

SECTION 9: State Linkages and Communication

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

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

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

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

9.2. State Linkages and Coordination at the Local Level: Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)). *The state of Missouri consolidated several programs into one Community Initiatives divisions, which encompasses direct assistance, programs for victims, and resources for low-income individuals and families. The CSBG team was condensed to include LIHEAP and LIHWAP staff to ensure that there is an emphasis on stacking resources for eligible individuals and families. Coordination with TANF and SNAP programs occurs regularly during daily operations. Further, specific roles have been established to clarify job duties and allow for the creativity and flexibility to exist within programs to dynamically respond to the needs of Missourians.*

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

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). The Department of Social Services receives descriptions from eligible entities on how they will link with public and private sector organizations, which ensures effective delivery and coordination of CSBG services. With quality communication and descriptions of programs, entities are able to avoid duplicating services and respond to the immediate needs of those in their catchment area. Information regarding these linkages are confirmed through supporting documentation including Memoranda of Understanding (MOUs) or other partnership agreements. These agreements are examined at a local level and as a part of monitoring every three years.

Note: This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

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. The Department of Social Services receives descriptions from eligible entities of linkages with other entities in their area and their Community Needs Assessment identifies the specific, poverty related needs of those in the CAAs catchment area. Referrals are regularly made between agencies in one area to ensure that no individual has gaps in services. Should identified gaps arise, eligible entities are able to develop a plan and request the use of discretionary funds to respond to an emergent need.

Note: This response will link to the corresponding CSBG assurance, Item 14.3b. and pre-populates the Annual Report, Module 1, Item G.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. WIOA Combined Plan: If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and

activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

Education will be the key for successfully implementing career pathway programs within each region's identified sectors. Using leveraged resources and labor market data, the workforce system, which include business and education, will build upon current programs and create new strategies to provide training for individuals to find employment in their communities with opportunity for growth.

Currently, combined and required partners have independent relationships with education partners. Through sector strategy initiatives and further asset mapping, Missouri intends to create educational pathways that can be seamlessly promoted through the one-stop delivery system. Using strategies which focus on customer service, sector strategies and career pathways, business leaders, Career and Technical Education and Community College partners will collaborate to create accessible training programs that meet the needs of businesses and will provide customers with work-based learning.

Community Action Agencies (CAAs) have partnerships with community colleges and technical schools throughout the state. Partnerships provide educational opportunities, either through direct access to classroom instruction or collaborations with life skills classes that increase participants' capacities to attain educational goals. Many partnerships have formal Memorandums of Understanding delineating responsibilities of each party.

9.4b. Employment and Training Activities: If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

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). CSBG and LIHEAP/LIHWAP are all housed within the Community Initiatives unit at the Department of Social Services and are overseen by the same manager. This ensures constant coordination of services. Additionally seventeen of the nineteen eligible entities also provide LIHEAP services. Finally, LIHEAP engages two additional providers that are not CAAs.

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

9.6. Faith-based Organizations, Charitable Groups, and 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. Eligible entities are required to describe in their Community Action Plans links with faith-based organizations, charitable groups, and community organizations to ensure effective coordination of services, reduce duplication of services, and fill service

gaps during the annual request for proposal process. During this process, each CAA will provide supporting documentation such as MOUs or other agreements. As noted previously, these documents are reviewed during each RFP period and through the three year monitoring.

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

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. Each eligible entity is required to describe in their community action plan how they will coordinate CSBG funds with other public and private resources to address community needs. They are required to submit a funding chart, providing an overview of all agency funding, including the CSBG funds (90%), and a detailed budget on how they will use the funds to meet the purpose and goals of CSBG.

Note: This response will link to the corresponding assurance, Item 14.3c.

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 primary coordination between eligible entities, the state community action association, and the Department of Social Services occurs during monthly conference calls. Should need arise, the Department of Social Services is available for further engagement. Agendas are established in advance and minutes from previous meetings are available. The Department of Social Services strives for transparent communication regarding trainings, monitoring, upcoming deadlines, and other useful information.

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

9.9. Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
Upcoming Public and/or Legislative Hearings	As needed	<ul style="list-style-type: none"> • Other • Other 	Public postings, email, website, social media posts, and hearings held biennially.
State Plan Development	As needed		
Organizational Standards Progress	As needed	<ul style="list-style-type: none"> • Other 	Monthly network conference calls, emails, website postings, committees.
State Accountability Measures Progress	As needed	<ul style="list-style-type: none"> • Other 	
Community Needs Assessments/Community Action Plans		<ul style="list-style-type: none"> • Other 	

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
State Monitoring Plans and Policies	As needed		
Training and Technical Assistance (T/TA) Plans	As needed	<ul style="list-style-type: none"> • Other 	
ROMA and Performance Management	Triennial	<ul style="list-style-type: none"> • Other • Other 	
State Interagency Coordination	As needed		
CSBG Legislative/Programmatic Updates	As needed	<ul style="list-style-type: none"> • Other 	
Tripartite Board Requirements	As needed	<ul style="list-style-type: none"> • Other 	
	Monthly	<ul style="list-style-type: none"> • Other 	

9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures. Upon receiving information from OCS about performance on State Accountability Measures, the CSBG office will provide written feedback to eligible entities within sixty (60) days. Eligible entities will be expected to provide an explanation of any deficiencies and a written plan to meet the specific performance expectations within a following sixty (60) days. As previously described, this will include the responsible parties, the steps to meet the performance expectation, and the proposed time frame. The Department of Social Services will respond to this written plan to accept or request additional clarification within thirty (30) days.

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

9.11. Communication Plan Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. The state continues to host monthly meetings with eligible entities and the state association (MCAN) to work on addressing any needs. As previously described, this includes thorough agendas and meeting minutes from past meetings to ensure that all eligible entities are aware of DSS expectations, deadlines, and information that may be helpful for the agencies; upcoming deadlines, processes, current needs, additional funding resources, and related correspondence from NASCSP, CAPLAW, etc. To improve the communication between the Department of Social Services and eligible entities, professional development training in strategic communication is being developed for applicable staff. This feedback was received from the ACSI data. Additionally, the CSBG staff is engaged with a workgroup to address an increased focus on process improvement and quality assurance within CSBG across the state.

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

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG Act)

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

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

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

Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
<i>CAAGKC</i>	Full on site	Onsight	FY 1- Q3	3/12/2019	3/15/2019	
<i>CMCA</i>	Full on site	Onsight	FY 1- Q3	6/11/2019	6/14/2019	
<i>JFCAC</i>	Full on site	Onsight	FY 1- Q3	8/19/2019	8/22/2019	
<i>NECAC</i>	Full on site	Onsight	FY 1- Q4	4/23/2019	4/26/2019	
<i>OAI</i>	Full on site	Onsight	FY 1- Q4	7/16/2019	7/19/2019	
<i>SCMCAA</i>	Full on site	Onsight	FY 1- Q4	5/14/2019	5/17/2019	

Monitoring Schedule – Year Two

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
<i>DAEOC</i>	Full on site	Onsite	FY 2 Q3	3/9/2020	3/12/2021	
<i>EMAA</i>	Full on site	Desk	FY 2 Q3	1/18/2021	1/21/2021	
<i>ESC</i>	Full on site	Desk	FY 2 Q3	1/18/2021	1/21/2021	
<i>CAPNCM</i>	Full on site	Desk	FY 2 Q4	1/11/2021	1/14/2021	
<i>MVCAA</i>	Full on site	Desk	FY 2 Q4	1/22/2021	1/26/2021	
<i>PCAC</i>	Full on site	Desk	FY 2 Q4	1/15/2021	1/21/2021	

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

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? [60](#)

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

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 the documenting closure of findings included in the state monitoring policies attached under 10.2? Yes No

10.4a. Closing Findings Procedures: If no, describe state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings.

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. [0](#)

Note: The QIP information is associated with State Accountability Measures 4Sc.

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? [At the discretion of the Department, taking into account the seriousness of the deficiency and reasonable expectations, the Department may require an eligible entity to develop a corrective action plan within 30 days, to describe corrective action taken over the following 120 days. If an eligible entity is placed on a Quality Improvement Plan \(QIP\), the Department will notify all appropriate representatives from the U.S. Dept. of Health and Human Services, Office of Community Services of the eligible entity being placed on a QIP within 30 days. All progress towards the remedy will be communicated to OCS on a monthly basis.](#)

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

10.7. Assurance on Funding Reduction or Termination: The state assures that “any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)” per Section 676(b)(8) of the CSBG Act. Yes No

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

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

10.8. Eligible Entity Designation: Does the state CSBG statute and/or regulations provide for the designation of new eligible entities? Yes No

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public. [Missouri applies federal regulations for designation of new eligible entities.](#)

10.9. Eligible Entity Termination: Does the state CSBG statute and/or regulations provide for termination of eligible entities? Yes No

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public. [Missouri applies federal regulations for termination of new eligible entities.](#)

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? Yes No

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public. [The Missouri Department of Social Services will adhere to the requirements of Section 678C of the CSBG Act and the federal guidance provided in Office of Community Services, CSBG Information Memorandum, Transmittal No. 116 to terminate the designation of 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 meets this section through the Statewide Accounting for Missouri \(SAMII\), Public Cost Allocation Plan \(PACAP\), and cost allocation system. Under the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards Subpart E, Cost Principles \(2 CFR 200.403\), costs must meet specific criteria to be allowable under the federal award. The Department ensures that costs are as followed: necessary and reasonable to the federal benefit program, allocable to the federal benefit program, allowable under the requirements of the federal benefit program, are consistent with policies and procedures of the Department, are determined in accordance with generally accepted](#)

accounting principles (GAAP), are not included as a cost or used to meet cost sharing or matching requirements of any other federal benefit program, and are adequately documented. Approved expenditures are submitted for processing in the SAMII with a unique coding structure to identify the cost© by category and fiscal year to ensure funds are drawn, disbursed, and reported accordingly. On a quarterly basis, all financial information is extracted from the SAMII and imported into the cost allocation system. The cost allocation system identifies the costs using the unique coding structure from SAMII and further categorizes the costs according to function of program objectives for allocation to an intermediate, and/or final cost center according to allocation methodologies outlined in the corresponding quarterly PACAP. Following completion of the quarterly cost allocation process, reports are generated from the cost allocation system reflecting the total allocated costs by benefit program/final receiver. The cost allocation system reports are reviewed, approved, and used to prepare the SF-425 Federal Financial Report(s) accurately and timely.

10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. The Department of Social Services, Division of Financial and Administrative Services (DFAS), Compliance Unit tracks and reviews sub recipient Single Audit reports for compliance with OMB Uniform Guidance Single Audit Act. DFAS tracks the receipt and review of sub-recipient Single Audit reports in the MASTER Audit Reports Tracking Spreadsheet (MARTS). A review of each applicable Single Audit report is completed by DFAS 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.

on Federal Investigations: The state will “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. Yes No

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

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

10.14. Monitoring Procedures Performance Management Adjustment: Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. In FY21, the Department of Social Services transferred monitoring procedures to an internal monitoring unit to streamline the process and provide more timely feedback, as improved communication was a main theme in the ACSI survey.

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

SECTION 11: Eligible Entity Tripartite Board

11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG eligible entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act.

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

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

- Annually
- Semiannually
- Quarterly
- Monthly
- As It Occurs
- Other

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

Missouri has requirements to assure the Act's Section 676(B) board composition requirements are met. Eligible entities are contractually required to maintain a board of director's structure as defined in the Act, officers and annual attendance records and by-laws at the time of contracting, as well as provide an updated list when changes to the board occur. Eligible entities also provide documentation that low-income board representatives reside in the neighborhood served and that local elected officials hold office on the date selected. Eligible entities are contractually required to notify the Community Support Unit when board member vacancies occur. Eligible entities have 120 days to fill the vacancy; however, written requests to extend the 120 day time frame due to extenuating circumstances may be submitted to the department for consideration. Eligible entities are also required to submit electronic copies of board meeting notices, meeting agendas and meeting minutes no later than thirty (30) days after approval of all board meeting minutes. This information is used to monitor the compliance of the tripartite board requirements and identify and potential areas of concern regarding the operation of the eligible entities organization. Tripartite Board requirements are reviewed and documented during the monitoring process. Board membership and participation are reviewed in detail and discussed with the executive director and board members during the on-site monitoring visit. The monitoring tool used by the Community

Support Unit contains extensive questions related to board roles, including governance and finance responsibilities a report documenting monitoring findings is sent to the executive director and the board chairperson. Any corrective action resulting from non-compliance with Section 676B of the Act or any other contract or CSBG Act requirements are identified in the report. Follow-up and technical assistance is provided as needed to agencies requiring corrective action.

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

11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, “another mechanism specified by the state to assure decision-making and 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 Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state.

- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold): _____%
- Varies by eligible entity

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 the requirement for eligible entities to serve individuals/families at or below 125% of the federal poverty level in the contract. Eligible entities develop a process to calculate income and family/household composition.

12.2. Income Eligibility for General/Short Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. Eligible entities are required to outline their procedures for verifying income eligibility within their community action plan. Eligible entities are expected to provide safeguards, as practicable, to ensure that program participants meet income eligibility. Eligibility determinations are reviewed on-site during regular monitoring visits.

12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). Eligible entities are required to outline their strategies for targeting services designed to provide a community-wide benefit in their annual community action plan through the use of strategic planning based upon the results of data analysis from the Community Needs Assessment. Targeting development of partnerships with organizations such as schools, senior centers, and low income housing entities are key providing community services.

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

13.1. Performance Measurement System: Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act. **[Select one]**

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

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

13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA. Results Oriented Management and Accountability measures are used as a framework to enable eligible entities to deliver programs addressing local needs. Federal guidance allows eligible entities to identify specific outcomes and performance measures. All outcomes and measures must be connected to one of the three national community action goals. National Performance 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 results through the Results Oriented Management and Accountability (ROMA) program's national goals and outcomes measures providing by the Office of Community Services (OCS) Monitoring and Assessment Task Force. CAAs and discretionary funded recipients are required to report outcomes to state CSBG office staff quarterly and annually.

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

13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act. Results Oriented Management and Accountability measures are used as a framework to enable eligible entities to deliver programs addressing local needs as determined by the Community Needs Assessment. Missouri, in accordance with Federal Guidelines, allows eligible entities to identify specific outcomes and performance measures consistent with National Performance Indicators (NPI). All outcomes and measures must be connected to one of the three national community action goals. National Performance 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). Entities are required to report outcomes to the state CSBG office staff quarterly and annually.

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

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

13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using ROMA or an alternative performance management system. Each Missouri eligible entity submits a Community Action Plan to the state CSBG office staff as part of the Request for Proposal (RFP). Each entity receives a RFP containing all of the information necessary for the development of their Community Action Plan (CAP). Entities will submit a community action plan for each federal fiscal year which includes work plans that identify the priority community needs based on their current comprehensive community needs assessment. The CAP 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. Entities will also develop implementation plans for each proposed strategy, intervention or program, identified in their CAP. The state CSBG unit coordinates and facilitates training and technical assistance for entities, including training for ROMA. Entities are required to have ROMA training and to either have an in agency ROMA certified staff or agreement with a ROMA certified consultant.

Note: The activities described under Item 13.3 may include activities listed in “Section 8: 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.

13.4. Eligible Entity Use of Data: Describe how the state intends to validate that the eligible entities are using data to improve service delivery. All Missouri entities must link performance and results through the Results Oriented Management and Accountability (ROMA) program’s national goals and outcomes measures provided by the Office of Community Services. CAAs and discretionary fund recipients are required to report outcomes to state CSBG unit staff.

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

Community Action Plans and Needs Assessments

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

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

13.6. Community Needs Assessment: Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity’s Community Action Plan, as required by Section 676(b)(11) of the CSBG Act. The state of Missouri requires a community needs assessment 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. The community needs assessment may be amended as needed.

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

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

14.1. Use of Funds Supporting Local Activities

CSBG Services

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

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, 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;

DSS specifies this assurance in the CSBG contract agreement. The state CSBG program requires all eligible entities to submit a community action plan specifically targeted to address the needs of low income community based upon their community needs assessment, as a part of their requests for proposal 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. All community action plans, proposal, and work plans are reviewed and approved to ensure that activities support these assurances. This assurance is reviewed for compliance during the regular monitoring review process. DSS is committed to reducing financial dependency on government assistance and increasing self-sufficiency.

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;

DSS specifies this assurance in the CSBG contract agreement. The state will assure that CSBG funds will be used for the purposes outlined above via review of the Request for Proposal which includes the community action plan helping to ensure that youth development remains a service provided by entities. Special initiatives have been and will continue to be supported by providing discretionary funding when available. The annual reporting data is reviewed and discussed with entities to ensure that programs also target youth development and demographics are correctly reported. This assurance is reviewed for compliance during the regular monitoring review process.

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)

DSS specifies this assurance in the CSBG contract agreement. The state CSBG program encourages formal Memoranda of Understanding (MOU) with state and local entities. The CAAs work in partnership with local state agencies, nonprofits, private business, the faith community and others to coordinate other programs in meeting the purposes of this subtitle. This assurance is reviewed for compliance during the regular monitoring review process.

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.”

Note: The State describes this assurance under “State Use of Funds: Remainder/Discretionary,” items 7.9 and 7.10

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...”

Eligible Entity Service Delivery System

- 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;”

Eligible entities are required to describe 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 which are confirmed through 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.

- 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 follow up 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 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).

DSS specifies this assurance in the CSBG contract agreement. The CAAs work in partnership with local and state agencies, nonprofits, businesses, the faith community, and other to support innovative, creative approaches to meet the purpose of this subtitle. This assurance is reviewed for compliance during the regular monitoring review process.

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.”

Eligible entities are required to provide all information regarding nutrition and related services in their community action plans. Adherence to this plan is a part of the monitoring process every three years.

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 Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

Federal Investigations

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

Note: The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 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 Section 10 Fiscal Controls and Monitoring under 10.7.

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

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

Note: The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

Eligible Entity Tripartite Board Representation

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

Note: The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 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 State, as a condition to receipt of funding by the entity through a community 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 Section 13 ROMA, under 13.5 and 13.6.

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

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

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

Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)

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

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

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

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

15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- (9) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- By checking this box, the state CSBG authorized official is providing the certification set out above.

15.4. Environmental Tobacco Smoke

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

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

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