

# CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Missouri

Report Name: CSBG State Plan Report

Period: 10/01/2019 to 09/30/2021 Report

Status: Saved -- with Errors

## Report Sections

1. CSBG Cover Page (SF-424M) .....	2
2. Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter .....	4
3. Section 2: State Legislation and Regulation .....	6
4. Section 3: State Plan Development and Statewide Goals .....	7
5. Section 4: CSBG Hearing RequirementsÂ .....	9
6. Section 5: CSBG Eligible Entities .....	10
7. Section 6: Organizational Standards for Eligible Entities .....	12
8. Section 7: State Use of Funds .....	14
9. Section 8: State Training and Technical Assistance .....	18
10. Section 9: State Linkages and Communication .....	20
11. Section 10: Monitoring, Corrective Action, and Fiscal Controls .....	23
12. Section 11: Eligible Entity Tripartite Board .....	27
13. Section 12: Individual and Community Eligibility Requirements .....	28
14. Section 13: Results Oriented Management and Accountability (ROMA) System .....	29
15. Section 14: CSBG Programmatic Assurances and Information Narrative .....	31
16. Section 15: Federal CertificationsÂ .....	34

## CSBG Cover Page (SF-424M)

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>			Form Approved OMB No: 0970-0382 Expires:06/30/2021		
<b>COVER PAGE</b>					
* 1.a. Type of Submission: <b>Plan</b>	* 1.b. Frequency: <b>Other (2 Year)</b>	* 1.c. Consolidated Application/Plan/Funding Request?  Explanation:	* 1.d. Version: <b>Initial</b>		
		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:		
<b>7. APPLICANT INFORMATION</b>					
* a. Legal Name: <b>Missouri Department of Social Services</b>					
* b. Employer/Taxpayer Identification Number (EIN/TIN): <b>44-6000987</b>			* c. Organizational DUNS: <b>780870267</b>		
* d. Address:					
* Street 1:	221 West High Street	Street 2:			
* City:	Jefferson City	County:			
* State:	MO	Province:			
* Country:	United States	* Zip / Postal Code:	65102 - 0088		
e. Organizational Unit:					
Department Name: <b>Department of Social Services</b>			Division Name:		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:	* First Name: <b>Heather</b>	Middle Name: <b>L</b>	* Last Name: <b>Howell</b>		
Suffix:	Title: <b>CSBG Program Manager</b>	Organizational Affiliation: <b>Family Support Divison, Community Support Unit</b>			
* Telephone Number: <b>(573) 751-3595</b>	Fax Number <b>(573) 522-9557</b>	* Email: <b>Heather.L.Howell@dss.mo.gov</b>			
* 8a. TYPE OF APPLICANT: <b>A: State Government</b>					
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 <b>Missouri CSBG State Plan</b>					
12. Areas Affected by Funding: <b>Statewide</b>					
13. CONGRESSIONAL DISTRICTS OF:					
* a. Applicant <b>3</b>			b. Program/Project: <b>Statewide</b>		
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 (\$): <b>\$0</b>		b. Match (\$): <b>\$0</b>	

<b>* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?</b>	
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.	
<b>* 17. Is The Applicant Delinquent On Any Federal Debt?</b>	
<input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <b>**I Agree</b> <input type="checkbox"/>	
** 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)
<b>Attach supporting documents as specified in agency instructions.</b>	

# 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:06/30/2021	
<h2 style="margin: 0;">SECTION 1</h2> <h3 style="margin: 0;">CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</h3>			
1.1 Identify whether this is One-Year or a Two-Year Plan		<input type="radio"/> One-Year <input checked="" type="radio"/> Two-Year	
1.1a Provide the Federal Fiscal Years this plan covers:		Year One 2020	Year Two 2021
1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.			
<i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency has changed since the last submission of the state plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Business Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
1.2a. Lead agency			
1.2b. Cabinet or administrative department of this lead agency <i>[Select one option and narrative where applicable]</i>			
<input type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official			
1.2d. Authorized official of the lead agency			
Name: Jennifer Tidball		Title: Acting Director of Missouri Department of Social Services	
1.2e. Street Address: 221 West High Street			
1.2f. City: Jefferson City		1.2g. State: MO	1.2h. Zip 65102
1.2i. Telephone number and extension ( 573 ) 751 - 4815 ext.		1.2j. Fax number: ( 573 ) 751- 3203	
1.2k. Email address: Jennifer.R.Tidball@dss.mo.gov		1.2l. Lead agency website: <a href="https://dss.mo.gov/">https://dss.mo.gov/</a>	
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 in regards to the state point of contact has changed since the last submission of the state plan?  Yes  No

If yes, Provide the date of change and select the fields that have been updated [Date Picker](#) and [Check all the apply](#) 03/16/2019

<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 checked="" type="checkbox"/>	Fax Number	<input checked="" type="checkbox"/>	Email Address	<input type="checkbox"/>	Website

1.4a. Agency Name

1.4b Point of Contact Name

Name: [Heather Howell](#) Title: [CSBG Program Manager](#)

1.4c. Street address 3418 Knipp Drive Suite A2

1.4d. City 1.4e. State [MO](#) 1.4f. Zip

1.4g. Telephone Number ( 573 ) 751 - 3595 ext. 1.4h. Fax Number ( 573 ) 522 - 9557

1.4i. Email Address [Heather.L.Howell@dss.mo.gov](mailto:Heather.L.Howell@dss.mo.gov) 1.4j. Agency Website [www.dss.mo.gov](http://www.dss.mo.gov)

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.  Yes  No

Has Information in regards to the state Community Action Association has changed since the last submission of the state plan?  Yes  No

If yes, Provide the date of change and select the fields that have been updated [Date Picker](#) and [Check all the apply](#) 08/27/2018

<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 type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		

1.5a. Agency Name

1.5b Executive Director or Point of Contact

Name: [Dawna Fogarty](#) Title: [Executive Director](#)

1.5c. Street address

1.5d. City 1.5e. State 1.5f. Zip [zip](#)

1.5g. Telephone number ( ) - ext. 1.5h. Fax number ( ) -

1.5i. Email Address Website 1.5j. State Association

1.5k. State Association serves as the Regional Performance Innovation Consortia (RPIC) lead  Yes  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 CSBG Program is identified in RSMo 660.370 through 660.376. The statutes define a community action agency and program and address the composition, number and duties of boards of directors and funding.  
<http://www.moga.mo.gov/mostatutes/stathtml/66000003701.html> <http://www.moga.mo.gov/mostatutes/stathtml/66000003721.html>  
<http://www.moga.mo.gov/mostatutes/stathtml/66000003741.html> <http://www.moga.mo.gov/mostatutes/stathtml/66000003761.html> The Missouri Code of State Regulations provides the authority for the Family Support Division to administer income maintenance programs, including CSBG.  
<https://www.sos.mo.gov/cmsimages/adrules/csr/current/13csr/13c40-1.pdf> In addition, Missouri uses the Code of State Regulations which provides the formula for distribution of CSBG funds. <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

**2.4c. Designation:** State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency  Yes  No

## Section 3: State Plan Development and Statewide Goals

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

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### SECTION 3

#### State Plan Development and Statewide Goals

**3.1. CSBG Lead Agency Mission and Responsibilities:**

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

The Missouri Department of Social Service's mission is to lead the nation in building capacity of individuals, families, and communities to secure and sustain healthy, safe, and productive lives. The Department of Social Services is responsible for strategic management and coordination of a myriad of programs providing access to child support services, healthcare, food assistance, child care, blind rehabilitative services, temporary assistance, job training, and adoption. While many programs provide needed financial assistance and services, other work to assist citizens in obtaining self-sufficiency and reducing dependency on government.

**3.2. State Plan Goals:**

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

*(Note: This 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, Family Support Division will pursue the following goals for the Community Services Block Grant (CSBG) Program: 1) 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) Develop and implement strategies to extend partnerships among state agencies and other entities to enhance the effectiveness of the community action network to achieve common goals. 3) Collaborate with the eligible entities and the Missouri Community Action Network (MCAN), to develop a comprehensive training and technical assistance plan increasing capacity to fulfill the mission of community action. 4) Perform annual assessment of the CSBG Organizational Performance Standards for eligible entities, providing technical assistance for any agency that does not meet or falls below 100% compliance. 5) Conduct onsite monitoring of entities at least every three years to ensure compliance and issuing monitoring reports within 60 days. 6) Attend CSBG related trainings and conferences for professional development opportunities to assist staff with staying informed on the most recent developments impacting the network. 7) Collect and analyze data for purposes of strengthening and improving programs and achieving measurable outcomes. 8) Promote the accomplishments of 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 narrative where applicable]*

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census data
- State performance management data *(e.g., accountability measures, ACSI survey information, and/or other information from annual reports)*
- Monitoring Visits/Assessments
- Tools not identified above *(specify)*

**3.3b. Analysis of local-level tools** *[Check all that apply and narrative 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 narrative 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 (The Partnership)
- 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. 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 15a(ii) and may pre-populate the State's annual report form)*

The steps taken include: a) CSBG staff meet monthly or as needed with representatives from the Missouri Community Action Network (MCAN), the state association, to discuss network needs. b) CSBG staff meets with the Missouri Community Action Directors Association (MCADA), the chief executives of the eligible entities, to discuss network needs and challenges at the invitation of MCADA. c) There are several professional alliance committees that meet regularly. The CSBG staff meet quarterly with the committees to engage in discussions addressing questions, concerns, and requests. d) The CSBG staff meets with eligible entity Chief Executives and key staff as part of the CSBG monitoring process. e) The Department of Social Services, Family Support Division, and Community Support Unit distributes the CSBG State Plan to key stakeholders, including eligible entities, in advance of and conducts a hearing in accordance with CSBG Statute, to seek feedback. f) CSBG staff visited every eligible entity over the past year to meet with key staff and hold informal discussions concerning CSBG activities.

**3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous 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 15b(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)*

The Family Support Division, CSBG Unit has developed more inclusive procedures supporting the engagement and participation of the CSBG State network in planning through the following efforts: a) Retooled the monthly conference call protocol to: a. Encourage 100% participation network wide; b. Circulate the monthly call agenda in advance; c. Provide minutes of each call; d. Follow a conference call format including the discussion of standing agenda items including approval of prior month's minutes and agency updates for network wide information sharing; b) Implemented the utilization of work groups for development of network tools and resources (such as monitoring tool work group that included prior year monitorees to obtain feedback for monitoring process revisions). c) Restructured to improve relationships with entities including: a. Created the Community Initiatives Section (including CSBG) that reports directly to the Family Support Division Director; b. Assigned entities to one of two liaisons to provide more of an opportunity for direct engagement; c. Introduced site visits outside of regular monitoring; d. Focused on enhancing network wide communication; e. Promoted transparency of state office operations; f. CSBG staff led workshops at the annual and national conferences.

**3.5. Eligible Entity Overall Satisfaction:**

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

Year One	58	Year Two	68
----------	----	----------	----

**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)**

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### 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 Department of Social Services, Family Support Division invited the public to review and comment on the draft State Plan using the following means: a) advised eligible entities of the upcoming opportunity to review and comment on the draft plan during regular monthly conference calls; b) distributed the notice electronically to all eligible entities; c) notified discretionary funded providers via email; d) posted notices on bulletin boards in the Missouri State Capitol and at the Howerton (FSD Central Office) and Knipp (CSBG physical location) Office Buildings; e) provides notice electronically to Missouri legislators through house and senate designated contacts; f) notified the Missouri Office of Administration for inclusion on the public open meeting notice statewide website; g) various social media posts; h) publication in the four largest newspapers in Missouri a week in advance of the hearing date; and I) the hearing notice and draft CSBG State Plan was posted to the Department of Social Services website. For members of the public without internet access, paper copies of the plan are provided upon request.

**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.**

See 4.1 above. The public hearing and draft plan were publicized beginning July 18, 2019 and was available electronically and hard copy (paper) upon request. Eligible entities were encouraged to distribute the draft plan to interested stakeholders. Comments were accepted verbally and in writing through 5 pm on Tuesday, August 6, 2019, an additional week after the public hearing.

**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	07/30/2019	Governor's Office Building, 200 Madison Street, Room 316, Jefferson City, MO	Public	<input type="checkbox"/>

**4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.**

## Section 5: CSBG Eligible Entities

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

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

*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 (CAATSLC)	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, Pemiscolt, Scott, Stoddard	Non-Profit	Community Action Agency
5	East Missouri Action Agency (EMAA)	Bollinger, Cape Girardeau, Iron, Madison, Perry, St. Francois, Ste. Genevieve, Washington	Non-Profit	Community Action Agency
6	Economic Security Corporation (ESC)	Barton, Jasper, McDonald, Newton	Non-Profit	Community Action Agency
7	Green Hills Community Action Agency (GHCAA)	Caldwell, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putnam, Sullivan	Non-Profit	Community Action Agency
8	Jefferson-Franklin Community Action Corporation (JFCAC)	Franklin, Jefferson	Non-Profit	Community Action Agency
9	Missouri Ozarks Community Action, Inc. (MOCA)	Camden, Crawford, Gasconade, Laclede, Maries, Miller, Phelps, Pulaski	Non-Profit	Community Action Agency
10	Missouri Valley Community Action Agency (MVCAA)	Carroll, Chariton, Johnson, Lafayette, Pettis, Ray, Saline	Non-Profit	Community Action Agency
11	North East Community Action Corporation (NECAC)	Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Shelby, St. Charles, Warren	Non-Profit	Community Action Agency
12	Community Action Partnership of Northeast Missouri (CAPNEMO)	Adair, Clark, Knox, Scotland, Schuyler	Non-Profit	Community Action Agency
13	Ozark Action, Inc. (OAI)	Douglas, Howell, Oregon, Ozark, Texas, Wright	Non-Profit	Community Action Agency
14	Ozarks Area Community Action Corporation (OACAC)	Barry, Christian, Dade, Dallas, Greene, Lawrence, Polk, Stone, Taney, Webster	Non-Profit	Community Action Agency
15	People's Community Action Corporation (PCAC)	The City of St. Louis and Wellston	Non-Profit	Community Action Agency
16	South Central Missouri Community Action Agency (SCMCAA)	Butler, Carter, Dent, Reynolds, Ripley, Shannon, Wayne	Non-Profit	Community Action Agency
17	Community Action Agency of Greater Kansas City (CAAGKC)	Clay, Jackson, Platte	Non-Profit	Community Action Agency
18	West Central Missouri Community Action Agency (WCMCAA)	Bates, Benton, Cass, Cedar, Henry, Hickory, Morgan, St. Clair, Vernon	Non-Profit	Community Action Agency
19	Community Services, Inc. of Northwest Missouri (CSI)	Atchison, Gentry, Holt, Nodaway, Worth	Non-Profit	Community Action Agency

**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
- Mergers
- No Changes to Eligible Entities List

**5.3a Designation and Re-Designation:** Identify any new entities that have been designated 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 each listed in the prior year 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)

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### SECTION 6 Organizational Standards for Eligible Entities

**Note:** Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, 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

COE CSBG Organizational Standards  Modified version of COE CSBG Organizational Standards  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.

**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

There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

**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]*

- Regulation
- Policy
- Contracts with eligible entities
- Other, describe:

**6.3. Organizational Standards Assessment:** Describe how the State assess eligible entities against organizational standards this federal fiscal year(s). *[Check all that apply.]*

- Peer-to-peer review *(with validation by the State or State-authorized third party)*
- Self-assessment *(with validation by the State or State-authorized third party)*
- Self-assessment/peer review with State risk analysis
- State-authorized third party validation
- Regular, on-site CSBG monitoring
- Other

**6.3a. Assessment Process:** Describe the planned assessment process.

The Department of Social Services, Family Support Division CSBG Unit staff monitors compliance with organizational standards using the Center of Excellence (COE) standards annually. Eligible entities submit supporting documentation for all standards via the Organizational Standards Assessment System annually. Desk reviews for compliance are conducted. CSBG Unit staff review documentation and resolve any concerns with the eligible entity to verify compliance with standards during the cure period. Agencies must demonstrate they meet all standards or are making reasonable progress in meeting standards with the development of a technical assistance plan identifying the individual responsible, steps to be taken and expected timeframe for achievement of any unmet standard. The CSBG Unit staff will continue to monitor each eligible entity on the regular three year cycle on site, 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)?  Yes  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	100%	Year Two	100%
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Note: Item 6.5 is associated with [State Accountability Measures 6Sa](#) and prepopulate the Annual report, Module 1, Table D.2.

## 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:06/30/2021

### SECTION 7 State Use of Funds

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

**7.1. Formula:**

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

Base + Formula

**7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.**

The Department of Social Services, Family Support Division shall allocate the mandatory funds on the basis of federal fiscal years beginning October 1 as follows: (A) A portion of the mandatory funds shall be distributed such that each CAA shall receive a base amount of two hundred thousand dollars (\$200,000); (B) The portion of mandatory funds remaining after deducting the sum of the base amount awarded to CAAs shall be distributed based on the CAAs poverty population relative to the state's total poverty population utilizing the following formula:  $((\text{Total mandatory funds}) \div (\$200,000 \times \# \text{ of CAAs})) \times (\text{poverty population of the CAA} / \text{total state poverty population}) = \text{CAA poverty population allocation}$  1. Total state poverty population shall be the total poverty population according to the most recent data published annually by the American Community Survey of the United States Census Bureau. 2. The poverty population of the designated geographic area served by a CAA shall be the total poverty population within the area as determined by the most recent data published by the American Community Survey of the United States Census Bureau. (3) Allocations of mandatory funds to CAAs shall be based on the most recent information on availability and amounts of CSBG funding to be awarded to Missouri by the U.S. Department of Health and Human Services, Office of Community Services as of the date that the Family Support Division issues the award. Any and all distributions to CAAs are contingent on the availability of CSBG funds for that fiscal year. The division may increase or decrease the funds awarded to a CAA during the grant term depending on the availability of CSBG funds awarded to the state of Missouri by the United States Department of Health and Human Services, Office of Community Services, for the administration of the CSBG program. Any increase or decrease in the amount awarded to a CAA shall be based upon the formula set forth in subsection (2)(B) of this rule. (4) The division shall issue a Notice of Award to the CAA. The Notice of Award shall specify the amount of the grant and the basis for the Family Support Division's Calculation. The Notice of Award shall be issued electronically.

**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.

<b>Year One</b>	90.00%	<b>Year Two</b>	90.00%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Central Missouri Community Action (CMCA)	\$1,078,281	
Community Action Agency of St. Louis County (CAASTLC)	\$1,819,300	
Community Action Partnership of St. Joseph (CAPSTJOE)	\$520,271	
Delta Area Economic Opportunity Corporation (DAEOC)	\$727,309	
East Missouri Action Agency (EMAA)	\$817,500	
Economic Security Corporation (ESC)	\$731,991	
Green Hills Community Action Agency (GHCAA)	\$404,045	
Jefferson-Franklin Community Action Corporation (JFCAC)	\$752,564	
Missouri Ozarks Community Action, Inc. (MOCA)	\$836,418	
Missouri Valley Community Action Agency (MVCAA)	\$625,812	
North East Community Action Corporation (NECAC)	\$1,080,207	
Community Action Partnership of Northeast Missouri (CAPNEMO)	\$329,968	

Ozark Action, Inc. (OAI)	\$614,220
Ozarks Area Community Action Corporation (OACAC)	\$1,810,813
People's Community Action Corporation (PCAC)	\$1,443,456
South Central Missouri Community Action Agency (SCMCAA)	\$589,523
Community Action Agency of Greater Kansas City (CAAGKC)	\$2,506,116
West Central Missouri Community Action Agency (WCMCAA)	\$745,287
Community Services, Inc. of Northwest Missouri (CSI)	\$311,194
<b>Total</b>	<b>\$17,744,275</b>

CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Central Missouri Community Action (CMCA)	\$1,078,281	
Community Action Agency of St. Louis County (CAASTLC)	\$1,819,300	
Community Action Partnership of St. Joseph (CAPSTJOE)	\$520,271	
Delta Area Economic Opportunity Corporation (DAEOC)	\$727,309	
East Missouri Action Agency (EMAA)	\$817,500	
Economic Security Corporation (ESC)	\$731,991	
Green Hills Community Action Agency (GHCAA)	\$404,045	
Jefferson-Franklin Community Action Corporation (JFCAC)	\$752,564	
Missouri Ozarks Community Action, Inc. (MOCA)	\$836,418	
Missouri Valley Community Action Agency (MVCAA)	\$625,812	
North East Community Action Corporation (NECAC)	\$1,080,207	
Community Action Partnership of Northeast Missouri (CAPNEMO)	\$329,968	
Ozark Action, Inc. (OAI)	\$614,220	
Ozarks Area Community Action Corporation (OACAC)	\$1,810,813	
People's Community Action Corporation (PCAC)	\$1,443,456	
South Central Missouri Community Action Agency (SCMCAA)	\$589,523	
Community Action Agency of Greater Kansas City (CAAGKC)	\$2,506,116	
West Central Missouri Community Action Agency (WCMCAA)	\$745,287	
Community Services, Inc. of Northwest Missouri (CSI)	\$311,194	
	\$0	
<b>Total</b>	<b>\$17,744,275</b>	

**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 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 (30 days). In August of each year, Eligible Entity 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).

**7.4. 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. 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.*

From November 2018 to June 2019, the CSBG Unit staff held fourteen (14) meetings to discuss revisions to the existing contract. The conversations were held to allow opportunity for discussion and gathering feedback for revision of the FFY2020 CSBG contract agreement. Taking into consideration feedback from the network, the Department intends to revise the FFY 2020 CSBG contract agreement. CSBG staff is also reviewing supporting processes, including the annual Request for Proposal (RFP) from eligible entities, Organizational Standard requirements, and the monitoring tool. In addition, the Department intends to discuss revisions to the contract administration process as a result of the June 2018 OCS review.

**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.**

<b>Year One (5.00%)</b>	<b>Year Two (5.00%)</b>	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**

<b>Year One</b>	5.00	<b>Year Two</b>	5.00
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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**

<b>Year One</b>	3.00	<b>Year Two</b>	4.00
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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.**

<b>Year One (0.00%)</b>	5.00%	<b>Year Two (0.00%)</b>	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	\$641,896.00	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	\$275,098.00	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	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$762,000.00	A portion of the CSBG discretionary funds are made available to support innovative programs/activities or projects to eliminate one or more causes of poverty and supporting self sufficiency among low income families.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	Discretionary funds are available for disaster or emergency relief. Eligible entities may submit request of funds in an emergency or disaster situation such as tornado or flooding. Funding requests in compliance with CSBG requirements can be made pursuant to 13 CSR 40-24.100.
<b>Total</b>	\$1,678,994.00	

Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$641,896.00	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	\$275,098.00	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	



7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$762,000.00	A portion of the CSBG discretionary funds are made available to support innovative programs/activities or projects to eliminate one or more causes of poverty and supporting self sufficiency among low income families.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	Discretionary funds are available for disaster or emergency relief. Eligible entities may submit request of funds in an emergency or disaster situation such as tornado or flooding. Funding requests in compliance with CSBG requirements can be made pursuant to 13 CSR 40-24.100.
<b>Total</b>	<b>\$1,678,994.00</b>	

**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

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

**7.11. Performance Management Adjustment:**

Describe any adjustments the State adjusting the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.

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

CSBG Unit staff have established ongoing open communications with agencies to identify and address needs in communities throughout the State. In 2018, CSBG state staff established a Discretionary Funding Working Group to further explore the use of remainder/discretionary funds. In addition, entities are encouraged to discuss specific needs with CSBG state staff to explore opportunities available with CSBG funding. Funding requests in compliance with CSBG requirements can also be made pursuant to 13 CSR 40-24.100.

## 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:06/30/2021

### SECTION 8 State Use of Funds

**8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below.**

*(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)*

*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	Community Assessment	
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	

#### Training and Technical Assistance - Year Two

	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	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	

**8.1a. 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):**

<b>Year One</b>	\$641,896	<b>Year Two</b>	\$641,896
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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 Department contracts with MCAN, the state association and other stakeholders to plan and deliver training and technical assistance. Goals included in the State's T/TA plan are: a) Ensure responsiveness and leverage resources to meet local needs; b) Become self-sustaining and financially independent organizations; c) Meet CAA Organizational Performance Standards; d) Increase CAA capacity, improve their infrastructure and address their sustainability; e) Manage information and reporting systems to measure program results; f) Administer high-quality comprehensive needs assessments, agency and community plans that utilize evidence-informed serve approaches targeted to the highest priority needs, set challenging outcome goals, document and analyze progress and results based on the ROMA cycle of performance management; g) Develop, implement and/or administer quality practices and interventions (i.e. evidence-based, evidence-informed, field tested, exemplary, and/or promising programs or practices) designed to eliminate poverty; h) Coordinate platforms to share best practices and develop peer relationships through the use of various professional alliances representative of entity needs; i) Utilize available technology to disseminate information. Annually, MCAN administers a T/TA survey to gather valuable entity feedback to assist the Department in identifying needs for the development of a training and technical assistance, capacity building and information dissemination. In addition to gathering information from the entities through the survey, information is also gleaned through observation, monitoring results, OCS recommendations and direct interactions with entities. MCAN collaborates closely with CSBG staff to recommend training and technical assistance opportunities. CSBG staff direct MCAN to arrange for training providers including in-house, state staff and external offerings. Delivery mechanisms are determined based on need and can include statewide events (live, webinar, etc) or site-specific, customized training. MCAN advertises its services to entities through a variety of means including a pocket card with its menu of services, maintains a calendar of events with easy-to-use on-line registration and regular discussions/updates for upcoming opportunities.

**8.2. TAPs and QIPs: Does the State have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate?**  Yes  No

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

the standard(s).

**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.

**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.]*

- CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)*
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other external entities

**8.4. 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*

CSBG staff will continue uses the ACSI data as well as gathering information from the entities through the annual T/TA survey, information gleaned through observation, monitoring results, OCS recommendations and direct interactions with entities to further refine training needs. In addition, to assure training needs are being met, the State intends to assess and implement program(s) to develop empowered leaders committed to ending poverty throughout Missouri while increasing network capacity and focusing on the future.

## 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:06/30/2021

### SECTION 9 State Linkages and Communication

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

#### 9.1 State Linkages and Coordination at the State Level:

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

*Describe or attach additional information as needed. [Check all that apply and narrative where applicable]*

*Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and may pre-populate the State's Annual Report, 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
- State Head Start office
- State public health office
- State education department
- State Workforce Innovation and Opportunity Act (WIOA) agency
- State budget office
- Supplemental Nutrition Assistance Program (SNAP)
- State child welfare office
- State housing office
- Other

The State intends to continue its partnerships at the state level. The Family Support Division (FSD) has responsibility for many federal and state programs related to the purpose and mission of CSBG, including the Low Income Home Energy Assistance Program (LIHEAP), Emergency Solutions Grant Program (ESG), and commodity food distribution (TEFAP). In addition, FSD oversees interconnected programs such as Temporary Assistance, Skill Up and SNAP. Some examples of state level coordination include the ESG grant program in partnership with the Missouri Housing Development Commission; LIHEAP coordinates with Department of Economic Development, Division of Energy on Weatherization Assistance Program. Other state partnerships include the Departments of Elementary and Secondary Education, Labor and Industrial Relations, Economic Development and Vocational Rehabilitation on the Workforce Innovations and Opportunities Act (WIOA), Mental Health, Health and Senior Services, Agriculture, Corrections and Office of Administration. In addition to these partnerships, the State will continue to expand its reach to include additional programs. During 2018-2019, DSS created the Community Initiatives Section that includes CSBG. Prior, CSBG had been one of many programs maintained within the Income Maintenance Section, and reported to a Deputy Director that reported to the Family Support Division Director. The organizational structure has been compressed and the Community Initiatives Manager now reports directly to the Family Support Division Director, thus elevating the importance of community programs. In addition, in 2019, the Community Initiatives Unit expanded to include other community based organizations and programs including Community Partnerships, food banks, Alternatives to Abortion providers, the First Birthday/Safe Sleep initiative, adolescent programs, and the Missouri Mentoring Program.

#### 9.2. State Linkages and Coordination at the Local Level:

**Describe the linkages and coordination at the local level that the State to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and 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.*

Eligible entities are required to describe how they will link with local government and other social services programs to ensure effective coordination of services, reduce duplication of services and fill service gaps. Eligible entities provide information about these linkages in their Community Action Plans to the State CSBG office which are confirmed through supporting documentation including Memoranda of Understanding (MOU's) or other partnership agreements affirming their partnerships. The State CSBG office examines the partnerships at the local level as part of eligible entity monitoring every three years to verify the linkages described in their Community Action Plans.

#### 9.3. Eligible Entity Linkages and Coordination

##### 9.3a State Assurance of Eligible Entity Linkages and Coordination:

**Describe how the State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).**

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

Eligible entities are required to describe in their Community Action Plans how they will link with local government and other social services programs

to ensure effective coordination of services, reduce duplication of services, and fill service gaps during the annual request for proposal (RFP) process. As part of the RFP information entities provide supporting documentation including Memoranda of Understanding (MOUs) or other partnership agreements affirming their partnerships. The State CSBG office examines the partnerships at the local level as part of each year's RFP for state CSBG funding, and through eligible entity monitoring every three years to verify the linkages described in their Community Action Plans.

**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.*

Eligible entities are required to describe in their Community Action Plans how they will link with local government and other social services programs to ensure effective coordination of services, reduce duplication of services, and fill service gaps. Eligible entities provide information about these linkages in their Community Action Plans to the State CSBG office which are confirmed through supporting documentation including memoranda of understanding (MOUs) or other partnership agreements affirming their partnerships. The State CSBG office examines the partnerships at the local level as part of eligible entity monitoring every three years to verify the linkages described in their community action plans.

**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.**

Community Action Agencies are in continual contact with their communities and are regularly engaged when issues regarding employment, disaster and community planning arise. Their input is highly regarded, and in some, have become known nation-wide for their areas expertise. Some agencies utilize a "whole family" approach through a strengths based, family development model to promote self-sufficiency. This includes family support and case management, an intensive one-on-one relationship to empower families to set goals, offering life skills classes, such as budgeting, employment readiness, coordination and referral services to address specific family barriers (ie education, transportation, housing, child care, etc).

**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.*

The CSBG and the LIHEAP programs are both housed within the Community Initiatives Unit within the Department of Social Services, Family Support Division and overseen by the same individual. This assists with the overall coordination of services. In addition, 17 of the 19 eligible entities also provide LIHEAP services (two LIHEAP providers are not CAAs).

**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 how they will link with faith-based organizations, charitable groups, and community organizations to ensure effective coordination of services, reduce duplication of services, and fill service gaps during the annual request for proposal (RFP) process. As part of the RFP information entities provide supporting documentation including Memoranda of Understanding (MOUs) or other partnership agreements affirming their partnerships. The State CSBG office examines the partnerships at the local level as part of each year's RFP for state CSBG funding, and through eligible entity monitoring every three years to verify the linkages described in their Community Action Plans.

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

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

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

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

**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 CSBG staff meet monthly (or more frequently if needed) with the MCAN staff. Meetings are scheduled in advance with an agenda of items for review and discussion pertaining to state office dissemination of information, network news, training and technical assistance updates and planning efforts. Meetings are used to share CSBG state policies and expectations, and to do forward planning and problem-solving as needed. MCAN carries out training and technical assistance needs, and coordinates technical assistance to meet individual Community Action Agency needs and opportunities, along with providing statewide training and technical assistance the CSBG staff deems necessary.

**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	Biennially	Other	public postings/notice, email, website, social media / Hearing held biennially
State Plan Development	Biennially	Other	monthly network conference calls, email, DSS website, professional alliance meetings. Full plan biennially with annual update.
Organizational Standards Progress	As needed	Other	emails, phone calls as needed, training meeting
State Accountability Measures Progress	As needed	Other	monthly network conference calls, email, DSS website, professional alliance meetings, training/workshop
Community Needs Assessments/Community Action Plans	As needed	Other	trainings and monthly network conference calls
State Monitoring Plans and Policies	Triennially	Other	monthly network conference calls, email, DSS website, professional alliance meetings, training/workshop
Training and Technical Assistance (T/TA) Plans	As needed	Other	monthly network conference calls, email, DSS website, email, professional alliance meetings, training/workshop
ROMA and Performance Management	As needed		monthly network conference calls, email, DSS website, professional alliance meetings, training/workshop
State Interagency Coordination	As needed	Other	email, meetings, training/workshop, presentations
CSBG Legislative/Programmatic Updates	As needed	Other	monthly network conference calls, email, DSS website, professional alliance meetings, training/workshop
Tripartite Board Requirements	Monthly		monthly network conference calls, email, DSS website, professional alliance meetings, training/workshop

	Topic	Expected Frequency	Format	Brief Description of "Other"
1		Not Applicable		

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

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

The State CSBG staff has committed improve network communications by: Â Meeting monthly with the state association staff to discuss and plan eligible entity training needs. Â Attending and participating upon invitation, to discuss needs, issues, upcoming deadlines, processes; quarterly meetings with CAA representatives. The State regularly shares DSS agency news, additional funding opportunities and CSBG related correspondence from NASCSP, CAPLAW, etc. Community action agency events are publicized and shared via social media by our office. The StateÂs use of an online Organizational Standard Assessment system has allowed for the CAAs to receive timely feedback and guidance assisting them in meeting the standards. Utilization of an interactive, transparent monitoring tool triggers agencies that should be on a Technical Assistance Plan (TAP) and allow the State to work more closely with the entities to focus on the necessary training need to accomplish their goals set forth in the technical assistance plans.

## Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 10 State Use of Funds

#### 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 I, 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)	No review					
3	Community Action Partnership of St. Joseph (CAPSTJOE)	No review					
4	Delta Area Economic Opportunity Corporation (DAEOC)	Full On-site	Onsite Review	FY1 Q2	03/06/2017	03/09/2017	
5	East Missouri Action Agency (EMAA)	Full On-site	Onsite Review	FY1 Q2	03/21/2017	03/24/2017	
6	Economic Security Corporation (ESC)	Full On-site	Onsite Review	FY1 Q2	04/18/2017	07/21/2017	
7	Green Hills Community Action Agency (GHCAA)	Full On-site	Onsite Review	FY1 Q3	06/26/2017	06/29/2017	
8	Jefferson-Franklin Community Action Corporation (JFCAC)	No review					
9	Missouri Ozarks Community Action, Inc. (MOCA)	No review					
10	Missouri Valley Community Action Agency (MVCAA)	Full On-site	Onsite Review	FY1 Q3	06/05/2017	06/08/2017	
11	North East Community Action Corporation (NECAC)	No review					
12	Community Action Partnership of Northeast Missouri (CAPNEMO)	No review					
13	Ozark Action, Inc. (OAI)	No review					
14	Ozarks Area Community Action Corporation (OACAC)	No review					
15	People's Community Action Corporation (PCAC)	Full On-site	Onsite Review	FY1 Q4	08/08/2017	08/11/2017	
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)	No review					
19	Community Services, Inc. of Northwest Missouri (CSI)	No review					
	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	FY2 Q3	05/22/2018	05/25/2018	
3	Community Action Partnership of St. Joseph (CAPSTJOE)	Full On-site	Onsite Review	FY2 Q3	04/10/2018	04/13/2018	
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	Green Hills Community Action Agency (GHCAA)	No review					
8	Jefferson-Franklin Community Action Corporation (JFCAC)	No review					
9	Missouri Ozarks Community Action, Inc. (MOCA)	Full On-site	Onsite Review	FY2 Q3	06/19/2018	06/22/2018	
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	FY2 Q3	04/23/2018	04/26/2018	
13	Ozark Action, Inc. (OAI)	No review					
14	Ozarks Area Community Action Corporation (OACAC)	Full On-site	Onsite Review	FY2 Q4	08/21/2018	08/24/2018	
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	FY2 Q4	08/06/2018	08/10/2018	
19	Community Services, Inc. of Northwest Missouri (CSI)	Full On-site	Onsite Review	FY2 Q4	07/17/2018	07/20/2018	
20							

**10.2. Monitoring Policies:**

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

In the summer of 2012, the Missouri Department of Social Services' (DSS) Division of Finance and Administrative Services (DFAS) and the Family Support Division (FSD), CSBG Unit reorganized. The DFAS Compliance Unit became responsible for performing the on-site financial monitoring for the Community Services Block Grant (CSBG). FSD CSBG Unit is responsible for performing regular ongoing programmatic monitoring of their sub recipients. DFAS is responsible for performing A-133 audit report reviews of all DSS sub recipients. FSD-CSBG Unit and DFAS Unit will collaborate to perform the required on-site monitoring. See attached CSBG monitoring tool.

**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.*

60

**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.**

**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 Department (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), the Department may require the eligible entity to develop, within thirty (30) days after being informed of the deficiency, a corrective action plan to correct such deficiency within one hundred twenty (120) days. Upon determination by the Department that the eligible entity will be placed on a Quality Improvement Plan (QIP), the Department will notify the appropriate representative from the U.S. Department of Health and Human Services (HHS), Office of Community Services (OCS) of the placement of the eligible entity on a QIP within thirty (30) days. The Department will keep HHS/OCS informed of the progress by the eligible entity and the Department to remedy any deficiencies outlined in the QIP 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.**

Missouri applies federal regulations for re-designation of existing eligible entities.

**Fiscal Controls and Audits and Cooperation Assurance**

**10.11. Fiscal Controls and Accounting:**

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

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

**10.12. Single Audit Management Decisions:**

Describe State procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

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

The Department of Social Services, Division of Finance and Administrative Services (DFAS), Compliance Unit 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.*

**10.14. 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.*

The State developed and administered a survey to entities that underwent monitoring in FFY 2018 (Year 2 of the 3 year monitoring cycle) requesting feedback on their experiences and changes suggested by the entities. Missouri intends to replicate this same process at the conclusion of the FFY 2019 monitoring to collect information from Year 3 monitorees. This will allow the State CSBG office staff to make changes to the monitoring process in response to entity feedback. The State CSBG office staff provided support to the CAAs scheduled for monitoring in FFY 2019 by offering a monitoring preparation workshop prior to assist agencies in preparation and understanding of the upcoming onsite visit. The State developed a detailed monitoring tool and shares with all agencies no later than 45 in advance of the onsite monitoring of the fiscal period. The tool includes guidance providing sections to be completed by the CAA, what supporting documentation to include for review and the corresponding review documents the State CSBG office uses. The monitoring tool is reviewed triennially and adjusted as necessary, with updates to be applied during Year 1 of the monitoring cycle (FFY 2020).

## Section 11: Eligible Entity Tripartite Board

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 11</b> State Use of Funds	

**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 checked="" 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]*

Monthly

**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 Act's Section 676(B) board composition requirements are met. Eligible entities are contractually required to maintain a board of director's structure as defined in the Act, certify that they are an eligible entity and provide a listing of their board of directors, officers and annual attendance records and by-laws at the time of contracting, as well as provide an updated list when changes to the board occur. Eligible entities also provide documentation that low-income board representatives reside in the neighborhood served and that local elected officials hold office on the date selected. Eligible entities are contractually required to notify the Community Support Unit when board member vacancies occur. Eligible entities have 120 days to fill the vacancy; however, written requests to extend the 120 day time frame due to extenuating circumstances may be submitted to the department for consideration. Eligible entities are also required to submit electronic copies of board meeting notices, meeting agendas and meeting minutes no later than thirty (30) days after approval of all board meeting minutes. This information is used to monitor the compliance of the tripartite board requirements and identify any potential areas of concern regarding the operation of the eligible entities organization. Tripartite Board requirements are reviewed and documented during the monitoring process. Board membership and participation are reviewed in detail and discussed with the executive director and board members during the on-site monitoring visit. The monitoring tool used by the Community Support Unit contains extensive questions related to board roles, including governance and finance responsibilities. A report documenting monitoring findings is sent to the executive director and the board chairperson. Any corrective action resulting from non-compliance with Section 676B of the Act or any other contract or CSBG Act requirements are identified in the report. Follow-up and technical assistance is provided as needed, to agency's requiring corrective action.

**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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 12</b> Individual and Community Income Eligibility Requirements	
<b>12.1. Required Income Eligibility:</b> Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input checked="" type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
<b>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.</b>	
The State CSBG Office outlines the requirement for eligible entities to serve individuals/families at or below 125% of the federal poverty level in the contract. Eligible entities develop a process to calculate income and family/household composition.	
<b>12.2. Income Eligibility for General/Short-Term Services:</b> 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.	
<b>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).</b>	
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 is key providing community services.	

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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 13</b> <b>Results Oriented Management and Accountability (ROMA) System</b>	
<b>13.1. Performance Measurement System:</b> Identify the performance measurement system that the state and all eligible entities use, as required by <a href="#">Section 678E(a)</a> of the CSBG Act and the assurance under <a href="#">Section 676(b)(12)</a> 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 1, Item 1.1.</i>	
The Results Oriented Management and Accountability (ROMA) System	
Section 678E(b) of the CSBG Act	
<b>13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.</b>	
Results Oriented Management and Accountability measures are used as a framework to enable eligible entities to deliver programs addressing local needs. Missouri allows eligible entities to identify their own specific outcomes and measures. All outcomes and measures must be connected to one of the three national community action goals. National Performance Indicators are used by all 19 eligible entities to measure change at the family, community and agency level. All Missouri Eligible entities must link performance and results through the Results Oriented Management and Accountability (ROMA) program's national goals and outcome measures provided by the Office of Community Services (OCS) Monitoring and Assessment Task Force. CAAs and discretionary funded recipients are required to report outcomes to State CSBG office staff quarterly and annually.	
<b>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.</b>	
<b>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 <a href="#">Section 676(b)(12)</a> of the CSBG Act.</b>	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> <b>CSBG National Performance Indicators (NPIs)</b>	
<input type="checkbox"/> <b>NPIs and others</b>	
<input type="checkbox"/> <b>Others</b>	
Results Oriented Management and Accountability measures are used as a framework to enable eligible entities to deliver programs addressing local needs as determined by the Community Needs Assessment. Missouri allows eligible entities to identify their own specific outcomes and measures consistent with national performance indicators (NPI). All outcomes and measures must be connected to one of the three national community action goals. National Performance Indicators are used by all 19 eligible entities to measure change at the family, community and agency level. All Missouri Eligible entities must link performance and results through the Results Oriented Management and Accountability (ROMA) program's national goals and outcome measures provided by the Office of Community Services (OCS). Entities are required to report outcomes to State CSBG office staff quarterly and annually.	
<b>13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.</b>	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
Each Missouri entity submits a Community Action Plan to the State CSBG office staff as part of the request for proposal (RFP). Each entity receives a RFP containing all of the information necessary for the development of their Community Action Plan (CAP). Entities will submit a community action plan for each federal fiscal year which includes work plans that identify the priority community needs based on their current comprehensive community needs assessment. The CAP also addresses root causes of the identified needs, gaps in services available to address the need, existing community resources, proposed interventions, strategies or programs to address the need and the Results Oriented Management and Accountability (ROMA) national goals and performance indicators impacted by the interventions. Entities will also develop implementation plans for each proposed strategy, intervention or program, identified in their CAP. The State CSBG Unit, coordinates and facilitates training and technical assistance for entities, including training for ROMA. Entities are required to have ROMA training, and to either have an in agency ROMA certified staff or agreement with a ROMA certified consultant.	
<b>13.4. Eligible Entity Use of Data:</b> Describe how is the state plans 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>	
All Missouri entities must link performance and results through the Results Oriented Management and Accountability (ROMA) program's national goals and outcome measures provided by the Office of Community Services (OCS). CAAs and discretionary fund recipients are required to report outcomes to State CSBG Unit staff.	
<b>Community Action Plans and Needs Assessments</b>	
<b>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 <a href="#">Section 676(b)(11)</a> of the CSBG Act.</b>	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
Each entity is required to submit a Community Action Plan annually as part of the contracting process in order to be in compliance with the fiscal and	

administrative CSBG program.

**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 of Missouri requires a community needs assessments to be completed at least once every three years by each CSBG eligible entity. The assessment summary must outline current needs, new or projected needs, and it should encompass those needs that shall remain unmet. The community needs assessment 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:06/30/2021

### SECTION 14 State Use of Funds

#### 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;

DSS specifies this assurance in the CSBG contract agreement. The State CSBG Program requires all eligible entities to submit a community action plan specifically targeted to address the needs of low income community based upon their Community Needs Assessment, as a part of their request for proposal for funding. The community action plan includes all services and programs that use CSBG funding for the purpose of removing barriers to self-sufficiency as well as to provide resources to obtain and maintain well-being and self-sufficient lifestyles. All Community Action Plans, proposal and work plans are reviewed and approved to ensure that activities support these assurances. This assurance is reviewed for compliance during the regular monitoring review process.

##### Needs of Youth

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

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

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

(ii) after-school child care programs;

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

##### Coordination of Other Programs

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

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

DSS specifies this assurance in the CSBG contract agreement. The State CSBG Program encourages formal memoranda of understanding (MOUs) with

State and local entities. The community action agencies work in partnership with local state agencies, nonprofits, private business, the faith community and others to coordinate other programs in meeting the purposes of this subtitle. This assurance is reviewed for compliance during the regular monitoring review process.

#### State Use of Discretionary Funds

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

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

#### Eligible Entity Service Delivery, Coordination, and Innovation

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

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

Funds are distributed to all nineteen (19) eligible entities based on a formula adopted by the Missouri Code of State Regulations, 13 CSR 40-24.080. Eligible entities must submit a Request for Proposal annually that describes the service delivery system, which varies according to the eligible entity. Programs or services administered by each entity must be used to support activities and services designed to assist low-income families and individuals to become self-sufficient and each agency determines the best way to respond to community needs within their annual proposal. Each eligible entity also conducts a Community Needs Assessment (CNA) in their service delivery area to determine the needs of the community. Outcomes are measured using ROMA National Performance indicators and are in accordance with the Office of Community Services Center of Excellence Organizational Standards. CSBG state staff review and approve the RFPs which describe the service delivery system for each agency.

#### Eligible Entity Linkages - Approach to Filling Service Gaps

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

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

Eligible entities are required to describe in their Community Action Plans how they will link with local government and other social services programs to ensure effective coordination of services, reduce duplication of services, and fill service gaps. Eligible entities provide information about these linkages in their Community Action Plans to the State CSBG office which are confirmed through supporting documentation including memoranda of understanding (MOUs) or other partnership agreements affirming their partnerships. The State CSBG office examines the partnerships at the local level as part of eligible entity monitoring every three years to verify the linkages described in their community action plans.

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

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

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

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

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

**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).*

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

#### 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."**

DSS specifies this assurance in the CSBG contract agreement. Each community action agency (CAA) providing services will meet the requirements of this assurance as specified in their community action plan. The community action plans submitted by the CAA outlines how these programs operate in their service delivery area. This assurance is reviewed for compliance during the regular monitoring review process.

#### 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 Act's Section 676(B) board composition requirements are met. Eligible entities are contractually required to maintain a board of director's structure as defined in the Act, certify that they are an eligible entity and provide a listing of their board of directors, officers and annual attendance records and by-laws at the time of contracting, as well as provide an updated list when changes to the board occur. Eligible entities also provide documentation that low-income board representatives reside in the neighborhood served and that local elected officials hold office on the date selected. Eligible entities are contractually required to notify the Community Support Unit when board member vacancies occur. Eligible entities have 120 days to fill the vacancy; however, written requests to extend the 120 day time frame due to extenuating circumstances may be submitted to the department for consideration. Eligible entities are also required to submit electronic copies of board meeting notices, meeting agendas and meeting minutes no later than thirty (30) days after approval of all board meeting minutes. This information is used to monitor the compliance of the tripartite board requirements and identify any potential areas of concern regarding the operation of the eligible entities organization. Tripartite Board requirements are reviewed and documented during the monitoring process. Board membership and participation are reviewed in detail and discussed with the executive director and board members during the on-site monitoring visit. The monitoring tool used by the Community Support Unit contains extensive questions related to board roles, including governance and finance responsibilities. A report documenting monitoring findings is sent to the executive director and the board chairperson. Any corrective action resulting from non-compliance with Section 676B of the Act or any other contract or CSBG Act requirements are identified in the report. Follow-up and technical assistance is provided as needed, to agency's requiring corrective action.

**Eligible Entity Community Action Plans and Community Needs Assessments**

**14.11. 676(b)(11) Provide "an assurance that the State will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."**

*Note: The State describes this assurance in the ROMA section, items 13.5 and 13.6.*

**State and Eligible Entity Performance Measurement: ROMA or Alternate system**

**14.12. 676(b)(12) Provide "an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."**

*Note: The State describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.*

Validation for CSBG Eligible Entity Programmatic Narrative Sections

**14.13. 676(b)(13) Provide "information describing how the State will carry out the assurances described in this section."**

*Note: The State 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:06/30/2021

### 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.**

## 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.**