

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: DEPARTMENT OF SOCIAL SERVICES MISSO

Report Name: CSBG State Plan

Report Period: 10/01/2023 to 09/30/2024

Report Status: Submitted

Report Sections

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:09/30/2025
COVER PAGE	

* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	* 1.d. Version: <input type="radio"/> Initial <input type="radio"/> Resubmission <input checked="" type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

* a. Legal Name: Missouri Department of Social Services			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 44-6000987		* c. Organizational DUNS: 780870267	
* d. Address:			
* Street 1:	221 West High Street	Street 2:	
* City:	Jefferson City	County:	Cole
* State:	MO	Province:	
* Country:	United States	* Zip / Postal Code:	65102 - 0088

e. Organizational Unit:

Department Name: Missouri Department of Social Services	Division Name: Family Support Division
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Patrick	Middle Name:	* Last Name: Fitzgerald
Suffix:	Title: Program Coordinator	Organizational Affiliation: DSS	
* Telephone Number: (573) 522-2825	Fax Number:	* Email: Patrick.Fitzgerald@dss.mo.gov	

*** 8a. TYPE OF APPLICANT:**
A: State Government

b. Additional Description:

*** 9. Name of Federal Agency:**

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant

11. Descriptive Title of Applicant's Project
Missouri CSBG State Plan

12. Areas Affected by Funding:
Statewide

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant 3	b. Program/Project: Statewide
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Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0

*** 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**

a. This submission was made available to the State under the Executive Order 12372
Process for Review on :
b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

* 17. Is The Applicant Delinquent On Any Federal Debt?

- YES
 NO

Explanation:

18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

****I Agree**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official

18c. Telephone (area code, number and extension)

18d. Email Address

18b. Signature of Authorized Certifying Official



18e. Date Report Submitted (Month, Day, Year)

06/03/2024

Attach supporting documents as specified in agency instructions.

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:09/30/2025
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	

1.1. Identify whether this is a One-Year or a Two-Year Plan	<input type="radio"/> one-year <input checked="" type="radio"/> two-year
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1.1a. Provide the federal fiscal years this plan covers:	Year One 2024	Year Two 2025
-----------------------------------------------------------------	---------------	---------------

1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official 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 regarding the state lead agency and authorized official changed since the last submission of the State Plan? Yes No

If yes, select the fields that have been changed [Check all that apply]

<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name
<input checked="" type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number
<input checked="" type="checkbox"/> Email Address	<input type="checkbox"/> Website	

1.2a. Lead agency

1.2b. Cabinet or administrative department of this lead agency *[Check one and provide a narrative where applicable]*

Community Affairs Department
 Community Services Department
 Governors Office
 Health Department
 Housing Department
 Human Services Department
 Social Services Department
 Other, describe

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official	Missouri Department of Social Services
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1.2d. Authorized Official of the Lead Agency

Name: Robert Knodell	Title: Director
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1.2e. Street Address 221 West High Street

1.2f. City Jefferson City	1.2g. State MO	1.2h. Zip 65102
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1.2i. Telephone number 573 751 - 4815 ext.	1.2j. Fax number 573 751 - 7598
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1.2k. Email address Robert.J.Knodell@dss.mo.gov	1.2l. Lead agency website https://dss.mo.gov
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1.3. 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 the designated agency has changed.

1.4. 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 has changed since the last submission of the State Plan? Yes No

If yes, select the fields that have changed [check all the apply]					
<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Point of Contact	<input checked="" type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input checked="" type="checkbox"/>	Email Address	<input type="checkbox"/>	Website
1.4a. Agency Name Missouri Department of Social Services					
1.4b Point of Contact Name					
Name: Patrick Fitzgerald			Title: Program Coordinator		
1.4c. Street Address		3705 Missouri Boulevard, Floor 2			
1.4d. City		Jefferson City	1.4e. StateMO		1.4f. Zip 65109
1.4g. Telephone Number 573 522 - 2825 ext.		1.4h. Fax Number -			
1.4i. Email Address Patrick.Fitzgerald@dss.mo.gov		1.4j. Agency Website https://dss.mo.gov/fsd/csbg			
1.5. Provide the following information in relation to the State Community Action Association.					
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No					
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No					
If yes, select the fields that have been changed [Check all the apply]					
<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input checked="" type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		
1.5a. Agency Name Missouri Community Action Network					
1.5b. Executive Director or Point of Contact					
Name: Megan Bania			Title: Executive Director		
1.5c. Street Address		3337 Emerald Lane			
1.5d. City		Jefferson City	1.5e. StateMO		1.5f. Zip 65109
1.5g. Telephone number 573 634 - 2969 ext.		1.5h. Fax number -			
1.5i. Email Address mbania@communityaction.org		1.5j. State Association Website https://www.communityaction.org			
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input type="radio"/> Yes <input checked="" type="radio"/> No					

Section 2: State Legislation and Regulation

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

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG Yes No

2.2. CSBG State Regulation:

State has regulations for CSBG Yes No

2.3. Legislation/Regulation Document: *Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.*

State statutory authority for the Missouri CSB Program is identified in RSMo 660.376. The statutes define a community action agency and program and address the composition, number and duties of the board of directors and funding. Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 660.370: <https://revisor.mo.gov/main/OneSection.aspx?section=660.370&bid=31471&hl=> Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 660.372: <https://revisor.mo.gov/main/OneSection.aspx?section=660.372&bid=31472&hl=> Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 660.374: <https://revisor.mo.gov/main/OneSection.aspx?section=660.374&bid=31473&hl=> Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 660.376: <https://revisor.mo.gov/main/OneSection.aspx?section=660.376&bid=31474&hl=> Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 660.512: <https://revisor.mo.gov/main/OneSection.aspx?section=660.512&bid=31494&hl=> The Missouri Code of State Regulations provides the authority for the Department of Social Services to administer income maintenance programs, including CSBG. Missouri Secretary of State- Code of State Regulations (mo.gov). In addition, Missouri uses the Code of State Regulations, which provides the formula for distribution of CSBG funds. 13 CSR 40-24.080 / 13 CSR 40-24.090 Missouri Secretary of State: <https://www.sos.mo.gov/cmsimages/adrules/csr/current/13csr/13c40-24.pdf>

2.4. State Authority:

Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

2.4a. Authorizing Legislation: State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year Yes No

2.4b. Regulation Amendments: State established or amended regulations for CSBG last federal fiscal year Yes No

Section 3: State Plan Development and Statewide Goals

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

**Form Approved
OMB No: 0970-0382
Expires:09/30/2025**

SECTION 3 State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

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

The Missouri Department of Social Services (DSS) is responsible for administering benefit programs including: SNAP, Temporary Assistance, the Low Income Home Energy Program, Victims of Crime Act, Domestic Violence Shelter Services, Childcare Eligibility, MoHealthNet, Alternatives to Abortion, Community Partnerships, Missouri Work Assistance, Division of Youth Services, SkillUP, Excel Centers, Jobs for Americas Graduates, and Rehabilitation Services for the Blind.

3.2. State Plan Goals:

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

(Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.1.)

The state of Missouri Department of Social Services will pursue the following goals for the Community Services Block Grant (CSBG) program: 1) Funding: Issue eligible entities a contract to distribute a minimum of 90% of CSBG funds within thirty (30) days of receipt of funding award from the federal government. 2) Engagement: Host workgroups to gather data and input from the eligible entities regarding programmatic changes. Conduct non-monitoring site visits, approximately nine (9) or ten (10) per year, as well as T/TA upon request. 3) Training/Technical Assistance: Collaborate with the eligible entities and the Missouri Community Action Network (MCAN) to develop a comprehensive training and technical assistance plan to increase the capacity of fulfilling the mission of community action. 4) Assessment: Perform an annual assessment of the CSBG Organizational Performance Standards for eligible entities and provide technical assistance, training, and/or accountability for any agency that does not meet or falls below 100% compliance. 5) Monitoring: Conduct onsite monitoring of entities at least every three years to ensure compliance and issue monitoring reports within sixty (60) days. 6) Professional Development: Attend CSBG related trainings and conferences for professional development opportunities to assist staff with the most recent developments impacting the network. 7) Data: Collect and analyze data for purposes of strengthening and improving development and implementation of programs and achieving measurable outcomes. Continue to improve the efficiency of the Missouri Information System (MIS). 8) Recognition: Promote the accomplishments of individual eligible entities and the Missouri Community Action Network.

3.3. State Plan Development:

Indicate the information and input the state accessed to develop this State Plan.

3.3a. Analysis of state-level tools [Check all that apply and provide additional information where applicable]

State Performance Indicators and/or National Performance Indicators (NPIs)

U.S. Census data

State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)

Monitoring Visits/Assessments

Tools Not Identified Above (specify)

3.3b. Analysis of local-level tools [Check all that applies and provide additional information where applicable]

Eligible Entity Community Needs Assessments

Eligible Entity Community Action Plans

Public Hearings/Workshops

Tools Not Identified Above (e.g., State required reports)[specify]

3.3c. Consultation with [Check all that applies and provide additional information where applicable]

Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)

State Association

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership (NCAP)

Community Action Program Legal Services (CAPLAW)

CSBG Tribal Training and Technical Assistance (T/TA) provider

Regional Performance Innovation Consortium (RPIC)

Association for Nationally Certified ROMA Trainers (ANCRT)

Federal CSBG Office

Organizations not identified above [Specify]

3.4. Eligible Entity Involvement

3.4a. State Plan Development Describe the specific steps the State took in developing the State Plan to involve the eligible entities.

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

In preparation for developing the State Plan, the state agency offered training on the sections of the state plan during the summer of 2022. Additionally, the state agency contracted with the National Association for State Community Service Programs (NASCSPP) for further training regarding the state plan on February 28, 2023. On May 4, 2023, the state agency hosted a work group with the eligible entities to review the current state plan and begin brainstorming changes to the FFY24 and FFY25 state plan. Suggestions were noted and discussed. Discussions were held during the July and August monthly partner calls with the state agency and eligible entities regarding the status of the current draft, various aspects of the state plan, and any ideas that were discussed during the drafting process. The state agency released the approved draft of the state plan for public comment and invited the eligible entities to submit their comments for consideration. Additionally, the eligible entities were invited to attend the virtual public hearing regarding the state plan to further provide their input.

3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:

- 1) encourage eligible entity participation and
- 2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.
If the State is not making any adjustments, provide further detail.

(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)

After consulting with other states that have developed strong practices around state plan development, the state agency offered training regarding the state plan on multiple occasions leading up to instituting a work group to begin providing input for the FFY24 and FFY25 State Plan. Additionally, the state agency continues to adhere to all requirements for hearings and public comment periods, which provide the eligible entities further opportunity for involvement in the state plan development.

3.5. Eligible Entity Overall Satisfaction:

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

Year One	50	Year Two	70
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Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)

Section 4: CSBG Hearing Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:09/30/2025
SECTION 4 CSBG Hearing Requirements	

4.1. Public Inspection:
Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

The state of Missouri advised eligible entities of upcoming opportunities to comment on the draft plan during regular monthly conference calls. Additionally, notification was issued electronically to all eligible entities via email thirty (30) days prior to the scheduled public hearing. In the week leading up to the public hearing, notices were posted on the Department of Social Services (DSS) website and social media. DSS will also place the state plan information on the Departments weekly calendar, send the information through GovDelivery to over 160,000 subscribers, and send through partner networks, such as employment and training providers, state agencies, non-profits, and other stakeholders.

4.2. Public Notice/Hearing:
Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under Section 676(a)(2)(B) of the CSBG Act.

Copies of the draft state plan and information regarding the public hearing were made available to the public, eligible entities, and other stakeholders in July 2023. Additionally, copies were distributed via email to eligible entities and they were encouraged to respond either via phone or email. The public hearing was held 8/11/2023.

4.3. Public and Legislative Hearings:
In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	01/24/2023	201 W Capitol Avenue Jefferson City, MO 65101	Combined	<input checked="" type="checkbox"/>
2	03/01/2023	201 W Capitol Avenue Jefferson City, MO 65101	Combined	<input checked="" type="checkbox"/>
3	08/11/2023	Virtual	Public	<input type="checkbox"/>

NOTE : States can add rows as needed for each hearing as needed

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.
 1/24/2023: <https://house.mo.gov/MediaCenter.aspx?selected=DebateArchive> 3/1/2023: <https://media.senate.mo.gov/DebateArchive/2023/030123/030123.mp3>

Section 5: CSBG Eligible Entities

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

**Form Approved
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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

In the table below, indicate whether each eligible entity in the state, is public or private, the type(s) of entity, and the geographical area served by the entity.

Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	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	Community Action Partnership of North Central Missouri (CAPNCM)	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

5.2. Total number of CSBG eligible entities 19

5.3. Changes to Eligible Entities List:

Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

- Designation and/or Re-Designation
- De-Designations and/or Voluntary Relinquishments

<input type="checkbox"/> Mergers <input checked="" type="checkbox"/> No Changes to Eligible Entities List				
5.3a. Designation and Re-Designation: Identify any new entities that have beendesignated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.				
CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)				
CSBG Eligible Entity	Reason	Delete		
5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.				
Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:09/30/2025	
SECTION 6 Organizational Standards for Eligible Entities		
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i> , for more information on Organizational Standards. Click HERE for IM 138.		
6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period		
<input checked="" type="radio"/> COE CSBG Organizational Standards <input type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> Alternative set of Organizational Standards		
6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.		
N/A		
6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.		
6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:		
1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards		
<input type="radio"/> There were no changes from the previous State Plan submission		
Provide reason for using alternative standards		
N/A		
Describe rigor compared to COE-developed Standards		
N/A		
6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. [Check all that apply and narrative where applicable]		
<input type="checkbox"/> Regulation		
<input type="checkbox"/> Policy		
<input checked="" type="checkbox"/> Contracts with eligible entities		
<input type="checkbox"/> Other, describe:		
N/A		
6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). [Check all that apply.]		
<input type="checkbox"/> Peer-to-peer review (<i>with validation by the State or state-authorized third party</i>)		
<input checked="" type="checkbox"/> Self-assessment (<i>with validation by the State or state-authorized third party</i>)		
<input type="checkbox"/> Self-assessment/peer review with state risk analysis		
<input type="checkbox"/> State-authorized third party validation		
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring		
<input type="checkbox"/> Other		
6.3a. Assessment Process: Describe the planned assessment process.		
Using the Center of Excellence (COE) standards each year, the state agency monitors compliance with the organizational standards. Eligible entities submit supporting documentation in the Organizational Standards Assessment section of the Missouri Information System (MIS) and desk reviews are conducted of all documentation. CSBG staff address any concerns and ensure that each eligible entity is making progress toward meeting each standard by use of a technical assistance plan that identifies each individual responsible for specific steps to be taken in a specific timeframe to resolve the unmet standard. Monitoring will continue on a three-year cycle, including verification of compliance with the COE Organizational Performance Standards.		
6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? <input type="radio"/> Yes <input checked="" type="radio"/> No		
6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption		
Total Number of Exempt Entities: 0		
CSBG Eligible Entity	Description / Justification	Delete

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period			
Year One	95%	Year Two	95%
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and populate the Annual report, Module 1, Table D.2.</i>			

Section 7: State Use of Funds

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:09/30/2025
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.

Historic

Base + Formula

Formula Alone

Formula with Variables

Hold Harmless + Formula

Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.
 The state agency shall allocate mandatory funds (90% of the total award) on the basis of federal fiscal years beginning October 1 as follows: Each of the nineteen CAAs will receive a base amount of two hundred thousand dollars (\$200,000). Of the remaining funds (Mandatory funds-(200,000x 19)), each CAA will receive an amount based on the percentage of poverty population in comparison to the state of Missouri poverty population. The final formula is as follows: (Mandatory funds- (200,000x19)) x (CAA poverty population/total state population). The total state population and the CAA poverty population by geographic area shall be based on the most recent report from the American Community Survey of the United States Census Bureau. The mandatory amount will be determined from the most recent information regarding the CSBG award to Missouri from the U.S. Department of Health and Human Services, Office of Community Services. All awards are contingent on the availability of CSBG funds for that fiscal year, and may be increased or decreased based upon the above listed formula. The Department of Social Services shall issue an electronic Notice of Award to the CAA, specifying the amount of the grant and the basis for the total fund calculation.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? Yes No

7.2. Planned Allocation:
Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 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.

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

Year One	90.00%	Year Two	90.00%
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Central Missouri Community Action (CMCA)	\$1,112,571	
Community Action Agency of St. Louis County (CAASTLC)	\$2,052,337	
Community Action Partnership of St. Joseph (CAPSTJOE)	\$521,817	
Delta Area Economic Opportunity Corporation (DAEOC)	\$754,493	
East Missouri Action Agency (EMAA)	\$887,450	
Economic Security Corporation (ESC)	\$866,298	
Community Action Partnership of North Central Missouri (CAPNCM)	\$422,099	
Jefferson-Franklin Community Action Corporation (JFCAC)	\$811,906	
Missouri Ozarks Community Action, Inc. (MOCA)	\$923,711	
Missouri Valley Community Action Agency (MVCAA)	\$665,351	
North East Community Action Corporation (NECAC)	\$1,153,365	
Community Action Partnership of Northeast Missouri (CAPNEMO)	\$340,512	
Ozark Action, Inc. (OAI)	\$650,242	
Ozarks Area Community Action Corporation (OACAC)	\$2,046,294	
People's Community Action Corporation (PCAC)	\$1,449,497	
South Central Missouri Community Action Agency (SCMCAA)	\$636,644	
Community Action Agency of Greater Kansas City (CAAGKC)	\$2,523,732	
West Central Missouri Community Action Agency (WCMCAA)	\$781,688	
Community Services, Inc. of Northwest Missouri (CSI)	\$308,783	

Total		\$18,908,790
CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Central Missouri Community Action (CMCA)	\$1,112,571	
Community Action Agency of St. Louis County (CAASTLC)	\$2,052,337	
Community Action Partnership of St. Joseph (CAPSTJOE)	\$521,817	
Delta Area Economic Opportunity Corporation (DAEOC)	\$754,493	
East Missouri Action Agency (EMAA)	\$887,450	
Economic Security Corporation (ESC)	\$866,298	
Community Action Partnership of North Central Missouri (CAPNCM)	\$422,099	
Jefferson-Franklin Community Action Corporation (JFCAC)	\$811,906	
Missouri Ozarks Community Action, Inc. (MOCA)	\$923,711	
Missouri Valley Community Action Agency (MVCAA)	\$665,351	
North East Community Action Corporation (NECAC)	\$1,153,365	
Community Action Partnership of Northeast Missouri (CAPNEMO)	\$340,512	
Ozark Action, Inc. (OAI)	\$650,242	
Ozarks Area Community Action Corporation (OACAC)	\$2,046,294	
People's Community Action Corporation (PCAC)	\$1,449,497	
South Central Missouri Community Action Agency (SCMCAA)	\$636,644	
Community Action Agency of Greater Kansas City (CAAGKC)	\$2,523,732	
West Central Missouri Community Action Agency (WCMCAA)	\$781,688	
Community Services, Inc. of Northwest Missouri (CSI)	\$308,783	
Total		\$18,908,790

7.3. Distribution Process:

Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

At least ninety percent (90%) of the CSBG funds will be distributed to nineteen (19) eligible entities. Spending authority is provided through the Missouri General Assembly (GA), which convenes in January of each year. The GA provides spending authority through the appropriations process for all state and federally funded programs and must pass a balanced budget (120 days). The Governor must sign the budget into law (30 days). In August of each year, eligible entities are invited to submit a Request for Proposal and return to CSBG staff (30 days). In September, CSBG staff reviews and approves eligible entity RFPs and Division of Finance and Administrative Services issues contracts (30 days). In October, the federal fiscal year commences. Invoices for reimbursement for expenditures are due by the 10th of each month for the new fiscal period, beginning in November. Invoices are received, reviewed, and processed (10 days). Invoices are paid (10 days).

7.3a Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

- Reimbursement
- Advance
- Hybrid
- Other

N/A

7.4. Distribution Timeframe:

Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? Yes
 No

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.

7.5. Distribution of Funds Performance Management Adjustment:

Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.

The state agency now contracts with agencies upon receipt of the first quarter award for the previous years funding level. The contracts include language stating contract continuation is based on federal allocations.

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

Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.

7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

Year One (0.00%)	5.00	Year Two (0.00%)	5.00
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7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan

Year One	2.50	Year Two	2.50
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7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

Year One	2.00	Year Two	2.00
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7.9. 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.

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
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Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

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

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$400,200.00	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	\$0.00	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	N/A
7.9e. Asset-building programs	\$0.00	N/A
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$1,286,004.00	Support for local community gardens that provide training and education to low-income individuals on how to operate sustainable garden spaces while also supplementing nutritional programs in communities. Support for two Indian Center (Kansas City Indian Center and the Southwest Missouri Indian Center) that provide case management and emergency services for low-income Native Americans in Missouri. Disaster relief funds for low-income Missourians impacted by floods, tornadoes, or other natural disasters. Support for community based programs that provide nutritional support for children in the St. Louis, Missouri area.
7.9g. State charity tax credits	\$0.00	N/A
7.9h. Other activities, specify in column 3	\$64,773.00	Contracted fiscal monitoring.
Total	\$1,750,977.00	

Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$400,200.00	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	\$0.00	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	N/A

7.9e. Asset-building programs	0	N/A
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$1,286,004.00	Support for local community gardens that provide training and education to low-income individuals on how to operate sustainable garden spaces while also supplementing nutritional programs in communities. Support for two Indian Center (Kansas City Indian Center and the Southwest Missouri Indian Center) that provide case management and emergency services for low-income Native Americans in Missouri. Disaster relief funds for low-income Missourians impacted by floods, tornadoes, or other natural disasters. Support for community-based programs that provide nutritional support for children in the St. Louis, Missouri area.
7.9g. State charity tax credits	\$0.00	N/A
7.9h. Other activities, specify in column 3	\$0.00	N/A
Total	\$1,686,204.00	

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.
[Check all that apply and narrative where applicable]

- The state directly carries out all activities (No Partnerships)
- The state partially carries out some activities
- CSBG eligible entities (*if checked, include the expected number of CSBG eligible entities to receive funds*)
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other
Private Organizations

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

7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:
Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

Funding requests can be made formally in compliance with CSBG requirements pursuant to 13 CSR 40-24.100. The discretionary funds are analyzed on a regular basis to move funds when projects are not fully spending their allocation. New projects are based on community needs such as additional funding for community gardens and funding for disasters.

Section 8: State Training and Technical Assistance

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

**Form Approved
OMB No: 0970-0382
Expires:09/30/2025**

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. The T/TA plan should include all planned CSBG T/TA activities funded through the administrative or remainder/discretionary funds of this CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

Note: This information is associated with State Accountability Measure 3Scand pre-populates the Annual Report, Module 1, Table F.1.

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Strategic Planning	
2	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
3	Ongoing / Multiple Quarters	Both	Other	Marketing/Staff Retention - Statewide marketing and staff retention training will be provided to help better guide the eligible entities in their day-to-day operations and formulate effective business models.
4	Ongoing / Multiple Quarters	Both	Reporting	
5	Ongoing / Multiple Quarters	Both	ROMA	
6	Ongoing / Multiple Quarters	Both	Fiscal	
7	Ongoing / Multiple Quarters	Both	Organizational Standards for eligible entities with unmet TAPs and QIPs	
8	Ongoing / Multiple Quarters	Both	Monitoring	
9	Ongoing / Multiple Quarters	Both	Communication	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Technology	
2	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
3	Ongoing / Multiple Quarters	Both	Reporting	
4	Ongoing / Multiple Quarters	Both	ROMA	
5	Ongoing / Multiple Quarters	Both	Fiscal	
6	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
7	Ongoing / Multiple Quarters	Both	Monitoring	
8	Ongoing / Multiple Quarters	Both	Communication	

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 7.9*):

Year One	\$400,200	Year Two	\$400,200
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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.

The state agency engages in frequent (monthly, if not more often) correspondence with the Missouri Community Action Network (state association) regarding the training needs of local agencies. MCAN is a resource for all eligible entities for specific training in response to action plans or emergent needs identified in the community. Annually, MCAN administers a T/TA survey to gather valuable entity feedback to assist in development of T/TA that will be most beneficial to the eligible entities while coordinating with the state agency to ensure that each eligible entities needs are being met. ADSYTECH hosts the system for CSBG and provides technical assistance on the Missouri Information System (MIS) components to eligible entities.

8.2. Organizational Standards Technical Assistance: Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate? Yes No

Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. In order to address any unmet Organizational Standards from the eligible entities, the state agency will engage in one-on-one meetings upon request where the unmet standards are thoroughly discussed and a final decision is made on whether it is satisfied or unsatisfied. TAPs will be issued after both eligible entities and state staff agree with the determination, and guidance is provided on the issuing

TAP process. This provides an opportunity for the eligible entities to request clarification on the standards of their choice, to receive support from the state agency, and to finalize the assessment determination. State staff will also discuss unmet standards through phone calls and emails with the eligible entities. The eligible entities may request a time to meet with state staff to discuss Organizational Standards at any time. The Missouri Community Action Network will also provide annual T/TA before the Organizational Standards review period.

8.3. 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.]*

<input type="checkbox"/>	All T/TA is conducted by the state
<input type="checkbox"/>	CSBG eligible entities <i>(if checked, provide the expected number of CSBG eligible entities to receive funds)</i>
<input type="checkbox"/>	Other community-based organizations
<input checked="" type="checkbox"/>	State Community Action association
<input type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input type="checkbox"/>	National technical assistance provider(s)
<input type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input checked="" type="checkbox"/>	Other External Entities

8.4. CSBG-Funded T/TA Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form

Utilizing the ACSI data, as well as available resources, the state agency will continue to gather information through observation, monitoring, OCS recommendation, and direct interactions with entities to further define and address training needs. Current trainings and projects scheduled for FFY2024 include the Certified Community Action Professional certificate, comprehensive training and technical assistance survey, which informs future trainings, and technical assistance support.

Section 9: State Linkages and Communication

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

Form Approved
OMB No:0970-0382
Expires:09/30/2025

SECTION 9 State Linkages and Communication

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

9.1. State Linkages and Coordination at the State Level:

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

Describe additional information as needed.

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

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

9.2. State Linkages and Coordination at the Local Level:

Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) - (6)).

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

The state agency combined the CSBG and LIHEAP teams to ensure coordination at a state and local level. In FFY23, the state agency and the Weatherization team through the Department of Natural Resources established the practice of meeting monthly to improve coordination between CSBG, LIHEAP, and Weatherization. The state agency coordinates with Temporary Assistance for Needy Families to provide referrals for current participants to received CSBG services. All budgets are routed through the state budget office for approval, and coordination occurs between education and SNAP to ensure quality programming for families in need.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

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

The state agency receives descriptions from eligible entities on how they will link with public and private sector organizations, which ensures effective delivery and coordination of CSBG services. With quality communication and descriptions of programs, entities are able to avoid duplicating services and respond to the immediate needs of those in their catchment area. Information regarding these linkages are confirmed through supporting documentation including Memoranda of Understanding (MOUs) or other partnership agreements. These agreements are examined at a local level and as a part of monitoring every three years. Additionally, emphasis was placed on evaluating current community programs to assist each eligible entity with identifying gaps in services through the Community Needs Assessment process in FFY23.

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps: Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.

The state agency receives descriptions from eligible entities on how they will link with public and private sector organizations, which ensures effective delivery and coordination of CSBG services. With quality communication and descriptions of programs, entities are able to avoid duplicating services and respond to the immediate needs of those in their catchment area. Information regarding these linkages are confirmed through supporting documentation including Memoranda of Understanding (MOUs) or other partnership agreements. These agreements are examined at a local level and as a part of monitoring every three years. Additionally, emphasis was placed on evaluating current community programs to assist each eligible entity with identifying gaps in services through the Community Needs Assessment process in FFY23.

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

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

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

Education will be the key for successfully implementing career pathway programs within each regions identified sectors. Using leveraged resources and labor market data, the workforce system, which include business and education, will build upon current programs and create new strategies to provide training for individuals to find employment in their communities with opportunity for growth. Currently, combined and required partners have independent relationships with education partners. Through sector strategy initiatives and further asset mapping, Missouri intends to create educational pathways that can be seamlessly promoted through the one-stop delivery system. Using strategies, which focus on customer service, sector strategies and career pathways, business leaders, Career and Technical Education and Community College partners, will collaborate to create accessible training programs that meet the needs of businesses and will provide customers with work-based learning. Community Action Agencies (CAAs) have partnerships with community colleges and technical schools throughout the state. Partnerships provide educational opportunities, either through direct access to classroom instruction or collaborations with life skills classes that increase participants capacities to attain educational goals. Many partnerships have formal Memorandums of Understanding delineating responsibilities of each party.

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

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

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

Energy Assistance (EA) is offered in every community in the state of Missouri, processed by 17 of the 19 CAAs. The remaining service areas are covered by two non-profits.

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

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

Eligible entities are required to describe in their Community Action Plans links with faith-based organizations, charitable groups, and community organizations to ensure effective coordination of services, reduce duplication of services, and fill service Section 9 State Linkages and Communication 29 gaps during the annual request for proposal process. During this process, each eligible entity will provide supporting documentation such as MOUs or other agreements. As noted previously, these documents are reviewed during each RFP period and through the three-year monitoring.

9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:
Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

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

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

9.8. Coordination among Eligible Entities and State Community Action Association:
Describe state activities for supporting coordination among the eligible entities and the state community action association.

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

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

9.9. Communication with Eligible Entities and the State Community Action Association:
In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	As needed		Public postings, email, website, social media posts, and hearings held biannually. Monthly network conference calls, emails, website postings, committees.
State Plan Development			Public postings, email,

	As needed		website, social media posts, and hearings held biannually. Monthly network conference calls, emails, website postings, committees.
Organizational Standards Progress	As needed		Monthly network conference calls, emails, website postings, committees.
State Accountability Measures Progress	As needed		Monthly network conference calls, emails, website postings, committees.
Community Needs Assessments/ Community Action Plans	As needed		Monthly network conference calls, emails, website postings, committees.
State Monitoring Plans and Policies	Triennial		Monthly network conference calls, emails, website postings, committees.
Training and Technical Assistance (T/TA) Plans	As needed		Monthly network conference calls, emails, website postings, committees.
ROMA and Performance Management	As needed		Monthly network conference calls, emails, website postings, committees.
State Interagency Coordination	As needed		Monthly network conference calls, emails, website postings, committees.
CSBG Legislative/Programmatic Updates	As needed		Public postings, email, website, social media posts, and hearings held biennially. Monthly network conference calls, emails, website postings, committees.
Tripartite Board Requirements	As needed		Monthly network conference calls, emails, website postings, committees.

9.10. Feedback to Eligible Entities and State Community Action Association:
Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

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

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

9.11. Communication Plan Performance Management Adjustment:
Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

The state continues to host monthly meetings with eligible entities and the state association (MCAN) to work on addressing any needs. As previously described, this includes thorough agendas and meeting minutes from past meetings to ensure that all eligible entities are aware of DSS expectations, deadlines, and information that may be helpful for the agencies; upcoming deadlines, processes, current needs, additional funding resources, and related correspondence from NASCSP, CAPLAW, etc. Additionally, the CSBG staff is engaged with a workgroup to address an increased focus on process improvement and quality assurance within CSBG across the state.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

**Form Approved
OMB No: 0970-0382
Expires:09/30/2025**

SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Central Missouri Community Action (CMCA)	No review					
2	Community Action Agency of St. Louis County (CAASTLC)	Full On-site	Onsite Review	FY1 Q2			
3	Community Action Partnership of St. Joseph (CAPSTJOE)	Full On-site	Onsite Review	FY1 Q2			
4	Delta Area Economic Opportunity Corporation (DAEOC)	No review					
5	East Missouri Action Agency (EMAA)	No review					
6	Economic Security Corporation (ESC)	No review					
7	Community Action Partnership of North Central Missouri (CAPNCM)	No review					
8	Jefferson-Franklin Community Action Corporation (JFCAC)	No review					
9	Missouri Ozarks Community Action, Inc. (MOCA)	Full On-site	Onsite Review	FY1 Q3			
10	Missouri Valley Community Action Agency (MVCAA)	No review					
11	North East Community Action Corporation (NECAC)	No review					
12	Community Action Partnership of Northeast Missouri (CAPNEMO)	Full On-site	Onsite Review	FY1 Q3			
13	Ozark Action, Inc. (OAI)	No review					
14	Ozarks Area Community Action Corporation (OACAC)	Full On-site	Onsite Review	FY1 Q3			
15	People's Community Action Corporation (PCAC)	No review					
16	South Central Missouri Community Action Agency (SCMCAA)	No review					
17	Community Action Agency of Greater Kansas City (CAAGKC)	No review					
18	West Central Missouri Community Action Agency (WCMCAA)	Full On-site	Onsite Review	FY1 Q3			
19	Community Services, Inc. of Northwest Missouri (CSI)	Full On-site	Onsite Review	FY1 Q3			
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Central Missouri Community Action (CMCA)	Full On-site	Onsite Review	FY2 Q2			
2	Community Action Agency of St. Louis County (CAASTLC)	No review					

3	Community Action Partnership of St. Joseph (CAPSTJOE)	No review					
4	Delta Area Economic Opportunity Corporation (DAEOC)	No review					
5	East Missouri Action Agency (EMAA)	No review					
6	Economic Security Corporation (ESC)	No review					
7	Community Action Partnership of North Central Missouri (CAPNCM)	No review					
8	Jefferson-Franklin Community Action Corporation (JFCAC)	Full On-site	Onsite Review	FY2 Q2			
9	Missouri Ozarks Community Action, Inc. (MOCA)	No review					
10	Missouri Valley Community Action Agency (MVCAA)	No review					
11	North East Community Action Corporation (NECAC)	Full On-site	Onsite Review	FY2 Q3			
12	Community Action Partnership of Northeast Missouri (CAPNEMO)	No review					
13	Ozark Action, Inc. (OAI)	Full On-site	Onsite Review	FY2 Q3			
14	Ozarks Area Community Action Corporation (OACAC)	No review					
15	People's Community Action Corporation (PCAC)	No review					
16	South Central Missouri Community Action Agency (SCMCAA)	Full On-site	Onsite Review	FY2 Q3			
17	Community Action Agency of Greater Kansas City (CAAGKC)	No review					
18	West Central Missouri Community Action Agency (WCMCAA)	No review					
19	Community Services, Inc. of Northwest Missouri (CSI)	No review					

10.2. Monitoring Policies:

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

Attached

10.3. Initial Monitoring Reports:

According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

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

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

10.4. Closing Findings:

Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? Yes No

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

N/A

10.5. Quality Improvement Plans (QIPs):

Provide the number of eligible entities currently on QIPs, if applicable.

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

0

10.6. Reporting of QIPs:

Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

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

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

10.7. Assurance on Funding Reduction or Termination:

The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced

below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8). Yes No

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

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

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

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

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

10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities Yes No

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

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

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

10.10a. If Yes, provide the citation(s) of the law and/or regulation.

10.10b. If No, describe State procedures for re-designation of existing eligible entities.
The Missouri Department of Social Services will adhere to the requirements of Section 678C of the CSBG Act and the federal guidance provided in Office of Community Services, CSBG Information Memorandum, and Transmittal No. 116 to terminate the designation of eligible entities.

Fiscal Controls and Audits and Cooperation Assurance

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

The state agency meets this section through the Statewide Accounting for Missouri (SAMII), Public Cost Allocation Plan (PACAP), and cost allocation system. Under the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards Subpart E, Cost Principles (2 CFR 200.403), costs must meet specific criteria to be allowable under the federal award. The Department ensures that costs are as followed: necessary and reasonable to the federal benefit program, allocable to the federal benefit program, allowable under the requirements of the federal benefit program, are consistent with policies and procedures of the state agency, are determined in accordance with generally accepted Section 10 Monitoring, Corrective Action, and Fiscal Controls 35 accounting principles (GAAP), are not included as a cost or used to meet cost sharing or matching requirements of any other federal benefit program, and are adequately documented. Approved expenditures are submitted for processing in the SAMII with a unique coding structure to identify the cost by category and fiscal year to ensure funds are drawn, disbursed, and reported accordingly. On a quarterly basis, all financial information is extracted from the SAMII and imported into the cost allocation system. The cost allocation system identifies the costs using the unique coding structure from SAMII and further categorizes the costs according to function of program objectives for allocation to an intermediate, and/or final cost center according to allocation methodologies outlined in the corresponding quarterly PACAP. Following completion of the quarterly cost allocation process, reports are generated from the cost allocation system reflecting the total allocated costs by benefit program/final receiver. The cost allocation system reports are reviewed, approved, and used to prepare the SF-425 Federal Financial Report(s) accurately and timely.

10.12. Single Audit Management Decisions:
Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

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

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

10.13. 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

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

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

10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations.
N/A

10.14. Monitoring Procedures Performance Management Adjustment:
Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

Updates are made to the CSBG Program Monitoring Tool and the CSBG Documentation Guide to Organizational Standards on a regular basis (as

needed). Updates to both documents were made since the last writing of the state plan to streamline the process by which the eligible entities are assessed.

Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:09/30/2025
SECTION 11 Eligible Entity Tripartite Board	

11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[*Check all that applies and narrative where applicable*]

<input type="checkbox"/> Attend Board meetings
<input checked="" type="checkbox"/> Organizational Standards Assessment
<input checked="" type="checkbox"/> Monitoring
<input checked="" type="checkbox"/> Review copies of Board meeting minutes
<input checked="" type="checkbox"/> Track Board vacancies/composition
<input type="checkbox"/> Other

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

<input type="radio"/> Annually
<input type="radio"/> Semiannually
<input type="radio"/> Quarterly
<input type="radio"/> Monthly
<input checked="" type="radio"/> As it Occurs
<input type="radio"/> Other

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

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

Missouri has requirements to assure the Acts Section 676(B) board composition requirements are met. Eligible entities are contractually required to maintain a board of directors structure as defined in the Act, officers and annual attendance records and by-laws at the time of contracting, as well as provide an updated list when changes to the board occur. Eligible entities also provide documentation that low-income board representatives reside in the neighborhood served and that local elected officials hold office on the date selected. Eligible entities are contractually required to notify the state agency 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 state agency for consideration. Eligible entities are also required to submit electronic copies of board meeting notices, meeting agendas and meeting minutes no later than thirty (30) days after approval of all board meeting minutes. This information is used to monitor the compliance of the tripartite board requirements and identify and potential areas of concern regarding the operation of the eligible entities organization. Tripartite Board requirements are reviewed and documented during the monitoring process. Board membership and participation are reviewed in detail and discussed with the executive director and board members during the on-site monitoring visit. The monitoring tool contains 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 eligible entities requiring corrective action.

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

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

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Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:09/30/2025
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input type="radio"/> 125% of the HHS poverty line <input checked="" type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
200%	% <i>[Response Option: numeric field]</i>
12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
The State CSBG office outlines the requirement for eligible entities to serve individuals/families at or below 200% of the federal poverty level in the contract. Eligible entities develop a process to calculate income and family/household composition.	
12.2. Income Eligibility for General/Short-Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.	
Eligible entities are required to outline their procedures for verifying income eligibility within their community action plan. Eligible entities are expected to provide safeguards, as practicable, to ensure that program participants meet income eligibility. Eligibility determinations are reviewed on-site during regular monitoring visits.	
12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).	
Eligible entities are required to outline their strategies for targeting services designed to provide a community-wide benefit in their annual community action plan through the use of strategic planning based upon the results of data analysis from the Community Needs Assessment. Targeting development of partnerships with organizations such as schools, senior centers, and low income housing entities are key providing community services.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:09/30/2025
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
13.1. Performance Measurement System: Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module I, Item I.1.</i>	
<input checked="" type="radio"/> The Results Oriented Management and Accountability (ROMA) System	
<input type="radio"/> Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act	
<input type="radio"/> An alternative system for measuring performance and results	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
Results Oriented Management and Accountability measures are used as a framework to enable eligible entities to deliver programs addressing local needs. Federal guidance allows eligible entities to identify specific outcomes and performance measures. All outcomes and measures must be connected to one of the three national community action goals. National Performance Indicators are used by all 19 eligible entities to measure change at the family, community, and agency level. All Missouri eligible entities must link performance results through the Results Oriented Management and Accountability (ROMA) programs national goals and outcomes measures providing by the Office of Community Services (OCS) Monitoring and Assessment Task Force. CAAs and discretionary funded recipients are required to report outcomes to state CSBG office staff through the Missouri Information System (MIS) on a regular basis, ideally real-time.	
13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.	
Results Oriented Management and Accountability measures are used as a framework to enable eligible entities to deliver programs addressing local needs. Federal guidance allows eligible entities to identify specific outcomes and performance measures. All outcomes and measures must be connected to one of the three national community action goals. National Performance Indicators are used by all 19 eligible entities to measure change at the family, community, and agency level. All Missouri eligible entities must link performance results through the Results Oriented Management and Accountability (ROMA) programs national goals and outcomes measures providing by the Office of Community Services (OCS) Monitoring and Assessment Task Force. CAAs and discretionary funded recipients are required to report outcomes to state CSBG office staff through the Missouri Information System (MIS) on a regular basis, ideally real-time.	
13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
Results Oriented Management and Accountability measures are used as a framework to enable eligible entities to deliver programs addressing local needs. Federal guidance allows eligible entities to identify specific outcomes and performance measures. All outcomes and measures must be connected to one of the three national community action goals. National Performance Indicators are used by all 19 eligible entities to measure change at the family, community, and agency level. All Missouri eligible entities must link performance results through the Results Oriented Management and Accountability (ROMA) programs national goals and outcomes measures providing by the Office of Community Services (OCS) Monitoring and Assessment Task Force. CAAs and discretionary funded recipients are required to report outcomes to state CSBG office staff through the Missouri Information System (MIS) on a regular basis, ideally real-time.	
13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
Eligible entities submit a community action plan (work plan) to the state agency for programming across each fiscal year. These work plans identify needs based on their Community Needs Assessment, strategies from their Strategic Plan, and individual programs with performance indicators and services, as identified through Results Oriented Management and Accountability (ROMA). The state agency facilitates training and technical assistance for eligible entities, as needed, for support on ROMA. Each eligible entity must have a ROMA certified professional on staff, or have a contract with a nearby certified ROMA professional.	
13.4. Eligible Entity Use of Data: Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
Each eligible entity is required to utilize ROMA principles as they track their progress and achievement of national performance indicators. As programs acquire or fail to acquire the targeted outcomes, conversations are held between the eligible entities and state staff to assess the necessity of the programs. If needed, T/TA is offered to the eligible entities regarding evidenced-based programming that is shown to be successful in the work of community action.	
Community Action Plans and Needs Assessments	
13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
Each entity is required to submit a Community Action Plan (work plan) annually as part of the contracting process in order to comply with the fiscal and	

administrative CSBG program.

13.6. Community Needs Assessment:

Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

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

The state agency requires a community needs assessment to be completed at least once every three years by each CSBG eligible entity. The assessment summary must outline key data points, the top needs identified in the community based on data/survey results, an assessment of the existing resources, and identification of gaps in services to be filled by each eligible entity. Community needs assessments may be amended, as needed.

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)

Form Approved
OMB No: 0970-0382
Expires:09/30/2025

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- (i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);**
- (ii) to secure and retain meaningful employment;**
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;**
- (iv) to make better use of available income;**
- (v) to obtain and maintain adequate housing and a suitable living environment;**
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;**
- (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -**
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and**
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;**

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

Needs of Youth

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

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

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

The state agency specifies this assurance in the CSBG contract agreement. The state agency will assure that CSBG funds will be used for the purposes outlined above via review of the Request for Proposal, which includes the work plan, helping to ensure that youth development remains a service provided by the eligible 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 eligible entities to ensure that programs that 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)

The state agency specifies this assurance in the CSBG contract agreement. The state agency encourages formal Memoranda of Understanding (MOU) with state and local entities. The eligible entities work in partnership with local state agencies, nonprofits, private business, faith community, and others to coordinate 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;

Eligible entities are required to describe in their community action plans (work 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 work plans to the state agency, which are confirmed through supporting documentation, including Memoranda of Understanding (MOUs) or other partnership agreements. The state agency examines these partnerships at the local level as part of eligible entity monitoring every three years to verify the linkages described in their community action plans.

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.

The state agency receives descriptions from eligible entities on how they will link with public and private sector organizations, which ensures effective delivery and coordination of CSBG services. With quality communication and descriptions of programs, entities are able to avoid duplicating services and respond to the immediate needs of those in their catchment area. Information regarding these linkages are confirmed through supporting documentation including Memoranda of Understanding (MOUs) or other partnership agreements. These agreements are examined at a local level and as a part of monitoring every three years. Additionally, emphasis was placed on evaluating current community programs to assist each eligible entity with identifying gaps in services through the Community Needs Assessment process in FFY23.

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.

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

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

14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).

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

Eligible Entity Emergency Food and Nutrition Services

14.4. 676(b)(4) Describe how the state will assure "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."

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

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."

Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

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

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

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

Funding Reduction or Termination

14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." 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 Acts Section 676(B) board composition requirements are met. Eligible entities are contractually required to maintain a board of directors structure as defined in the Act, officers and annual attendance records and by-laws at the time of contracting, as well as provide an updated list when changes to the board occur. Eligible entities also provide documentation that low-income board representatives reside in the neighborhood served and that local elected officials hold office on the date selected. Eligible entities are contractually required to notify the state agency 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 state agency for consideration. Eligible entities are also required to submit electronic copies of board meeting notices, meeting agendas and meeting minutes no later than thirty (30) days after approval of all board meeting minutes. This information is used to monitor the compliance of the tripartite board requirements and identify and potential areas of concern regarding the operation of the eligible entities organization. Tripartite Board requirements are reviewed and documented during the monitoring process. Board membership and participation are reviewed in detail and discussed with the executive director and board members during the on-site monitoring visit. The monitoring tool contains 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 eligible entities 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 provides information for each of the assurances directly in section 14 or in corresponding items

throughout the State Plan, which are included as hyperlinks in section 14.



By checking this box, the state CSBG authorized official is certifying the assurances set out above.

Section 15: Federal Certifications

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

Form Approved
OMB No:0970-0382
Expires:09/30/2025

SECTION 15
Federal Certifications

15.1. CERTIFICATION REGARDING 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.

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING 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)

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]

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. 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

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.

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING 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.

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.