible for performing A-133 audit report reviews of all DSS Subrecipients. FSD-CSU and DFAS-CU will collaborate to perform the required on-site monitoring.

FAMILY SUPPORT DIVISION The State of Missouri, DSS, FSD is responsible for the administration of the CSBG, MWA, ESG, and LIHEAP Programs. FSD contracts with 19 Community Action Agencies (CAA), 9 other non-profit entities, Missouri Housing Development Commission (MHDC), and Department of Economic Development (previously Department of Natural Resources) to provide these services to low-income families and/or individuals throughout the state of Missouri. See Appendix B for a listing of CAAs, MHDC, DED, and other non-profit entities and their applicable programs. Community Services Block Grant CSBG serves as a funding stream from the United States Health and Human Services (HHS) Office of Community Services (OCS) within the Administration for Children and Families (ACF) to FSD to improve the conditions in communities and delivers direct services to reduce poverty, revitalize communities, and empower low-income individuals and families struggling to achieve self-sufficiency. Missouri's 19 CAAs, are each governed by a local board of directors, comprised of community leaders and low income individuals. (See attached for the entire document)

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. If no describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of the closure of findings.

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).

10.7. Assurance on Funding Reduction or Termination:

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)". Yes No

Note: This response will link with the corresponding assurance under item 14.8.

Policies on Eligible Entity Designation, De-designation, and Re-designation

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

10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.

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

10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of eligible entities.

Corrective Action, Termination and Reduction of Funding (42 USC 9915) To the extent possible, The Department of Social Services utilizes a proactive approach in identifying and addressing programmatic and organizational deficiencies and provides assistance to agencies in implementing measures to avoid crises and stabilize operations where necessary. The monitoring system identifies CAA's program performance and compliance deficiencies and

corrective action is required when findings are identified. Agencies have 120 days to correct the finding. If an agency does not correct the finding or fails to deliver series and comply with requirements as provided in the Act, DSS shall follow procedures under Section 678 C of the Act and as identified as follows in the CAA's grant agreement: If the Department determines, on the basis of a final decision in a review pursuant to section 678B of the Community Services Block Grant Act 42-U.S.C. 9901 et.seq., that the eligible entity fails to provide services under the contract and CSBG statute or to meet appropriate standards, goals and other requirements established by the Department (including performance objectives), or fails to comply with the terms of the agreement, CSBG Statute, or the CSBG State plan, the Department shall: a. Inform the eligible entity in writing of the deficiency to be corrected; b. Require the eligible entity to correct the deficiency; c. Offer training and technical assistance, if appropriate, to help correct the deficiency; At the discretion of the Department (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), the Department may require the eligible entity to develop, within thirty (30) days after being informed of the deficiency, a corrective action plan to correct such deficiency within one hundred twenty (120) days. After receiving the eligible entity's proposed corrective action plan, the Department will either approve such proposed plan or specify the reasons why the proposed plan cannot be approved. After providing adequate notice and an opportunity for a hearing, the Department may initiate proceedings to terminate the designation of or reduce the funding of the eligible entity unless the deficiency is corrected.

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

10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting:

Describe how the State's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

The State will meet this Section through the Statewide Accounting for Missouri (SAM II) control system

10.12. Single Audit Management Decisions:

Describe State procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR Â§75.521. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number. CLICK [HERE](#) FOR LINK TO 45 CFR Â§75.521

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

The Department of Social Services, Division of Finance and Administrative Services (DFAS), Compliance Unit (CU) tracks and reviews subrecipient Single Audit reports for compliance with OMB Uniform Guidance Single Audit Act. The CU tracks the receipt and review of subrecipient Single Audit reports in the MASTER Audit Reports Tracking Spreadsheet (MARTS). A review of each applicable Single Audit report is completed by CU staff using the Audit Report Review Template which is based on Single Audit requirements. Management Decisions are issued on applicable Single Audit findings in compliance with OMB Uniform Guidance.

10.13. Assurance on Federal Investigations:

Will the State "permit and cooperate with Federal investigations undertaken in accordance with Section 678D(a)" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act? Yes No

If this is the first year filling out the automated State Plan, 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, 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 4Sband may pre-populate the State's annual report form.

The State will begin desk monitoring of all agencies annually and increase on site visits in FY18 The State has developed and sent a survey to all community action actions requesting feedback on monitoring experiences in the past and any noted changes needed. The State has developed a detailed monitoring tool/manual to be shared with all agencies in February 2018. The State will annually conduct organization standards agency self-assessment desk-reviews for all agencies. The State will disseminate CSBG program operations onsite review monitoring reports to agencies no later than 60 calendar days after the onsite review. The State will disseminate CSBG organizational standards agency self-assessment validation reports to agencies no later than 60 calendar days after the desk-review. All MO community action agency annual audits that require a management decision will be issued a management decision within 180 calendar days.

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. 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 applies and narrative where applicable]*

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

11.2. How often does the State require eligible entities (which are not on TAPs or QIPs) to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards? *[Check all that applies and narrative where applicable]*

- Annually
- Semiannually
- Quarterly
- Monthly
- Other as changes occur

11.3. Assurance on Eligible Entity Tripartite Board Representation:

Describe how the State will carry out the assurance under [Section 676\(b\)\(10\)](#) of the CSBG 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.

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

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

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

Section 12: Individual and Community Eligibility Requirements

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

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SECTION 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

What is the income eligibility threshold for services in the State?

[Check one item below.]

125% of the HHS poverty line

% [Response Option: numeric field]

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

The State CSBG Office outlines requirements for Eligible Entities to serve Eligible Beneficiaries in our contract with the Eligible Entity: Specific Grant Requirements/Expectations (from CSBG Contract) 3.1 Definitions: 3.1.1 For purposes of this agreement, the definitions listed below shall apply: a. Community Action Agency (CAA): a private, not-for-profit agency designated by the Governor as an "eligible entity" as defined in CSBG Act 42 USC Section 9909, as amended b. Community Action Program refers to a community-based and operated program which includes individual and family intake, assessment and referrals (I/A/R), as well as activities, interventions and/or services that result in a measurable and potentially major impact on the causes and conditions of poverty in the community. c. Eligible Beneficiaries: any of the following: Individuals and families living in households with incomes not to exceed 125% of the federal poverty line according to the poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services, as defined in 42 USC Section 9902, as amended. Individuals eligible to receive Temporary Assistance for Needy Families.

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 does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.

Eligible Entities are required to outline their procedures for verifying income eligibility for services in their annual Community Action Plan. Eligible Entities are expected to provide safeguards, as practicable, to ensure that program participants meet income eligibility, and provide supporting documentation to verify income eligibility during their regular monitoring visits.

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 does the State ensure eligible entities' services target and benefit low-income communities?

Eligible Entities are required to outline their procedures for targeting services designed to provide a community-wide benefit in their annual Community Action Plan. Eligible Entities are expected to ensure that the community-wide project targets communities where a significant percentage of program participants would meet income eligibility requirements. Eligible Entities are expected to provide supporting documentation that verifies meeting this income eligibility requirement as part of their regular monitoring visits.

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/31/2016
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
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?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> The Results Oriented Management and Accountability (ROMA) System	
<input type="checkbox"/> Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act	
<input type="checkbox"/> An alternative system for measuring performance and results.	
13.1a. If ROMA was selected in Item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.	
Results Oriented Management and Accountability Because eligible entities deliver programs to address local needs, Missouri allows eligible entities to identify their own specific outcomes and measures. All outcomes and measures must be connected to one of the six national ROMA goals. National Indicators are used by all 19 eligible entities to measure change at the family, community and agency level. All Missouri Eligible entities must link performance and results through the Results Oriented Management and Accountability (ROMA) program's national goals and outcome measures provided by the Office of Community Services (OCS) Monitoring and Assessment Task Force. CAAs and discretionary funded recipients are required to report outcomes to DSS's Community Support Unit bi-annually. In 2005, Missouri Eligible Entities began using a catalog of outcomes, which assists agencies in identifying and reporting outcomes that are relevant and appropriate for each agency in a consistent manner.	
13.1b. If ROMA was not selected in Item 13.1, describe the system the State will use for performance measurement. [Narrative, 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?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
13.3. How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
Each Missouri eligible entity submits a Community Action Plan to the DSS Community Support Unit as part of the contracting process. Each Community Action Agency receives a Request for Application containing all of the information necessary for the development of their annual Community Action Plan. Eligible Entities will submit a one year community action plan for FFY 2018 and again for FFY 2019 which includes work plans that identify the priority community needs based on their FFY 2018 comprehensive community needs assessment. The work plan also addresses root causes of the identified needs, gaps in services available to address the need, existing community resources, proposed interventions, strategies or programs to address the need and the Results Oriented Management and Accountability (ROMA) national goals and performance indicators impacted by the interventions. Eligible entities will also develop implementation plans for each proposed strategy, intervention or program, identified in their work plan. The Community Support Unit, through our partnership with Missouri Community Action Network (MO CAN) coordinates training and technical assistance to Eligible Entities, including training for ROMA. Eligible Entities are strongly encouraged to receive ROMA training, and to develop ROMA trainers and Internal ROMA Consultants to facilitate ROMA training for their staff and board of directors.	
13.4. Eligible Entity Use of Data: How is the State validating that the eligible entities are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
All Missouri Eligible entities must link performance and results through the Results Oriented Management and Accountability (ROMA) program's national goals and outcome measures provided by the Office of Community Services (OCS) Monitoring and Assessment Task Force. CAAs and discretionary fund recipients are required to report outcomes to DSS Community Support Unit bi-annually. In 2005, Missouri Eligible Entities began using a catalog of outcomes, which assists agencies in identifying and reporting outcomes that are relevant and appropriate for each agency in a consistent manner. The Community Support Unit (CSU) requires quarterly reporting on progress toward ROMA goals and National Performance Indicators (NPIs).	
Community Action Plans and Needs Assessments	
13.5. 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.

Each eligible entity is required to submit a Community Action Plan annually as part of the contracting process in order to be in compliance with the fiscal and administrative compliance of the CSBG program.

13.6. State Assurance:

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 of Missouri requires a community needs assessments to be completed at least once every three years by each CSBG eligible entity. The assessment summary must outline current needs, new or projected needs, and it should encompass those needs that shall remain unmet.

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 Assurances 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;

The State CSBG program requires all eligible entities to submit Community Action Plan specifically targeted to address the needs of the low income community as a part of their request for funding. The Community Action Plan includes all services and programs that use CSBG funding for the purpose of removing barriers to self-sufficiency as well as to provide resources to obtain and maintain well-being and self-sufficient lifestyles. The programs and services are linked to these assurances.

Needs of Youth

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

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

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

The State of Missouri reviews all Community Action Plans to ensure that youth development remains a service provided by eligible entities. Special Initiatives have been and will continue to be supported by providing discretionary funding when available as well as monitoring for youth programs. The annual reporting data is reviewed and discussed with eligible entities to ensure that programs also target youth development and are correctly reported.

Coordination of Other Programs

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

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts)

The State CSBG Program encourages, coordinates and facilitates memorandums of understanding with State and local entities. The Community Action Agencies work in partnership with local state agencies, nonprofits, businesses, the faith community, and others to coordinate with other programs to meet

State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) "Based on information provided by eligible entities in the State, a description of..."

14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State;

Funds are distributed to all nineteen (19) eligible entities based on a formula adopted by the State. Eligible entities must submit a Request for Application annually. Programs or services administered by each entity must be used to support activities and services designed to assist low-income families and individuals to become self-sufficient. Each eligible entity will conduct a Community Needs Assessment (CNA) in their service delivery area to determine the needs of the community. Programs administered by the local agencies should be guided by the results of the CNA. Outcomes are measured using ROMA National Performance Indicators and are in accordance with the Office of Community Services Center of Excellence Organizational Standards.

Eligible Entity Linkages - Approach to Filling Service Gaps

14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."

Note: The State describes this assurance in the State Linkages and Communication section, item 9.3b.

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."

Note: The State describes this assurance in the State Linkages and Communication section, item 9.7.

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).

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 Community Action Agency (CAA) providing services will meet the requirements of this assurance as specified in their Community Action Plan. Community Action Plans submitted by the CAA outline how these programs operate in their service delivery area. Activities/services in this category provide emergency assistance through direct services, loans, grants or referrals to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, utilities and employment related services.

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."

Federal Investigations

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

Note: The State addresses this assurance in 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\(b\)](#)."

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."

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.

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
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SECTION 15
Federal Certifications

CERTIFICATION REGARDING LOBBYING

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

15.1. Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements
After assurance select a check box:

[X] By checking this box, the State CSBG authorized official is providing the certification set out above.
The undersigned certifies, to the best of his or her knowledge and belief, that:

15.2. Drug-Free Workplace Requirements
CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

After assurance select a check box:
(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:

15.3. Debarment, Suspension, and Other Responsibility Matters
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:
(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 any agency,

15.4. Environmental Tobacco Smoke
CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

After assurance select a check box:
(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 any agency,

15.5. Public Reporting Burden
CERTIFICATION REGARDING PUBLIC REPORTING BURDEN

After assurance select a check box:
(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 any agency,

15.6. Workplace Identification
CERTIFICATION REGARDING WORKPLACE IDENTIFICATION

After assurance select a check box:
(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 any agency,

15.7. Debarment, Suspension, and Other Responsibility Matters
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:
(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 any agency,

15.8. Debarment, Suspension, and Other Responsibility Matters
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:
(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 any agency,

15.9. Debarment, Suspension, and Other Responsibility Matters
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:
(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 any agency,

15.10. Debarment, Suspension, and Other Responsibility Matters
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:
(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 any agency,

15.11. Debarment, Suspension, and Other Responsibility Matters
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:
(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 any agency,

After assurance select a check box:
(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 any agency,

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 308.11 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, possession, use, or possession of a controlled substance, unless 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.

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 established as a system of directly engaged employees for the performance of 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, or part-time employees).

Except for transactions authorized under paragraph 6 of these conditions, 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.

Alternate I. (Grantees Other Than Individuals)

Certification Regarding Debarment, Suspension, and Other Responsibility Matters:-

Primary Covered Transactions

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, 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 the dangers of drug abuse in the workplace;
- (c) The grantee's policy of maintaining a drug-free workplace;
- (d) Any available drug counseling or rehabilitation and employee assistance programs; and
- (e) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (f) Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (g) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will abide by the terms of the statement; and
- (h) Notifying the agency in writing, with 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.

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

- (i) Covering 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 - -

Instructions for Certification

(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;

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

(g) 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)
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.

Check if the person to which this proposal is submitted is debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, or 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.

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]
Proposals 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.