



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Community Services Block Grant (CSBG) CARES Act Supplemental State Plan

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 21 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

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Section 1: CSBG Administrative Information

For the purposes of the CARES Act, the Office of Community Services is accepting an abbreviated State Plan as a supplement to provide additional information to the Federal Fiscal Year (FFY) 2020 CSBG State Plan.

- 1.1.** Identify the Submission Date of your FFY2020 CSBG State Plan: 08/01/2019

Note: This information can be found on the Report Status Page of your most recently submitted CSBG State Plan.

If you submitted a two-year plan in FFY2019, please provide that date. If you submitted a plan in FFY2020, please provide that date.

- 1.2. Lead Agency:** Update 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. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information in regards to the state lead agency changed since the last submission of the state plan? ☐ Yes ☒ No

- 1.2a.** Lead agency [Narrative, 150 Characters]

- 1.2 b.** Cabinet or administrative department of this lead agency [Check One and narrative where applicable]

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor's Office
- ☐ Health Department
- ☐ Housing Department
- ☐ Human Services Department
- ☒ Social Services Department
- ☐ Other, describe: [Narrative, 100 characters]

- 1.2c. Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official: Jennifer Tidball, Acting Director of Missouri Department of Social Services

- 1.2d.** Authorized official of the lead agency. The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as authorized representative on the SF-424M.
[Narrative, 50 Characters each]

Name Jennifer Tidball Title Acting Director

- 1.2e.** Street Address: 221 West High Street
1.2f. City: Jefferson City
1.2g. State: Missouri
1.2h. Zip Code: 65101
1.2i. Work Telephone Number and Extension (if applicable): 573-751-4815
1.2j. Fax Number: 573-751-7598

1.2k.

EmailAddress:Jennifer.R.Tidball@dss.mo.gov

- 1.2l.** Lead Agency Website: www.dss.mo.gov

- 13. Designation Letter:** Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed.

X As the Authorized Official for CSBG, I confirm that there have been no changes within this state that will require a new designation letter, such as a change to the authorized official and/or authorized CSBG state lead agency.

- 14. CSBG Point of Contact:** Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has information regarding to the state point of contact changed since the last submission of the state plan? ☐ Yes **X** No

- 1.4a.** Agency Name: Missouri Family Support Division

- 1.4b.** Point of Contact Name:

Name: Heather L. Howell Title: CSBG Program Manager

- 1.4c.** Street Address: 3418 Knipp Drive
SuiteA2

- 1.4d.** City Jefferson City

- 1.4e.** State Missouri

- 1.4f.** Zip Code 65109

- 1.4g.** Work Telephone Number 573-751-3595

- 1.4h.** Fax Number 573-522-9557

- 1.4i.** Email Address:

Heather.L.Howell@dss.mo.gov

- 1.4j.** Agency Website www.dss.mo.gov

Section 2: State Legislation and Regulation

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 2 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

21 Emergency Legislation or Regulation (Optional): If applicable, please describe any special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding, including any emergency procedures to amend any existing legislation or regulation described in the accepted FFY2020 CSBG State plan (as dated in Section 1 of this state plan).

☒ No, there is no special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding.

☐ Yes, there is special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding as described below:

Section 3: State Plan Development and Statewide Goals

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 3 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

The following additional information is requested for CSBG CARES supplemental funding.

3.1 State Plan Goals: Describe the state's specific goals for state administration of CSBG as it directly relates to the CSBG CARES funding. **[Narrative, 3000 characters]**

Note: For examples of "goals," see State Accountability Measure 1Sa(i). The State of Missouri, Department of Social Services will pursue the following goals for the Community Services Block Grant (CSBG) Program: 1) Issue eligible entities contracts to distribute a minimum of 90% of CSBG CARES funding. 2) 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 as related to CSBG CARES. 3) Collaborate with the eligible entities and training/technical assistance providers to develop a training and technical assistance plan focused on increasing capacity to fulfill the mission of community action to address the impacts of COVID. 4) Perform annual assessment of the CSBG Organizational Performance Standards for eligible entities, providing technical assistance for any agency that does not meet or falls below 100% compliance. 5) Integrate CSBG CARES into regular CSBG monitoring of entities at least every three years. The Department will issue integrated monitoring reports within 60 days of completion. 6) Attend CSBG related trainings and conferences for professional development opportunities to assist staff with staying informed on the most recent developments impacting the network. 7) Collect and analyze data for purposes of strengthening and improving programs and achieving measurable outcomes. 8) Promote the accomplishments of the Missouri community action network. 9) Distribute up to 10% of the CARES award as discretionary funding to organizations that support the goals and purposes of CSBG.

Eligible Entity Involvement: Describe the specific steps the state took in developing the CSBG CARES Supplemental State Plan to involve the eligible entities. **[Narrative, 3000 Characters]**

A variety of steps were taken to develop the Missouri CSBG CARES Supplemental State Plan to involve the eligible entities. These steps included telephone calls, email and one on one consultations with agencies to discuss particular projects. As the DSS received information from OCS and national partners, information was provided with the CSBG partners to ensure transparency and that we were all receiving the same information at the same time. We estimated the amount of CARES CSBG Supplemental award funding and advised agencies of their prorated share. Prior to issuance of final guidance on state plan amendment requirements, agencies were also encouraged on multiple occasions to work with their local community partners to make preliminary plans for funding. The State offered that agencies could provide preliminary work plans and budget documents to DSS for review and feedback on allowability under CSBG guidelines, OMB and the CSBG Performance Management Framework. The state association, Missouri

Community Action Network (MCAN) also administered two online surveys to the CAAs, collecting information pertaining to the impacts of COVID and areas of planning and support needed. The first survey in April 2020 was at MCAN's direction and the second survey in late May was as at the request of the DSS for updated and additional information. Following the release of CARES CSBG State Plan Amendment information on July 15, 2020, a request was sent to the CAAs to provide CARES related updates to the assurances identified in the 2020 State Plan. Feedback has been compiled and is reflected in the CARES CSBG State Plan Amendment.

Section 4: CSBG Hearing Requirements

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 4 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

The CSBG CARES Supplemental State Plan is considered to be a plan revision, consistent with Section 676(e) of the CSBG Act (Revisions and Inspection).

4.1.

Public Inspection: Describe how the CSBG CARES Supplemental State Plan has been made available for public inspection to facilitate public review and comment. The DSS invited the public to review and comment on the draft CSBG CARES Supplemental State Plan using the following means: A) the DRAFT plan was posted on the Department's website for public inspection. The public comment period will be open for 10 business days. B) All current CSBG contractors, including the 19 eligible entities and all 5 discretionary funded providers received an invitation via email to provide comment on the draft state plan. C) Legislators were provided notice electronically through house and senate designated contacts. D) Requested Missouri Office of Administration, the central electronic repository for public information, include the notice on the statewide website; E) various social media posts; F) sent notices through the Department's various listserv, G) requested all Community Action agencies share with local partners, H) media release. For members of the public without internet access, paper copies of the plan amendment are provided upon request. *Since many office's physical locations are closed to the public, notices were not placed on various bulletin boards as is typically done.

Note: For the purposes of this CSBG CARES Supplemental State Plan, a public hearing is not required. However, the state should notify eligible entities and other known stakeholders that this plan is available for a public review and comment, and post publicly, e.g., on the state's public website, for a reasonable timeframe.

Although, a "reasonable timeframe" is not specified in the statute, for purposes of the CSBG CARES Supplemental State Plan, OCS recommends a minimum of 10 business days. DSS intends to comply with a minimum of 10 business days.

Section 5: CSBG Eligible Entities

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

- ☒ As the Authorized Official for CSBG, I confirm that there are **no changes** to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1).
- ☐ As the Authorized Official for CSBG, I confirm that **yes, there were changes** to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1).

If there were changes to the CSBG Eligible Entity list, please update within Section 7.2 of this State Plan accordingly:

Designation and Re-Designation: add at the end of the table

De-Designations and Voluntary Relinquishments: do not remove the entity. Rather just add zero to the appropriate line.

Mergers: Do not remove the eligible entities. Rather just add zero to the appropriate line.

OCS reserves the opportunity to request more information at a later date.

- 5.1 CSBG Eligible Entities:** In the table below, indicate whether eligible entity in the state public or private, the type(s) of entity, and the geographical area served by the entity.

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Central Missouri Community Action (CMCA)	Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau, Osage	Non-Profit	Community Action Agency
2	Community Action Agency of St. Louis County (CAASTLC)	St. Louis County	Non-Profit	Community Action Agency
3	Community Action Partnership of St. Joseph (CAPSTJOE)	Andrew, Buchanan, Clinton, Dekalb	Non-Profit	Community Action Agency
4	Delta Area Economic Opportunity Corporation (DAEOC)	Dunklin, Mississippi, New Madrid, Pemiscot, Scott, Stoddard	Non-Profit	Community Action Agency
5	East Missouri Action Agency (EMAA)	Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois, Ste. Genevieve, Washington	Non-Profit	Community Action Agency
6	Economic Security Corporation (ESC)	Barton, Jasper, McDonald, Newton	Non-Profit	Community Action Agency
7	Green Hills Community Action Agency (GHCAA)	Caldwell, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putnam, Sullivan	Non-Profit	Community Action Agency
8	Jefferson-Franklin Community Action Corporation (JFCAC)	Franklin, Jefferson	Non-Profit	Community Action Agency
9	Missouri Ozarks Community Action, Inc. (MOCA)	Camden, Crawford, Gasconade, Laclede, Maries, Miller, Phelps, Pulaski	Non-Profit	Community Action Agency

10	Missouri Valley Community Action Agency (MVCAA)	Carroll, Chariton, Johnson, Lafayette, Pettis, Ray, Saline	Non-Profit	Community Action Agency
11	North East Community Action Corporation (NECAC)	Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Shelby, St. Charles, Warren	Non-Profit	Community Action Agency
12	Community Action Partnership of Northeast Missouri (CAPNEMO)	Adair, Clark, Knox, Scotland, Schuyler	Non-Profit	Community Action Agency
13	Ozark Action, Inc. (OAI)	Douglas, Howell, Oregon, Ozark, Texas, Wright	Non-Profit	Community Action Agency
14	Ozarks Area Community Action Corporation (OACAC)	Barry, Christian, Dade, Dallas, Greene, Lawrence, Polk, Stone, Taney, Webster	Non-Profit	Community Action Agency
15	People's Community Action Corporation (PCAC)	The City of St. Louis and Wellston	Non-Profit	Community Action Agency
16	South Central Missouri Community Action Agency (SCMCAA)	Butler, Carter, Dent, Reynolds, Ripley, Shannon, Wayne	Non-Profit	Community Action Agency
17	Community Action Agency of Greater Kansas City (CAAGKC)	Clay, Jackson, Platte	Non-Profit	Community Action Agency
18	West Central Missouri Community Action Agency (WCMCAA)	Bates, Benton, Cass, Cedar, Henry, Hickory, Morgan, St. Clair, Vernon	Non-Profit	Community Action Agency
19	Community Services, Inc. of Northwest Missouri (CSI)	Atchison, Gentry, Holt, Nodaway, Worth	Non-Profit	Community Action Agency

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant Seasonal Farmworker organizations, and Tribes and Tribal Organizations

Instructional Note: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

Instructional Note: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A state must provide “no less than 90 percent” of their CSBG allocation, under Section 675B, to the eligible entities.

52. Total number of CSBG eligible entities: 19 [This will automatically update based on Table 5.1.]

53. Special Circumstances [Optional]: If the state has any specific circumstances that will affect the allocation, such as a pending de-designation hearing for an eligible entity, please describe below: [Select one and Narrative, 3000 characters]

Please note: Additional information should be sent directly to your Program Specialist.

- ☒ **X** No, special circumstances were implemented to the CSBG CARES Supplemental allocations.
- ☐ **O** Yes, special circumstances were implemented to the CSBG CARES Supplemental pending de-designation(s) for an eligible entity.

Section 6: Organizational Standards for Eligible Entities

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 6 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information.

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. **[Check one and narrative where applicable]**

- ☐ Historic
- ☒ Base + Formula
- ☐ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and “not less than 90 percent funds” as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. **[Numeric Response, specify dollar amount]**

Planned CSBG 90 Percent Funds	
CSBG Eligible Entity	Funding Amount \$
Insert Eligible Entity	Numeric response, specify dollar amount
CAAGCK	\$3,363,130
CAASTLC	\$2,787,057
CAPNEMO	\$438,448
CAPSTJOE	\$685,337
CMCA	\$1,504,080
CSI	\$349,821
DAEOC	\$1,048,285
EMMA	\$1,177,005
ESC	\$1,086,268
GHCAA	\$508,084
JFCAC	\$1,111,590
MOCA	\$1,155,903
MVCAA	\$858,370
NECAC	\$1,497,749
OACAC	\$2,649,897
OAI	\$875,252
PCAC	\$1,926,112
SCMCAA	\$843,599
WCMCAA	\$1,035,624
Total	\$24,901,611

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

- 73. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan. **[Numeric response, specify dollar amount]**

3%	\$830,055.00
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- 74. State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG CARES funds for the FFY(s) covered by this State Plan. 0 No new FTE will be hired. DSS may use CSBG CARES funds as administrative funding.

- 75. State FTEs:** Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG CARES funds for the FFY(s) covered by this State Plan? 0 No new FTE will be hired. DSS may use CSBG CARES funds as administrative funding.

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

- 76. Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? ☒ Yes ☐ No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **[Numeric Response, Insert Dollar Amount]**

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$250,000	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$486,791	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	0.00	
7.9e. Asset-building programs	0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$1,200,000	A portion of the CSBG discretionary funds are made available to support innovative programs/activities or projects to eliminate one or more causes of poverty and supporting self-sufficiency among low income families.
7.9g. State charity tax credits	0.00	
7.9h. Other activities, specify in column 3	0.00	Discretionary funds are available for disaster or emergency relief. Eligible entities may submit request of funds in an emergency or disaster situation such as tornado or flooding. Funding requests in compliance with CSBG requirements can be made pursuant to 13 CSR 40-24.100.

7%	\$1,936,791
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- 7.7. Summary of State Allocations:** Provide a total breakdown of planned amounts. Please note that this table will automatically populate with the totals from 7.2, 7.3, and 7.6 above.

90 Percent Funds	Administrative Funds	Discretionary Funds	Total
7.2 \$24,901,611	7.3 \$830,055.00	7.6 \$1,936,791	\$27,668,457

Section 8: State Training and Technical Assistance

- 8.1 Training and Technical Assistance Plan:** Describe the state's plan for delivering CSBG- funded training and technical assistance to eligible entities under this State Plan by completing the table below. 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 7.6a., Use of Remainder/Discretionary Funds.)

Note: This information is associated with State Accountability Measure 3Sc.

Training and Technical Assistance - Year Two				
Planned Timeframe	Training, Assistance, Both	Technical or	Topic	Brief Description of "Other"
Ongoing / Multiple Years	Both		Strategic Planning	
Ongoing / Multiple Years			Governance/Tripartite Boards	
Ongoing / Multiple Years			Reporting	
Ongoing / Multiple Years			ROMA	
Ongoing / Multiple Years			Fiscal	
Ongoing / Multiple Years			Organizational Standards - General	
Ongoing / Multiple Years			Monitoring	
Ongoing / Multiple Years				

8.1a.Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.6): **Numeric Response, auto-populated**

[Auto-populated with the budget allocation under 7.6a]

\$250,000

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance. **[Narrative, 2500 characters]**

In preparation for response to this plan amendment, the State invited all eligible entities to identify training (T) and technical assistance (TA) needs specific to CARES Act funding. Needs identified include establishment of virtual platforms, communication, strategic thinking, job training and employer engagement. In addition to engaging eligible entities, the State also invited the State Association to submit a proposal to provide CARES related T and TA. As CARES dollars are invested in communities and projects develop, the State will continue to work closely with eligible entities to identify training needs and opportunities. The State will seek out high-quality, cost effective solutions to deliver the needed T and TA services.

82. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state plans to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) **[Check all that applies and narrative where applicable]**

- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) **[Numeric response, 0 – 100]**
- ☐ Other community-based organizations
- X State Community Action Association
- X Regional CSBG technical assistance provider(s)
- X National technical assistance provider(s)
- X Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- X Other **[Narrative, 1000 characters]**

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 7.6(b) and (c).

Note: Only describe additional or unique partnerships related to CSBG CARES funding. **Do not re-describe partnerships, linkages, and communications already noted in your regular CSBG State Plan.**

X No, there are **no changes** to the CSBG partnerships or linkages to describe that were not already communicated in the regular State Plan.

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. [Check all that apply from the list below and provide a Narrative, 5000 Characters]

X State Low Income Home Energy Assistance Program (LIHEAP) office

X State Weatherization office

X State Temporary Assistance for Needy Families (TANF) office

X State Head Start office

X State public health office

X State education department

X State Workforce Innovation and Opportunity Act (WIOA) agency

X State budget office

X Supplemental Nutrition Assistance Program (SNAP)

X State child welfare office

X State housing office

X Emergency Management

X PublicHealth/Disease Control

X Other

9.2. 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.

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	As needed	Other	Public postings/notice, email, website, social media / Hearing held biennially
State Plan Development	As needed	Other	Network conference calls, email, DSS website. Full plan biennially with updates as needed.
Organizational Standards Progress	As needed	Other	emails, phone calls as needed, training meeting
State Accountability Measures Progress	As needed	Other	network conference calls, email, meetings, training/workshops
Community Needs Assessments/ Community Action Plans	As needed	Other	trainings and conference calls
State Monitoring Plans and Policies	Triennial	Other	conference calls, email, DSS website, meetings, training/workshops
Training and Technical Assistance (T/TA) Plans	As needed	Other	conference calls, email, DSS website, meetings, training/workshops
ROMA and Performance Management	As needed	Other	conference calls, email, DSS website, meetings, training/workshops
State Interagency Coordination	As needed	Other	email, meetings, training/ workshop, presentations
CSBG Legislative/Programmatic Updates	As needed	Other	conference calls, email, DSS website, training/workshops
Tripartite Board Requirements	Monthly	Other	conference calls, email, DSS website, training/workshops

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

- 10.1. CSBG CARES Supplemental Monitoring Schedule:** In the table below, provide how the state plans to monitor as it specifically relates to the CSBG CARES Supplemental.

The following schedule does not supersede or replace the Monitoring Schedule submitted in your FFY2020 CSBG State Plan as dated in Section 1 of this supplemental state plan.

Note: This information is associated with State Accountability Measure 4Sa(i).

CSBG Eligible Entity	CSBG CARES Monitoring Approach	Review Type	Target Year
This column will auto-populate from the CSBG Eligible Entity Master List	[Dropdown Options: <ul style="list-style-type: none"> Integrated into Regular CSBG Full On-Site CSBG CARES Supplemental Only 	[Dropdown Options: <ul style="list-style-type: none"> Onsite Review Desk Review] 	[Dropdown Options: <ul style="list-style-type: none"> FY2020 FY2021 FY2022]
Central Missouri Community Action (CMCA)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
Community Action Agency of St. Louis County (CAASTLC)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
Community Action Partnership of St. Joseph (CAPSTJOE)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
Delta Area Economic Opportunity Corporation (DAEOC)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2020
East Missouri Action Agency (EMAA)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2020
Economic Security Corporation (ESC)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2020
Green Hills Community Action Agency (GHCAA)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2020
Jefferson-Franklin Community Action Corporation (JFCAC)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
Missouri Ozarks Community Action, Inc. (MOCA)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
Missouri Valley Community Action Agency (MVCAA)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2020

North East Community Action Corporation (NECAC)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
Community Action Partnership of Northeast Missouri (CAPNEMO)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
Ozark Action, Inc. (OAI)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
Ozarks Area Community Action Corporation (OACAC)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
People's Community Action Corporation (PCAC)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2020
South Central Missouri Community Action Agency (SCMCAA)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
Community Action Agency of Greater Kansas City (CAAGKC)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
West Central Missouri Community Action Agency (WCMCAA)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
Community Services, Inc. of Northwest Missouri (CSI)	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021

On-site reviews may be limited due to travel restrictions related to COVID-19.

10.1 CSBG CARES Supplemental Monitoring Approach: Describe how the state intends to implement monitoring policies and procedures as it relates directly to the CSBG CARES Supplemental. The Missouri Department of Social Services will perform the financial monitoring and programmatic monitoring of the CSBG CARES Supplemental in conjunction with the regular ongoing, monitoring. The Department will consider incorporating CARES Act funding into its risk assessment tool and utilize those results to make future monitoring decisions.

10.2 CSBG CARES Supplemental Initial Monitoring Reports: If the state monitors for CSBG CARES Supplemental only, provide the number of calendar days by which the state must disseminate an initial CSBG CARES Supplemental monitoring reports to local entities? N/A. The CSBG CARES Supplemental monitoring report information will be included in the regular CSBG report which will be disseminated within 60 calendar days of the monitoring.

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

Note: If the state is integrating all CSBG CARES Supplemental monitoring into the *Regular CSBG Full On-Site*, the state should include an additional section specific to the CSBG CARES Supplemental monitoring. If the state is conducting a CSBG CARES Supplemental only monitoring, the state must create a CSBG CARES Supplemental monitoring report.

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

- 10.3. Closing Findings:** Is the state adding additional provisions to state monitoring procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings as it specifically relates to the CSBG CARES Supplemental?

☐ Yes ☒ No

- 10.4a. Closing Findings Procedures:** If yes, describe the additional provisions here.
[Narrative, 2500 characters]

Fiscal Controls and Audits and Cooperation Assurance

- 10.4. Fiscal Controls and Accounting:** As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to the state's fiscal controls and accounting procedures that 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). All activities previously described under the Fiscal Controls and Accounting procedures will remain consist in application of the CSBG CARES Supplemental funds processes.
- 10.5. Single Audit Management Decisions:** As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to 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. All activities previously described under the Single Audit Management Decision will remain consist in application of the CSBG CARES Supplemental funds processes.
- 10.6. Assurance 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

Section 11: Eligible Entity Tripartite Board

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 11 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information now or at a later date.

Section 12: Individual and Community Income Eligibility Requirements

- 12.1 Required Income Eligibility:** Provide the income eligibility threshold for services in the state. **[Select one item below and numeric response where applicable.]**
- ☐ 200% of the HHS poverty line
 - ☒ 125% of the HHS poverty line
 - ☐ X % of the HHS poverty line (fill in the threshold): ____% **[Numeric response]**
 - ☐ Varies by eligible entity **[Narrative, 5000 characters]**
- 12.1 a.** Describe any changes to the state policy and/or procedures for income eligibility, such as treatment of income and family/household composition as originally described in your FFY2020 CSBG State Plan [as dated in Section 1 of this Plan].
- ☒ **No** changes were made to state policy and/or procedures for income eligibility.
- ☐ **Yes**, there are changes to state policy and/or procedures for income eligibility as described below: **[Narrative, 5000 Characters]**
- 12.1 b.** The change in the income eligibility threshold will apply to:
- ☐ CSBG CARES Supplemental ONLY
 - ☐ CSBG CARES Supplemental AND regular CSBG funds
- 12.2 Income Eligibility for General/Short Term Services:** Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.
- ☒ No changes were made to income eligibility verification.
- ☐ Yes, there are changes to income eligibility verification as described below: **[Narrative, 5000 Characters]**
- 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).
- ☒ No changes were made targeting services that provide community-wide benefit.
- ☐ Yes, there are changes to targeting services that provide community-wide benefits described below: **[Narrative, 5000 Characters]**

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

For the purposes of the CARES Act, the Office of Community Services accepts the information on the ROMA system submitted by the state in Section 13 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information on the state's ROMA system.

Please note that the state may describe state discretionary expenditures or additional training and technical assistance related to documentation and performance management for CSBG CARES Supplemental funding in Sections 7 and 8 of this Supplemental State Plan.

Section 14: CSBG Programmatic Assurances and Information

Narrative

(Section 676(b) of the CSBG Act)

14.1 Use of Funds Supporting Local Activities

14.1 a. 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 underpart 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
–
 - (l) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (ll) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Please select the applicable response:

X No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters] Section 14 - Assurances**

On a bi-annual basis, the Department of Social Services (Department) is required to provide assurances to the federal funder, Administration for Children and Families (ACF), Office of Community Services that Missouri will meet all of the requirements as a condition of receipt of CSBG funding. Updates are required when major changes to program implementation occur. The DSS collects information from various stakeholders, including the 19 Community Action Agencies, to create a state plan. Each Community Action Agencies provides information to the Department about each of the assurances ACF requires.

Attached are the assurances each of the 19 agencies provided for regular CSBG funding. ACF requires a state plan amendment that includes information from the Department about how COVID 19/CARES Act funding will be used to meet the assurances. Attached are the responses to the assurances that each of the 19 agencies provided for CARES Act CSBG funding.

Note: Agency information is taken verbatim from what each agency provided.

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.

Please select the applicable response:

- ☒ No change to the standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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)

Please select the applicable response:

- ☒ No change to the standard assurance in the CSBG State Plan
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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: Any information provide in previous sections of this application will be considered to be a supplementary description of how the state plans to use funds as necessary for this assurance. Additional information does not need to be provided here.

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;

Please select the applicable response:

- ☒ No change to the standard assurance in the CSBG State Plan
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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 follow-up consultations.”

Note: the state describes this assurance in the State Linkages and Communication section, item 9.3b of the regular CSBG State Plan.

Please select the applicable response:

- ☒ No change to the standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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 of the regular CSBG State Plan.

Please select the applicable response:

- ☒ No change to the standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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 application, the state indicates funds allocated for these activities under item 7.9(f) of the regular CSBG State Plan.

Please select the applicable response:

- ☒ No change to the standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Section 6 **Please select the applicable response:**

- X No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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.”

Please select the applicable response:

- X No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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 of the regular CSBG State Plan.

Please select the applicable response:

- X No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5 of the regular CSBG State Plan.

Please select the applicable response:

- X No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Federal Investigations

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with federal investigations undertaken in accordance with

Note: the state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13 of the regular CSBG State plan.

Please select the applicable response:

- ☒ No change to the standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Funding Reduction or Termination (Not Applicable to CSBG CARES Supplemental Funds)

- 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 of the regular CSBG State Plan. This assurance is not applicable to the disaster supplemental because funds must be distributed to eligible entities based on needs directly related to the disaster.

- ☒ Check to acknowledge that Section 676(b)(8) is not applicable to the CSBG CARES Supplemental and that funds must be distributed based on the CSBG formula.

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

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

Note: the state describes this assurance in the State Linkages and Communication section, item 9.6 of the regular CSBG State Plan.

Please select the applicable response:

- ☒ No change to standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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 in Section 11.3 of the regular CSBG State Plan.

Please select the applicable response:

- X No change to standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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.”

Please select the applicable response:

- X No change to standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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 section 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 of the regular CSBG State Plan.

Please select the applicable response:

- X No change to standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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.

Please select the applicable response:

- X No change to standard assurance in the CSBG State Plan.
- ☐ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

X By checking this box and signing the Cover Sheet SF-424M, the state CSBG authorized official is certifying the assurances set out above.

For convenience for public review, the 2020 Missouri CSBG state plan assurances and responses are inserted below. The full content of the accepted 2020-2021 plan can be accessed here: <https://dss.mo.gov/fsd/csbg/csbg-state-plan-accepted.pdf>

FFY 2020 State Plan

State Plan Assurances/ Regular CSBG Funding

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)**

**SECTION 14
State Use of Funds**

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;

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 request 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.

14.1 Use of Funds Supporting Local Activities

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 (MOUs) with State and local entities. The community action agencies 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..."

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 Missouri Code of State Regulations, 13 CSR 40-24.080. Eligible entities must submit a Request for Proposal annually that describes the service delivery system, which varies according to the eligible entity. 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 and each agency determines the best way to respond to community needs within their annual proposal. Each eligible entity also conducts a Community Needs Assessment (CNA) in their service delivery area to determine the needs of the community. Outcomes are measured using ROMA National Performance indicators and are in accordance with the Office of Community Services Center of Excellence Organizational Standards. CSBG state staff review and approve the RFPs which describe the service delivery system for each agency.

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.

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 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.

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

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

<p>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."</p>
<p><i>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).</i></p>
<p>DSS specifies this assurance in the CSBG contract agreement. The community action agencies (CAAs) work in partnership with local and state agencies, nonprofits, businesses, the faith community, and others to support innovative, creative approaches to meet the purpose of this subtitle. This assurance is reviewed for compliance during the regular monitoring review process.</p>
<p>Eligible Entity Emergency Food and Nutrition Services</p>
<p>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."</p>
<p>DSS specifies this assurance in the CSBG contract agreement. Each community action agency (CAA) providing services will meet the requirements of this assurance as specified in their community action plan. The community action plans submitted by the CAA outlines how these programs operate in their service delivery area. This assurance is reviewed for compliance during the regular monitoring review process.</p>
<p>State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities</p>
<p>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."</p>
<p><i>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.</i></p>

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.

Federal Investigations

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

Funding Reduction or Termination

14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in [section 678C\(b\)](#)." **Yes**

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.

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

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

Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.

Eligible Entity Tripartite Board Representation

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

Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.

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, certify that they are an eligible entity and provide a listing of their board of directors, 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 any 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 agency's requiring corrective action.

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 addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

Section 15: Federal Certifications

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

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

15.2. Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE

AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

- (1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (2) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) For grantees other than individuals, Alternate I applies.
- (4) For grantees who are individuals, Alternate II applies.
- (5) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (6) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (7) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
- (8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of

sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for

the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

Place of Performance (Street address, city, county, state, zip code) **[Narrative, 2500 characters]**

X 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]

X 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.

X 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.

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