

Model State Plan(CSBG)

Program Name: Community Services Block Grant

Grantee Name: GEORGIA

Report Name: Model State Plan(CSBG)

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

Report Status: Saved

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)				Form Approved OMB No: 0970-0382 Expires: 08/31/2016	
COVER PAGE					
* 1.a. Type of Submission: Plan		* 1.b. Frequency: Annual		* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	
		2. Date Received:		* 1.d. Version: Update	
		3. Applicant Identifier:		State Use Only:	
		4a. Federal Entity Identifier:			
		4b. Federal Award Identifier:		5. Date Received By State:	
7. APPLICANT INFORMATION					
* a. Legal Name: State of Georgia CSBG Program					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1581130678A1				* c. Organizational DUNS: 135970429	
* d. Address:					
* Street 1:	2 Peachtree Street Suite 21-276			Street 2:	
* City:	Atlanta			County:	
* State:	Ga			Province:	
* Country:	United States			* Zip / Postal Code:	30303 - 3142
e. Organizational Unit:					
Department Name: Georgia Department of Human Services				Division Name: Division of Family and Children Services	
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:	* First Name: Cynthia			Middle Name:	* Last Name: Bryant
Suffix:	Title: CSBG Program Supervisor			Organizational Affiliation:	
* Telephone Number: (404) 463-1679	Fax Number (404) 463-8046			* Email: cynthia.bryant@dhs.ga.gov	
* 8a. TYPE OF APPLICANT: A: State Government					
b. Additional Description:					
* 9. Name of Federal Agency:					
		Catalog of Federal Domestic Assistance Number:		CFDA Title:	
10. CFDA Numbers and Titles		93569		Community Services Block Grant	
11. Descriptive Title of Applicant's Project Community Services Block Grant					
12. Areas Affected by Funding: Statewide					
13. CONGRESSIONAL DISTRICTS OF:					
* a. Applicant 5				b. Program/Project: Statewide	
Attach an additional list of Program/Project Congressional Districts if needed.					
14. FUNDING PERIOD:				15. ESTIMATED FUNDING:	
a. Start Date:		b. End Date:		* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?					
a. This submission was made available to the State under the Executive Order 12372					

Process for Review on :	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	
* 17. Is The Applicant Delinquent On Any Federal Debt? <input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>	
** 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)
Attach supporting documents as specified in agency instructions.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:08/31/2016	
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
1.1. Provide the following information in relation to the lead agency designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act. The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.			
1.1a. Lead agency	Georgia Division of Family and Children Services (DFCS)		
1.1b. Cabinet or administrative department of this lead agency <i>[Check one option and narrative where applicable]</i>			
Other, describe Georgia Division of Family and Children Services Â contractual and financial functions are housed in the Department of Human Services			
1.1c. Division, bureau, or office of the CSBG authorized official	Georgia Division of Family and Children Services		
1.1d. Authorized official of lead agency	Bobby Cagle, Director Â Georgia Division of Family and Children Services		
1.1e. Street Address	2 Peachtree Street, Suite 19-490		
1.1f. City	Atlanta	1.1g. State GA	1.1h. Zip 30303
1.1i. Telephone number and extension (404) 657 - 8409 ext. 0000		1.1j. Fax number: (404) 657 - 5105	
1.1k. Email address Bobby.Cagle@dhs.ga.gov		1.1l. Lead agency website http://dfcs.dhs.georgia.gov	
1.2. Provide the following information in relation to the designated State CSBG point of contact			
1.2a. Agency name	Division of Family and Children Services		
1.2b. Name of the point of contact	Ann Carter, State Operations Director		
1.2c. Street address	2 Peachtree Street, Suite 21-276		
1.2d. City	Atlanta	1.2e. State GA	1.2f. Zip 30303
1.2g. Point of contact telephone number (404) 657 - 3426 ext. 0000		1.2h. Fax number (404) 463 - 8046	
1.2i. Point of contact email address Ann.Carter@dhs.ga.gov		1.2j. Point of contact agency website http://dfcs.dhs.georgia.gov	
1.3. Designation Letter: Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly.			

Section 2: State Legislation and Regulation

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

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

Does the State have a statute authorizing CSBG? ☐ Yes ☒ No

2.2. CSBG State Regulation:

Does the State have regulations for CSBG? ☒ Yes ☐ No

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

2.4. State Authority:

Select a response for each question about the State statute and/or regulations authorizing CSBG:

2.4a. Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year? ☐ Yes ☒ No

2.4b. Did the State establish or amend regulations for CSBG last year? ☐ Yes ☒ No

2.4c. Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency? ☒ Yes ☐ No

Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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.

To strengthen Georgia's families by supporting their self-sufficiency and helping them protect their vulnerable children and adults by being a resource to their families, not a substitute.

3.2. State Plan Goals:

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

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

The Community Services Block Grant (CSBG) is administered through a contractual agreement with a statewide network of twenty (20) non-profit community action agencies and four (4) county governments designated as eligible entities. Goal 1: To ensure that the programs are administered in accordance and compliance with the CSBG Act, Federal and State regulations, statutes, policies and procedures to facilitate the increase in the numbers of low income individuals becoming self-sufficient. Goal 2: To consistently improve the efficiency of the State office's administration of CSBG business matters to include timely execution of contracts and distribution of funds to the eligible entities according to the standards. Goal 3: In accordance with IM-138, to communicate and partner with the state association and eligible entities on the state plan, organizational standards, their implementation, expectations, and needs to meet program goals. Goal 5: In accordance with IM -138, to evaluate the performance of the eligible entities through agency review activities, that all review results are distributed to the eligible entity in a manner that complies with the accountability measures, and to provide technical assistance for any agency that falls below 100% compliance. Goal 6: To develop viable partnerships or collaborations with state departments, agencies, and organizations for the purpose of creating conduits for the access to state resources

3.3. State Plan Development:

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

3.3a. Analysis of *[Check all that apply and narrative where applicable]*



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



U.S. Census data



State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)



Other data [describe]



Eligible entity community needs assessments



Eligible entity plans



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

3.3b. Consultation with *[Check all that apply and narrative where applicable]*



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



State community action association and regional CSBG T&TA providers



State partners and/or stakeholders (describe)



National organizations (describe)



Federal Office of Community Services



Other (describe)

3.4. Eligible Entity Involvement

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

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

The State CSBG Program implemented the Advisory Committee Meetings in FFY 2015. The purpose of these meetings was to offer the State Office, State Association and the eligible entities an opportunity to communicate face to face on policy, procedure, regulations, processes, concerns, changes, new initiatives, and programs. The draft State plan was sent to GCAA (State Association) and the eligible entities on May 19, 2017 for their review prior to the June Advisory Committee meeting on June 21, 2017. The State dedicated four hours of the June Advisory Committee meeting to the discuss the State Plan with the network. At that time the State provided information and accepted comments and suggestions and updated the draft State Plan.

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

3.4b. Performance Management Adjustment:

- How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order
- 1) to encourage eligible entity participation and
 - 2) to ensure the State Plan reflects input from eligible entities?

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

(Note: This information is associated with [State Accountability Measures 1Sb\(i\) and \(ii\)](#) and may pre-populate the State's annual report form)

The State was rated in the ACSI (42) as not providing enough time for eligible entities to review the plan for feedback prior to submission for FY 2016. In an effort to correct this issue, the State moved to an earlier discussion period with the eligible entities and allowed the State Association to review the plan prior to presenting and discussing it with the network. To ensure that all the eligible entities had an opportunity to review and comment on the plan, all were sent the Plan prior to our June Advisory Committee meeting to give them time to thoroughly review the Plan and determine if they had questions or issues. It also gave them an opportunity to speak among themselves to come up with suggestions or comments.

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

3.5. Eligible Entity Overall Satisfaction:

Provide the State's [target](#) for eligible entity Overall Satisfaction during the performance period: 45

(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

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SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

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

A Public Hearing to review the plan for use of CSBG funds was held on July 12, 2017 and July 13, 2017.

4.2. Public Notice/Hearing:

Describe how the State ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under [Section 676\(a\)\(2\)\(B\)](#) of the CSBG Act.

The hearing was advertised on the Division of Family and Children Services website. A summary of CSBG services was made available at the public hearing. The draft State Plan was posted on the website for any interested part to review. Copies of the draft plan were disseminated for review to the twenty-four CSBG eligible entities statewide.

4.3. Public and Legislative Hearings:

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.

(If the State has not held a public hearing in the prior fiscal year and/or a legislative hearing in the last three years, provide further detail under Item 4.4.).

	Date	Location	Type of Hearing [Select an option]
1	07/12/2017	2 Peachtree Street, Suite 26-121, Atlanta, Ga. 30303	Public
2	07/13/2017	Double U Business Dev. Center, 1680 Broadway St., Macon, GA 31201	Public
3	01/19/2017	Georgia General Assembly	Legislative

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

CSBG Public hearing announcement, sign-in and comments are attached. Legislative Hearing Announcement attached. Georgia General Assembly legislative hearing was held on 01-19-2017 at 1pm in room 341 in the Georgia State Capital.

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

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

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	Public or Nonprofit	Type of Agency [choose all that apply]	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
1	Area Committee to Improve Opportunities Now, Inc. (ACTION)	Nonprofit	Community Action Agency (CAA)	Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee Oglethorpe, Walton	
2	Central Savannah River Area Economic Opportunity Authority, Inc. (CSRA)	Nonprofit	Community Action Agency (CAA)	Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Wilkes	
3	Clayton County Community Services Authority, Inc.	Nonprofit	Community Action Agency (CAA)	Clayton, Fayette	
4	Coastal Georgia Area Community Action Authority, Inc.	Nonprofit	Community Action Agency (CAA)	Bryan, Camden, Glynn, Liberty, McIntosh	
5	Coastal Plain Area Community Action Authority, Inc.	Nonprofit	Community Action Agency (CAA)	Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner	
6	Community Action for Improvement, Inc. (CAFI)	Nonprofit	Community Action Agency (CAA)	Carroll, Coweta, Heard, Meriwether, Troup	
7	Concerted Services, Inc.	Nonprofit	Community Action Agency (CAA)	Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, Pierce, Tattnall, Toombs, Ware, Wayne	
8	EOA Savannah & Chatham County, Inc.	Nonprofit	Community Action Agency (CAA)	Chatham	
9	Enrichment Services Program, Inc. (ESP)	Nonprofit	Community Action Agency (CAA)	Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, Talbot	
10	Fulton-Atlanta Community Action Authority, Inc. (FACAA)	Nonprofit	Community Action Agency (CAA)	Fulton	
11	Heart of Georgia CAC, Inc.	Nonprofit	Community Action Agency (CAA)	Bleckley, Dodge, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox	
12	Macon-Bibb County Economic Opportunity Council, Inc.	Nonprofit	Community Action Agency (CAA)	Bibb	
13	Middle Georgia CAC, Inc.	Nonprofit	Community Action Agency (CAA)	Butts, Crawford, Houston, Jones, Lamar, Monroe, Peach, Pike, Twiggs, Upson, Spalding	
14	Ninth District Opportunity, Inc.	Nonprofit	Community Action Agency (CAA)	Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, White	
15	North Georgia Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Catoosa, Chattooga, Cherokee, Dade, Fannin, Gilmer, Murray, Pickens, Walker, Whitfield	
16	Overview	Nonprofit	Community Action Agency (CAA)	Baldwin, Hancock, Jasper, Johnson, Putnam, Washington, Wilkinson	

17	Partnership for Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	DeKalb, Gwinnett, Rockdale	
18	Southwest Georgia CAC, Inc.	Nonprofit	Community Action Agency (CAA)	Baker, Calhoun, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, Worth	
19	Tallatoona CAP, Inc.	Nonprofit	Community Action Agency (CAA)	Bartow, Douglas, Floyd, Gordon, Haralson, Paulding, Polk	
20	West Central Georgia CAC, Inc.	Nonprofit	Community Action Agency (CAA)	Crisp, Dooley, Macon, Marion, Schley, Sumter, Taylor, Webster	
21	Cobb County Board of Commissioners	Public	Local Government Agency	Cobb	
22	Henry County Board of Commissioners	Public	Local Government Agency	Henry	
23	Newton County Board of Commissioners	Public	Local Government Agency	Newton	
24	Spalding County Board of Commissioners	Public	Local Government Agency	Spalding	

5.2 Total number of CSBG eligible entities [24](#)

5.3 Changes to Eligible Entities List:
Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission? ☐ Yes ☒ No

If yes, please briefly describe the changes.

Section 6: Organizational Standards for Eligible Entities

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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:

Check the box that applies. If using alternative standards

- a) attach the complete list of alternative organizational standards,
- b) describe the reasons for using alternative standards, and
- c) describe how the standards are at least as rigorous as the COE-developed standards.

The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)

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

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

6.3 How will/has the State officially adopt(ed) organizational standards for eligible entities in the State in a manner consistent with the State's administrative procedures act? If "Other" is selected, provide a timeline and additional information, as necessary. [Check all that apply and narrative where applicable]

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

6.4. How will the State assess eligible entities against organizational standards, as described in IM 138? [Check all that apply.]

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

6.4a. Describe the assessment process.

As the State has elected to use the CSBG Organizational Standards Center of Excellence Standards, each eligible entity has been informed of their need to complete an annual automated self-assessment in EasyTrak to denote the Agency's prowess in accordance with the Organizational Standards. The automated system will tabulate the percentage of compliance based on the eligible entities response. The State office, or an additional third party reviewer selected by the State, will review the assessment completed by each eligible entity and may compare the assessment with documentation on hand or requested. In areas whereby the eligible entity may be found to be less than 100% compliant, the State office will confer with the eligible entity to determine a course of action and/or assistance to meet the goal. As a part of the quarterly eligible entity meetings, a significant portion of the CSBG discussion will be directed toward the CSBG Organizational Standards. Attendees include the State office, all eligible entities, State Association, and any invited guest that may assist in meeting the goal. Through the support of the State office to the Association in its goal of ensuring Georgia has a roster of certified ROMA trainers, we anticipate good guidance in the standards as well improvement in meeting performance goals. In the State of Georgia, CSBG programs may receive an on-site monitoring visit at any time, with, or without notice during the contract period but no less than once every three (3) years. Additional visits may include activities such as: ☐ Providing consultation on programmatic issues ☐ Providing technical assistance, as needed ☐ Providing training, as requested ☐ Attendance at least one Board meeting or state association Quarterly Board Meeting ☐ Other reviews as appropriate Each eligible entity will be monitored to ensure compliance with CSBG program requirements via a monthly review of expenditure and programmatic reports. Additional information may be requested for the purpose of conducting a desk review of eligible entity activities.

6.5. Will the State make exceptions in applying the organizational standards for any eligible entities due to special circumstances or organizational characteristics, as described in IM 138 ☐ Yes ☒ No

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

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

6.6. Performance Target: What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next year? (Provide as a percentage) ☒ 80%

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

Section 7: State Use of Funds

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SECTION 7 State Use of Funds

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

7.1. Formula:

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

Base + Formula

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities? ☒ Yes ☐ No

7.2. Planned Allocation:

Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act.

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

Planned CSBG 90 Percent Funds

	CSBG Eligible Entity	Year One Funding Amount \$	Year One Funding Amount %	Year Two Funding Amount \$	Year Two Funding Amount %
1	Area Committee to Improve Opportunities Now, Inc. (ACTION)	\$819,842	0.00%	\$0	0.00%
2	Central Savannah River Area Economic Opportunity Authority, Inc. (CSRA)	\$1,040,505	0.00%	\$0	0.00%
3	Clayton County Community Services Authority, Inc.	\$596,926	0.00%	\$0	0.00%
4	Coastal Georgia Area Community Action Authority, Inc.	\$380,083	0.00%	\$0	0.00%
5	Coastal Plain Area Community Action Authority, Inc.	\$610,894	0.00%	\$0	0.00%
6	Community Action for Improvement, Inc. (CAFI)	\$542,020	0.00%	\$0	0.00%
7	Concerted Services, Inc.	\$936,761	0.00%	\$0	0.00%
8	EOA Savannah & Chatham County, Inc.	\$497,227	0.00%	\$0	0.00%
9	Enrichment Services Program, Inc. (ESP)	\$500,828	0.00%	\$0	0.00%
10	Fulton-Atlanta Community Action Authority, Inc. (FACAA)	\$1,658,147	0.00%	\$0	0.00%
11	Heart of Georgia CAC, Inc.	\$319,980	0.00%	\$0	0.00%
12	Macon-Bibb County Economic Opportunity Council, Inc.	\$383,854	0.00%	\$0	0.00%
13	Middle Georgia CAC, Inc.	\$553,178	0.00%	\$0	0.00%
14	Ninth District Opportunity, Inc.	\$920,922	0.00%	\$0	0.00%
15	North Georgia Community Action, Inc.	\$886,015	0.00%	\$0	0.00%
16	Overview	\$295,576	0.00%	\$0	0.00%
17	Partnership for Community Action, Inc.	\$2,266,327	0.00%	\$0	0.00%
18	Southwest Georgia CAC, Inc.	\$1,000,710	0.00%	\$0	0.00%
19	Tallatoona CAP, Inc.	\$892,819	0.00%	\$0	0.00%
20	West Central Georgia CAC, Inc	\$293,759	0.00%	\$0	0.00%
21	Cobb County Board of Commissioners	\$691,798	0.00%	\$0	0.00%
22	Henry County Board of Commissioners	\$175,141	0.00%	\$0	0.00%
23	Newton County Board of Commissioners	\$132,020	0.00%	\$0	0.00%
24	Spalding County Board of Commissioners	\$125,377	0.00%	\$0	0.00%

Total	\$16,520,709	0.00%	\$0	0.00%
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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).

CSBG funds are distributed to all 24 eligible entities based on an existing formula previously adopted by Georgia Division of Family and Children Services and a committee of representatives of CSBG eligible entities. Currently no State legislative approval is required. A projected allocation is completed for each eligible entity using prior year funding; the funding amount for each agency is determined by the formula 65% of the base and 35% poverty rate of eligible entity service area. The projected allocation amount is shared with each eligible entity for their preparation of the upcoming years Project Application Plan (PAP) and program budget. The PAP, budget and all other required contract documents are submitted to CSBG State Office for review and approval. After review and approval of eligible entity submission additional contract documents are prepared by internal CSBG State Office state then submitted to our internal Office of Contracts and Procurement for contract development, quality review, and leadership signature. Once contracts have been signed by level one leadership, they are then sent to eligible entity for review, approval, and signature as determined by the entity by laws. Once signatures are obtained at the eligible entity level contracts are returned to CSBG State Office and rerouted to the internal Office of Contracts and Procurement for final review before contract are routed for contract execution. After the execution of contracts, purchase orders are generated, if an eligible entity has requested a portion of their 90% to be advanced the requests are processed and funds are disbursed. The advanced funds are recovered in 1/3 portions within 3 consecutive months of the program year. The remaining amount allocated to the eligible entities is available based on reimbursement requests that are submitted on a 30 day cycle.

7.4. Distribution Timeframe:

Does the State plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the Federal award? ☒ Yes ☐ No

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

Note: Item 7.4 is associated with [State Accountability Measure 2Sa](#) and may prepopulate the State's annual report form.

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

7.5. Performance Management Adjustment:

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

Note: This information is associated with [State Accountability Measure 2Sb](#) and may prepopulate the State's annual report form.

Based on the results of the ACSI, our eligible entities have expressed their concerns with the State's administrative arm's understanding of the urgency and mandate to deliver contracts and funding expeditiously. In an attempt to address their concern, the program has met with the Budget, Contracts, and Accounts Payable departments to ensure that they are aware of the need to execute contracts prior to the beginning of the FFY, to disburse funds within 30 days of the federal award, and to pay expenditures within the contractual time frames. We have put a review system in place to facilitate the on time submissions of expenditure and programmatic reports from all CAAs, which includes a potential finding should they continuously neglect to submit reports on time.

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

7.6. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State plan? The estimate may be in dollars or a percentage ☐ \$ ☒ %

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 7

7.8. How many State Full Time Equivalent (FTEs) will be funded with CSBG funds under this State Plan? 7

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

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

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

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

For each allowable use of remainder funds in the table below (rows a through h), enter the State's planned level of funding, if any, either in dollars or percentage, and provide a brief description. Activities funded under row a, training and technical assistance, do not require a description, as that is provided under section 8 of this State plan. Activities funded under rows b and c, are described under section 9, State Linkages and Communication, but a State may enter additional information in this table as well. The State must describe "innovative programs/activities by eligible entities or other neighborhood groups," under row f, even if the State does not allocate discretionary funds to this activity. This activity is required by section 676(b)(2) of the CSBG Act, assurance 14.2 If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the State provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between row a and row c. If allocation is not possible, the State may allocate the funds to the main category with which the activity is associated.

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

Use of Remainder/Discretionary Funds(SeeSection 675C(b)(1) of the CSBG Act)

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$38,565.00	0.00%	\$0.00	0.00%	
b. Coordination of State-operated programs and/or local programs	\$47,135.60	0.00%	\$0.00	0.00%	Eligible Entities submit a proposal for innovative projects, communication, or for outreach needs. Discretionary funds are made available as requested based on proposal approval. The areas covered are specified in the proposal for funding. Consideration is given to new programs and are awarded on a first come first served basis.
c. Statewide coordination and					The State will consider the use of Discretionary funds to improve communication and coordination between the Eligible Entities and the State office (i.e. systems improvements, website development, document drop box, etc.). In addition, Eligible Entities or the State

communication among eligible entities	\$77,130.00	0.00%	\$0.00	0.00%	Association may submit a proposal to address communication, or outreach needs. Discretionary funds are made available as requested based on proposal approval. The areas covered are specified in the proposal for funding. Consideration is given to new initiatives and funds are awarded on a first come first served basis.
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	0.00%	\$0.00	0.00%	N/A
e. Asset-building programs	\$0.00	0.00%	\$0.00	0.00%	N/A
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$694,172.00	0.00%	\$0.00	0.00%	Discretionary funds are made available as requested based on proposal approval. The areas covered are specified in the proposal for funding. Eligible Entities submit a proposal for innovative projects, communication, or for outreach needs. Training and/or technical assistance is also funded for the association's annual conference to provide training for all Eligible Entities that contract with CSBG. All are considered for funding as requested. The State Department considers use of discretionary funds for some of the following purposes: AEligible entities may submit proposals for innovative programs that partner with local community institutions and request special funding. The proposals are reviewed and approved by the CSBG Unit staff. BEligible entities may request funds for emergency situations such as disaster assistance. CCapacity building activities for the Georgia Community Action Association DOther activities, as appropriate, may be funded if they comply with the purposes of the CSBG program. The following are examples of use of the discretionary funds: 1. CSBG Disaster Relief When disaster strikes, eligible entities receive funding to provide relief to their service delivery area through group or categorical eligibility criteria. 2. CSBG Health Initiative Solicitations of new community health initiatives proposals that target health issues in low income communities are awarded through a competitive process. 3. CSBG Innovative Program Grant The CSBG Innovative Grant is awarded to eligible entities that propose a program to address a specific need in their community that will support well-being or self-sufficiency. Several entities may be awarded in a fiscal year depending on the amount of funds available. Grants are dispersed on a first come first serve basis. At least 60% of the funds used to support the nominated program must be CSBG funds. At least 40% of the funds must be obtained from leveraged funds. Eligible entities may apply as often as they like. Entities awarded the grant may re-apply the following year. However, they must show progressive work in addressing the issue stated in the proposal. Grant award decisions remain at the discretion of the State. Selection is based on the criteria set forth in the application/proposal.
g. State charity tax credits	\$0.00	0.00%	\$0.00	0.00%	N/A
h. Other activities, specify in column 6	\$0.00	0.00%	\$0.00	0.00%	N/A
Total	\$857,003.00	0.00%	\$0.00	0.00%	

7.10. What types of organizations, if any, does the State plan to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. (Check all that apply and narrative where applicable)

☒ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **5**

☐ 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

☐ None (the State will carry out activities directly)

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

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

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

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

Upon the analysis of the ACSI results the State office created a new Discretionary funds process as follows: The State will continue to use the Discretionary funds for innovative projects, technical assistance, and improved communication initiatives. Five percent (5%) of the State's annual CSBG allotted funds will be reserved to fund state

discretionary projects for special innovative and demonstration projects. Each year, the State will issue a notice of funding availability and fund projects that target assistance to low-income populations. Discretionary funds are open to all eligible entities. The following requirements must be met to be considered for the award: • The applying agency must be deemed a CSBG eligible entity • A current Community Needs Assessment demonstrating a need for the intended program • A completed application for discretionary funds with a projected budget • A program proposal detailing a two year plan to sustain the program without the use of discretionary funds • Most recent third-party audit Applications for Discretionary funds will be accepted at the beginning of each fiscal year (October 15th • October 30th). Complete applications will go before an applications committee to be reviewed and ranked. Incomplete applications will not be reviewed. Applicants will be notified of approval or denial in writing within forty-five (45) days of a complete application submission or when funding is available. No verbal approvals will be given for Discretionary funds. Applications denied for budget reasons will remain on file for at least one year. Priority will be given to those applicants who have not been awarded funding for the fiscal year. Projects may be renewed for up to one additional year. Applicants seeking renewal must go through the entire application process for the renewal request. Renewals will not be guaranteed. Projects will be monitored with desk-reviews and/or on-site monitoring reviews for each project.

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)

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SECTION 8 State Training and Technical Assistance

8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic.
(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds.)

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

Training and Technical Assistance

	Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q4	Training	Governance/Tripartite Boards	
2	FY1-Q3	Training	Organizational Standards - General	
3	FY2-Q4	Training	Other	The use of Discretionary Funds and what constitutes an innovative program
4	FY1-Q3	Training	ROMA	
5	FY1-Q4	Training	Standards for eligible entities with unmet standards on TAPs and QIPs	

8.1a. The planned budget for the training and technical assistance plan *(as indicated in the Remainder/Discretionary Funds table in item 7.9)* **\$857,003**

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

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

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

Upon the completion of compliance reviews, the State will determine if any findings warrant a QIP and if the QIP will need to require Training and Technical Assistance (T&TA). The Eligible Entities are given the opportunity to submit their plans for improvement through their QIP. The State reviews the QIP and determines if it will be accepted as is, or if there is a need for additional training. If there is a need for training, the State will add the stipulation of T&TA to the QIP. In order to ensure that the needs of the Eligible Entities are addressed, the State will coordinate the necessary training for the Eligible Entities and they will be facilitated by the State office from resources of the State, the State Association, or resources from national organizations at the cost of the State through the use of Discretionary funds. Annually, at the State Association conference, the State will sponsor/offer at least one training session in an area needing attention as identified by compliance reviews, changes in regulation, or changes in processes. Eligible Entities may also request Training and Technical Assistance at any time throughout the program year.

8.3. 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 applies and narrative where applicable]*

☒ **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**

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

8.4. Performance Management Adjustment:

How is the State adjusting the training and technical assistance plan under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.

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

The State has been selected to take part of the State Eligible Entity Training and Technical Assistance Services (SEETAS) offered by the Office of Community Services. The State program has recognized the need to improve in this area. It has reached out to its State Association to determine the needs of the network where possible training and technical assistance may be warranted. The State has also developed a state data system that interfaces with the Eligible Entities reporting system to be able to identify training and technical assistance needs.

Section 9: State Linkages and Communication

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

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SECTION 9 State Linkages and Communication

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

9.1 State Linkages and Coordination at the State Level:

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

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

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with [State Accountability Measure 7Sa](#) and may pre-populate the State's annual report form.

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

☐ State Weatherization office

☒ State Temporary Assistance for Needy Families (TANF) office

☐ State Head Start office

☐ State public health office

☐ State education department

☐ State Workforce Innovation and Opportunity Act (WIOA) agency

☐ State budget office

☒ Supplemental Nutrition Assistance Program (SNAP)

☐ State child welfare office

☐ State housing office

☐ Other

[Click paper clip to attach file]

9.2. State Linkages and Coordination at the Local Level:

Describe the linkages and coordination at the local level that the State and eligible entities plan to create or maintain to ensure increased access to CSBG services to low-income people and communities and avoid duplication of services, as described under [Section 675C\(b\)\(B\)](#) and as required by assurance under [Sections 676\(b\)\(5\)](#) of the CSBG Act. Attach additional information as needed.

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

The State Administering Agency encourages collaboration with other agencies. One example is coordination to ensure that families who receive Temporary Assistance to Needy Families (TANF), Social Security Income (SSI), SNAP, and Medicaid are automatically eligible for CSBG services. The State Administering Agency works with eligible entities to establish linkages when delivering services to victims of natural disasters. Group eligibility is used in this area. Agencies sometimes provide staff to assist in providing services and emergency relief to victims. The State CSBG Program will continue to encourage and coordinate linkages between CSBG eligible entities and other community service agencies and local governments to ensure that gaps in services are filled. Eligible entities recognize the importance of interagency planning, coordination of services, and community organization. CSBG agencies solicit volunteers, and private donations, form partnerships with the private sector as well as local governments to reduce the causes of poverty. CSBG funds continue to be used to enhance administrative functions in local CSBG Programs. *[Click paper clip to attach file]*

9.3. Eligible Entity Linkages and Coordination

9.3a State Assurance of Eligible Entity Linkages and Coordination:

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

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

The State of Georgia will continue to encourage, coordinate, and facilitate linkages between CSBG eligible entities and other community service agencies and local governments to ensure the effective delivery of services. Agencies are reminded and informed via the CSBG annual training and via the notification for monitoring review that linkages with other entities will be examined. When we conduct monitoring reviews, we review data in the client file as well as in the reporting system pertaining to the linkages to ensure that the gaps in services and referrals for such, are being provided. *[Click paper clip to attach file]*

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

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

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

Linkages between CSBG eligible entities and other community service agencies and local governments ensure that gaps in services are filled. CSBG agencies solicit volunteers, and private donations, form partnerships with the private sector as well as local governments to reduce the causes of poverty. Through sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to coordinate services with agencies within their service delivery areas. Eligible entities also contract with the State of Georgia to provide other programs to assist the low-income population to become self-sufficient. Community Action Agencies and County Government

entities maintain a good relationship with the State Administering Agency, therefore being considered for other grants and contracts to aid in the provision of services to the low-income population.

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

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

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

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

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

State and the Eligible Entities will coordinate the provision of employment and training activities in the state and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act. Eligible entities participate on local Workforce Investment Boards.

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.

Funds made available through this grant or allotment will be used to ensure coordination between antipoverty programs in each community in the state, and ensure, where appropriate, that emergency energy crisis intervention programs (relating to low-income home energy assistance) are conducted. CSBG Eligible Entities operate emergency energy crisis intervention programs through the State Low Income Home Energy Assistance Program in the same office along with the CSBG program.

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

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

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

State and eligible entities 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. The State CSBG and LIHEAP Programs are members of the State's Faith Based Community effort. *[Click paper clip to attach file]*

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

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

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

Through sub-contracts and Memorandums of Understanding (MOU), Eligible Entities will continue to coordinate services with agencies within their service delivery areas. Eligible entities also contract with the State of Georgia to provide other programs to assist the low-income population to become self-sufficient. Community Action Agencies and County Government entities maintain a good relationship with the State Administering Agency, therefore being considered for other grants and contracts to aid in the provision of services to the low-income population.

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.

Georgia DFCS will collaborate with eligible entities via GCAA to address the implementation of the organizational standards, the expectation to meet 100% of these standards, the identification of and the necessity for training and technical assistance to meet the standards. Training and Technical Assistance is provided by the State at quarterly board meetings when requested, and annually at the State GCAA conference. The State will work in association with GCAA to ensure that all eligible entities have access to ROMA certification training for the purpose of having ROMA trainers in the State of Georgia. The State also works in conjunction with the State Association to coordinate the Advisory Committee Workgroup.

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

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

Communication Plan

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	Hearings	Annually	Meetings/Presentation	
2	State Plan Informational	Annually	Meetings/Presentation	
3	Policy Changes	Other	Email	As needed
4	Contract Development	Annually	Meetings/Presentation	
5	Contract Training	Annually	Meetings/Presentation	
6	Scheduled Forums	Quarterly	Meetings/Presentation	Advisory Committee Meetings

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

Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.

Note: This information is associated with [State Accountability Measure 55\(iii\)](#). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.

The State will provide a performance report to the Eligible Entities within 60 calendar days of the State receiving feedback from OCS.

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

9.11. Performance Management Adjustment:

How is the State adjusting the Communication Plan in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments,

provide further detail.

Note: This information is associated with [State Accountability Measures 75b](#); this response may pre-populate the State's annual report form.

Upon analysis of the ACSI results the State began meeting with the State Association monthly in order to improve accountability, promote capacity building, address issues, concerns and training needs of the eligible entities. The State has begun to schedule meetings using a survey to poll the network to ensure maximum participation from the network. The State has also created a Quarterly Advisory meeting with representation from all of the eligible entities to discuss programmatic updates, address concerns, issues and provide technical assistance and training. State has improved communication channels by utilizing an email listerv for the entire network to advise on policy changes, new initiatives and the dissemination of memorandums. Upon the analysis of the ACSI results, the State has begun to use webinars, conference calls and web-ex meetings to utilize technology to improve participation at the request of the network.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

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SECTION 10

Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities

(Section 678B(a) of the Act)

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

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

For States that have a monitoring approach that does not fit within the table parameters, attach the State's proposed monitoring schedule.

Note: This information is associated with State Accountability Measure 4Sa(i); this response may pre-populate the State's annual report form.

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"	
1	Area Committee to Improve Opportunities Now, Inc. (ACTION)	Full onsite	FY1 Q4	02/09/2015	Scheduled to be monitored in FY 2018	
2	Central Savannah River Area Economic Opportunity Authority, Inc. (CSRA)	Full onsite	FY1 Q2	01/26/2015	Scheduled to be monitored in FY 2018	
3	Clayton County Community Services Authority, Inc.	Full onsite	FY1 Q2	07/20/2015	Scheduled to be monitored in FY 2018	
4	Coastal Georgia Area Community Action Authority, Inc.	Full onsite	FY1 Q2	06/12/2016		
5	Coastal Plain Area Community Action Authority, Inc.	Full onsite	FY1 Q2	09/01/2015	Scheduled to be monitored in FY 2018	
6	Community Action for Improvement, Inc. (CAFI)	Full onsite	FY1 Q2	05/22/2017		
7	Concerted Services, Inc.	Full onsite	FY1 Q3	08/10/2015	Scheduled to be monitored in FY 2018	
8	EOA Savannah & Chatham County, Inc.	Full onsite	FY1 Q3	11/03/2015		
9	Enrichment Services Program, Inc. (ESP)	Full onsite	FY1 Q3	10/26/2015		
10	Fulton-Atlanta Community Action Authority, Inc. (FACAA)	Full onsite	FY1 Q2	06/26/2017		
11	Heart of Georgia CAC, Inc.	Full onsite	FY1 Q3	08/15/2016		
12	Macon-Bibb County Economic Opportunity Council, Inc.	Full onsite	FY1 Q3	08/05/2015	Scheduled to be monitored in FY 2018	
13	Middle Georgia CAC, Inc.	Full onsite	FY1 Q3	08/23/2016		
14	Ninth District Opportunity, Inc.	Full onsite	FY1 Q2	08/19/2015	Scheduled to be monitored in FY 2018	
15	North Georgia Community Action, Inc.	Full onsite		08/15/2016		
16	Overview	Full onsite	FY1 Q3	04/26/2016		
17	Partnership for Community Action, Inc.	Full onsite	FY1 Q2	08/14/2017		
18	Southwest Georgia CAC, Inc.	Full onsite	FY1 Q4	09/28/2016		
19	Tallapoosa CAP, Inc.	Full onsite	FY1 Q2	05/04/2015	Scheduled to be monitored in FY 2018	
20	West Central Georgia CAC, Inc.	Full onsite	FY1 Q2	03/14/2016		
21	Cobb County Board of Commissioners	Full onsite	FY1 Q4	05/26/2015	Scheduled to be monitored in FY 2018	
22	Henry County Board of Commissioners	Full onsite	FY1 Q4	04/19/2016		
23	Newton County Board of Commissioners	Full onsite	FY1 Q4	06/03/2015	Scheduled to be monitored in FY 2018	
24	Spalding County Board of Commissioners	Full onsite	FY1 Q4	05/13/2015	Scheduled to be monitored in FY 2018	

10.2. Monitoring Policies:

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

See Attached

10.3. Initial Monitoring Reports:

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

<i>Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the State's annual report form.</i>
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? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.4a. If no describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of the closure of findings.
<p>A written report outlining the results of the visit will be written to the Executive Director, with a copy to the Board Chair, within sixty (60) business days if any major findings exist as a result of the visit. This report will outline any findings, areas of improvement/recommendations, and/or commendations. For the purpose of the monitoring report findings, observations, and commendations are defined as: Finding: A programmatic deficiency requiring a corrective action (e.g. board composition does not comply with the required compilation Â the low-income population is under-represented) Areas of Improvement/Recommendations: Noteworthy of mentioning, however, not considered a deficiency (e.g., notification of the Fair Hearing process was posted on the bulletin board, however, it was not visible because it was covered by another notice) Commendation: An expression of approval or praise (e.g., client files were found to be in excellent condition with all the required documents). Corrective action will be determined by the monitoring team and will be addressed in the monitoring report. The eligible entity will be given forty-five (45) business days to inform the State of the plan for addressing the findings. Implementation of the corrective action plan must begin within fifteen (15) business days after acceptance of plan by the State Department. Corrective action plans must include all of the following: Â Action to be taken to address the finding(s) Â Individual(s) responsible for addressing the finding(s) Â Timeline(s) for completion Upon completion of the stated activities for compliance, the State office will issue a Compliance Closure letter to inform the eligible entity that the finding has been closed and the eligible entity is now in compliance.</p>
10.5. Quality Improvement Plans (QIPs): How many eligible entities are currently on Quality Improvement Plans?
<i>Note: The QIP information is associated with State Accountability Measures 4Sc.</i>
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
<i>Note: This item is associated with State Accountability Measures 4Sa(iii).</i>
<p>The State's Process for Reporting Quality Improvement Plans to the Office of Community Services: Â Within 30 calendar days of the State approving the eligible entity's Quality Improvement Plan, the State will report to the Office of Community Services that the eligible entity has an approved Quality Improvement Plan. Â The State will send the Office of Community Services a quarterly report of eligible entities that have approved Quality Improvement Plans and status of the plan. Â Once the Eligible Entity has completed the Quality Improvement Plan, the State will send the Office of Community Services an updated report that the Eligible Entity that has a completed Quality Improvement Plan.</p>
10.7. Assurance on Funding Reduction or Termination: Does the State assure, according to Section 676(b)(8), "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)". <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Note: This response will link with the corresponding assurance under item 14.8.</i>
Policies on Eligible Entity Designation, De-designation, and Re-designation
10.8. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.
10.9. Does the State CSBG statute and/or regulations provide for de-designation of eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of eligible entities.
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? <input checked="" type="radio"/> Yes <input type="radio"/> No
10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.
<p>State does not have statute and/or regulations for re-designation. For voluntary or involuntary relinquishment and re-designation of existing eligible entities Corrective Action are requested by the monitoring team and addressed in the final monitoring report. The eligible entity will be given 60 calendar days from the date of the final monitoring report to inform the State of the plan for addressing the findings, weaknesses and recommendations. Implementation of the Corrective Action Plan must begin immediately. The eligible entity will be notified of the acceptance of the corrective action plan by the State. Corrective Action Plans must include the following: Â Date of Board meeting at which the final monitoring report and Corrective Action Plan was reviewed by the Board. Â Activities planned to correct findings and weaknesses Â Time-frames for completing planned corrective actions Â Staff, board, and/or financial resources assigned to ensure implementation of the corrective actions 1. CAAs will be designated by the Department for unserved areas of the state only if CAAs contiguous with or closest to the unserved areas decline to serve such areas. 2. Except in situations where an agency's status as a CAA is terminated voluntarily or involuntarily, changes in service area designations shall be initiated at the local level and submitted to the Department for review and approval or disapproval. 3. Efforts to establish CAAs in unserved areas of the state shall be initiated at the local level and submitted to the State for review and approval or disapproval.</p>
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).
<p>The State is responsible for fiscal reviews and control procedures. The State complies with required annual reporting. All of the mandated information is reviewed,</p>

approved, and certified by DFCS Office of Budget and the Office of Financial Services and is submitted as required by specified deadlines. The completed reports are a compilation of State Financial System Reports and queries. The entities agree to maintain books, records, documents and other evidence pertaining to the costs and expenses of the contract. The office of financial services and the entity's accounting procedures and practices shall conform to GASB/GAAP and the costs properly applicable to the contract shall be readily ascertainable. Eligible entities are required to submit monthly financial reports, which detail by budget cost category the CSBG expenditures, as well as local funds. Expenditure reports are reviewed and approved by the Georgia DFCS staff prior to being sent to the Division's budget office for approval and to the Office of Financial Services for payment. Both the budget office and financial services use software to track expenditures and all other contractual transactions.

10.12. Single Audit Management Decisions:

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

Note: This information is associated with [State Accountability Measure 4Sd](#).

Each eligible entity enters into contract, which states that any eligible entity that expends \$750,000 or more in Federal funds during their fiscal year must have a single entity-wide audit conducted for that year in accordance with the provisions of the Single Audit Act Amendments of 1996 and the OMB Super Circular A-133. Contractors must submit the reporting package obtained at the culmination of the audit as well as additional documentation specified by the Department of Human Services (DHS) to the DHS Office of Inspector General (OIG) and the State Department of Audits and Accounts. DHS OIG will submit a copy to the Division of Family and Children Services Audits Department, who will submit a copy to the State CSBG Program Office. The State CSBG Program will request submission documentation from the eligible entity to ensure that the A-133 report has been submitted to the Federal Audit Clearinghouse. Title 50, Chapter 20, Sections 4 and 6 of the Official Code of Georgia, Annotated, state that failure to comply with these audit requirements could be cause for Georgia DFCS to suspend payments, to terminate a contract, to require a refund of all monies received under a contract and to prohibit the contractor from receiving funds from any state organization for a period of twelve (12) months.

10.13. Assurance on Federal Investigations:

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

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

10.14. Performance Management Adjustment:

How is the State adjusting monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.

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

The State has developed the EasyTrak system that allows it to monitor the programmatic activities of the eligible entities in combination with the onsite monitoring and desk reviews. To ensure that the program is reviewing expenditures and programmatic reports monthly, both the program managers and the program director are reviewing denoting their review with signature. The monitoring tool has been revised to include risk assessment in an effort to offer T and TA expeditiously. The State has begun to collaborate with the eligible entity to determine the monitoring schedule. The State also will send a letter of the scheduled monitoring visit and the eligible entity has another opportunity to reschedule if that visit is not convenient for the agency. The State has encourage the eligible entities to be forthcoming if the scheduled appointment is inconvenient for them as an agency.

Section 11: Eligible Entity Tripartite Board

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

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SECTION 11 Eligible Entity Tripartite Board

11.1. Which of the following measures are taken to ensure that the State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under [Section 676B](#) of the CSBG Act? *[Check all that applies and narrative where applicable]*

- ☒ Attend Board meetings
- ☒ Review copies of Board meeting minutes
- ☒ Keep a register of Board vacancies/composition
- ☒ Other We request the submission of the board roster annually at contract submission as well as review the roster during monitoring reviews

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

- ☒ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☐ Other

11.3. Assurance on Eligible Entity Tripartite Board Representation:

Describe how the State will carry out the assurance under [Section 676\(b\)\(10\)](#) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' Tripartite Board.

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

Any petitioner in the service area of the Eligible Entity can request a petition form from the Eligible Entity or from the Georgia Division of Children and Family Services (DFCS), LIHEAP and CSBG Programs unit. The petitioner will submit the petition to the CSBG Program Director at the address on the petition form for determination of the merit of the petition. Acknowledgement of the receipt of the form will be provided to the petitioner within 15 business days from receipt of the petition form and a final decision will be made within 30 days, or prior to the next board meeting, whichever is greater. The CSBG Director may hold an unofficial hearing of the interested parties and/or gather the facts independently. A copy of the decision will be provided to the petitioner, the Eligible Entity Executive Director, and the Board Chair.

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

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

County Governments receiving CSBG funds are required to establish an advisory committee, or a mechanism to assure representation of low-income individuals through an advisory committee composed of at least one-third individuals chosen through a democratic selection procedure and are representative of low-income persons and live in the neighborhood served and are able to participate actively in the development, planning, implementation and evaluation of CSBG programs.

Section 12: Individual and Community Eligibility Requirements

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

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SECTION 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

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

[Check one item below.]

125% of the HHS poverty line

% *[Response Option: numeric field]*

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

Assistance is provided for individuals and families having income at or below one hundred twenty-five percent (125%) of the poverty income level as allowed in the statute, unless changed by subsequent legislation.

12.2. Income Eligibility for General/Short-Term Services:

For services with limited in-take procedures (where individual income verification is not possible or practical), how does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.

Eligible entities are required to verify the income of all clients requesting CSBG services, regardless of practicality. When needed, the State CSBG office can request that the eligible entity provide client information directly from the EasyTrak system, including income verification documentation. At on-site monitoring reviews, that state reviews client files, which must contain copies of income statements, copies of identification documents, and other items that may have been requested that can be used to verify income.

12.3. Community-targeted Services:

For services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations), how does the State ensure eligible entities' services target and benefit low-income communities?

Eligible entities are required to submit Project Application Plans (service plans) that are based on their community's needs assessment, for use of CSBG funds. PAPs include new plans or projects an eligible entity would like to undertake or partner with an organization to implement to address a need. As a part of the onsite reviews conducted by the State CSBG Program, the PAPs, client files, and program/project files are reviewed.

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

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

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SECTION 13

Results Oriented Management and Accountability (ROMA) System

13.1. ROMA Participation:

In which performance measurement system will the State and all eligible entities participate, as required by [Section 678E\(a\)](#) of the CSBG Act and the assurance under [Section 676\(b\)\(12\)](#) of the CSBG Act?

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



The Results Oriented Management and Accountability (ROMA) System



Another performance management system that meets the requirements of [Section 678E\(b\)](#) of the CSBG Act



An alternative system for measuring performance and results.

13.1a. If ROMA was selected in Item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.

Eligible entities are required to submit Project Application Plans (service plans) that are based on their community's needs assessment, for use of CSBG funds. PAPs include new plans or projects an eligible entity would like to undertake or partner with an organization to implement to address a need. As a part of the onsite reviews conducted by the State CSBG Program, the PAPs, client files, and program/project files are reviewed.

13.1b. If ROMA was not selected in Item 13.1, describe the system the State will use for performance measurement. [Narrative, 2500 characters]

13.2. Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under [Section 676\(b\)\(12\)](#) of the CSBG Act?

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



CSBG National Performance Indicators (NPIs)



NPIs and others



Others

The State measures outcomes via the National Performance Indicators (NPIs) and the OCS organizational standards. Each PAP must include outcome measures for every service and activity. Georgia DFCS uses these measures to evaluate the performance of the eligible entities performance in meeting the goals and standards. All eligible entities currently provide monthly reports on outcomes. Eligible entities are instructed to review the program or service when outcomes are not being met

13.3. How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?

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.

Georgia DFCS contract requires that agencies use the latest version of EasyTrak for statewide ROMA and NPI tracking and reporting system. Georgia DFCS continues to fund ROMA training from discretionary funds and send State and CSBG staff to these training sessions. Currently, certification completion efforts are ongoing for those who have completed the coursework.

13.4. Eligible Entity Use of Data:

How is the State validating that the eligible entities are using data to improve service delivery?

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

Project Application Plans are developed from the results of the needs assessments, and program/activities are designed based on the identified local needs and unmet needs. Data is being validated as it is entered in the tracking system- EasyTrak. Eligible entities are contractually required to use the latest form of the system for statewide data collection, tracking, and reporting. The project application plans (provided to denote service plans) are developed in the EasyTrak system and must include outcome measures and activity. Eligible Entities must provide monthly reports on outcomes and are required to review and revise programs when service outcomes are not being met.

Community Action Plans and Needs Assessments

13.5. Describe how the State will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by [Section 676\(b\)\(11\)](#) of the CSBG Act.

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

Each eligible entity is required to submit a current comprehensive Needs Assessment annually with the Project Application Plan (PAP) in order to be in compliance with the fiscal and administrative compliance of the CSBG program.

13.6. State Assurance:

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

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

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

Section 14: CSBG Programmatic Assurances and Information Narrative

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

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SECTION 14

CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

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

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

Needs of Youth

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

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

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

The State of Georgia reviews all PAPS to ensure that youth development remains a service of eligible entities. Special Initiatives have been, and will continue to be, supported by providing discretionary funding when available as well as monitoring for youth programs. The IS survey youth data is also reviewed and discussed with the eligible entities to ensure that programs also target youth development and correctly report the data.

Coordination of Other Programs

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

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

The State CSBG Program encourages, coordinates and facilitates memorandums of understanding with state and local Divisions of Family and Children Services who administer welfare reform. Most Community Action Agencies have one or more Memorandum of Understandings (MOUs) for employment services such job readiness classes and counseling, job placement, etc.

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."

<i>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</i>
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 twenty-four (24) eligible entities based on a formula adopted by the State Department and a committee of representatives from eligible entities. Eligible entities must submit a Project Application Plan annually. Programs or services administered by each entity must be used to support activities and services designed to assist low-income families and individuals to become self-sufficient. Each eligible entity will conduct a Needs Assessment in their service delivery area to determine the needs of the community. Programs administered by the local agencies should be guided by the results of the Needs Assessment. Outcomes are measured using ROMA National Performance Indicators and are in accordance with the Office of Community Services Center of Excellence Organizational Standards.
Eligible Entity Linkages - Approach to Filling Service Gaps
14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."
<i>Note: The State describes this assurance in the State Linkages and Communication section, item 9.3b.</i>
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."
<i>Note: The State describes this assurance in the State Linkages and Communication section, item 9.7.</i>
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."
<i>Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).</i>
Eligible entities are encouraged to be creative in their approaches to helping the low-income population to become self-sufficient. The State Administering Agency, in collaboration and cooperation with the Georgia Community Action Association, will continue to work on initiatives on the State and Local levels. Through technical assistance and training, the State Administering Agency will continue to coordinate and assist in bringing agencies together in their service delivery areas, in order to provide the best services for the low-income population. Some examples of community and neighborhood-based initiatives that eligible entities will continue to coordinate include: Â Financial Management Â Housing Programs Â Foreclosure assistance Â Prescription Drug Programs Â Youth Build Program Â Community Health Initiatives Â Fatherhood Initiative Â NurseÂs Aide Training Program Â After School Enrichment Program The State Administering Agency will continue to assist entities with their involvement in innovative initiatives.
Eligible Entity Emergency Food and Nutrition Services
14.4. 676(b)(4) Describe how the State will assure "that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."
Each eligible entity providing services will meet the requirements of this assurance as specified in their Project Application Plan. Project Application Plans submitted by the eligible entities outline how these programs operate in their service delivery area. Activities/services in this category provide emergency assistance through direct services, loans, grants, or referrals to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, utilities and employment related services.
State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities
14.5. 676(b)(5) Describe how the State will assure "that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act."
<i>Note: The State describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.</i>
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."
<i>Note: The State describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5.</i>
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."
<i>Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.</i>
Funding Reduction or Termination
14.8. 676(b)(8) Provide "an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block

grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)."

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

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

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

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.

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:08/31/2016

SECTION 15 Federal Certifications

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.

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).

(B) 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.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

 1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

 3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

 4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

 5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

 6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

 8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant

may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

 9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

 1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

 4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

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

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

15.3. Debarment

After assurance select a check box:



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

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.