

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Georgia

Report Name: CSBG State Plan Revision # 1

Report Period: 10/01/2022 to 09/30/2023

Report Status: Submitted (Revision #1)

Report Sections

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires:08/30/2024	
COVER PAGE			
* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: State of Georgia CSBG Program			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1581130678A1		* c. Organizational DUNS: 135970429	
* d. Address:			
* Street 1:	2 Peachtree Street	Street 2:	
* City:	Atlanta	County:	Georgia
* State:	GA	Province:	
* Country:	United States	* Zip / Postal Code:	30303 - 3142
e. Organizational Unit:			
Department Name: Human Services		Division Name: 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 Unit Director	Organizational Affiliation: Division of Family and Children Services	
* Telephone Number: (470) 259-8188	Fax Number:	* 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?

- YES
 NO

Explanation:

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

****I Agree**

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

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

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

18d. Email Address

18b. Signature of Authorized Certifying Official



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

11/14/2022

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:08/30/2024
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	

1.1. Identify whether this is a One-Year or a Two-Year Plan	<input checked="" type="radio"/> one-year <input type="radio"/> two-year
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1.1a. Provide the federal fiscal years this plan covers:	Year One 2023	Year Two
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1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan? Yes No

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

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

1.2a. Lead agency	Georgia Division of Family and Children Services (DFCS)
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1.2b. Cabinet or administrative department of this lead agency *[Check one and provide a narrative where applicable]*

Community Affairs Department
 Community Services Department
 Governor's Office
 Health Department
 Housing Department
 Human Services Department
 Social Services Department
 Other, describe

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official	Georgia Division of Family and Children Services
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1.2d. Authorized Official of the Lead Agency

Name: Candice Broce	Title: Director of DFCS
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1.2e. Street Address	2 Peachtree Street, Suite 19-490
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1.2f. City	Atlanta	1.2g. StateGA	1.2h. Zip 30303
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1.2i. Telephone number 404 657 - 8409 ext. 0	1.2j. Fax number 404 657 - 5105
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1.2k. Email address candice.broce@dhs.ga.gov	1.2l. Lead agency website http://dfcs.dhs.georgia.gov
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1.3. Designation Letter:

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

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

Has Information regarding to the state point of contact has changed since the last submission of the State Plan? Yes No

If yes, select the fields that have changed [check all the apply]					
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address	<input type="checkbox"/>	Website
1.4a. Agency Name Georgia Division of Family and Children Services					
1.4b Point of Contact Name					
Name: Cynthia Bryant			Title: Unit Manager		
1.4c. Street Address		2 Peachtree Street, Suite 21-253			
1.4d. City		Atlanta	1.4e. StateGA		1.4f. Zip 30303
1.4g. Telephone Number 470 - 8188 ext.		1.4h. Fax Number 404 463 - 7501			
1.4i. Email Address cynthia.bryant@dhs.ga.gov		1.4j. Agency Website			
1.5. Provide the following information in relation to the State Community Action Association.					
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No					
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No					
If yes, select the fields that have been changed [Check all the apply]					
<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		
1.5a. Agency Name Georgia Community Action Association Inc					
1.5b. Executive Director or Point of Contact					
Name: Consuela Thompson			Title: Interim Executive Director		
1.5c. Street Address		4256 Clausell Count Suite B			
1.5d. City		Decatur	1.5e. StateGA		1.5f. Zip 30035
1.5g. Telephone number 404 361 - 4442 ext.		1.5h. Fax number 404 361 - 5959			
1.5i. Email Address cthompson@georgiaca.net		1.5j. State Association Website http://georgiaca.org/			
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input checked="" type="radio"/> Yes <input type="radio"/> No					

Section 2: State Legislation and Regulation

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

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG Yes No

2.2. CSBG State Regulation:

State has regulations for CSBG Yes No

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

49-8-2. It is the purpose of this chapter to provide for the administration, allocation, and distribution of funds from the Community Services Block Grant and other funding sources; to provide for the definition of a community action agency; to continue a flexible and decentralized system of state, regional, and local programs; to provide the support for services and activities designed to promote individual and family self-sufficiency and to provide emergency services; to encourage local and state-wide interagency collaboration and coordination; to assist local communities in the establishment of demonstration programs to meet the unmet needs of their citizens; and to provide the fiscal support needed to assure the continuation of community action agencies as grantees for federal, state, and other moneys. <https://law.justia.com/codes/georgia/2006/49/49-8-2.html>

2.4. State Authority:

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

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

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

Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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 Georgias families 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 information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.1.)

In the State of Georgia, the Community Services Block Grant (CSBG) is administered through contractual agreements with a statewide network of twenty (20) non-profit Community Action Agencies and three (3) county governments designated as eligible entities. FFY2023 goals for the State of Georgia, in accordance with IM-138, is to communicate and partner with eligible entities and the State Association on the development of the state plan, organizational standards, implementation, expectations, and the identification of needs necessary to meet program goals. To facilitate and develop partnerships and collaborations with state departments, agencies, and organizations for the purpose of creating linkages for access to other resources statewide.

3.3. State Plan Development:

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

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

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

U.S. Census data

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

Monitoring Visits/Assessments

Tools Not Identified Above (specify)

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

Eligible Entity Community Needs Assessments

Eligible Entity Community Action Plans

Public Hearings/Workshops

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

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

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

State Association

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership (NCAP)

Community Action Program Legal Services (CAPLAW)

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

Regional Performance Innovation Consortium (RPIC)

Association for Nationally Certified ROMA Trainers (ANCRT)

Federal CSBG Office

Organizations not identified above [Specify]

3.4. Eligible Entity Involvement

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

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

State's annual report form)

The State initiated ongoing communication and collaboration throughout the year with the Georgia Community Action Association and the network of CSBG eligible entities in the development of FFY2023 State Plan. Collaboration took place via monthly conference calls, quarterly board meetings, and quarterly Collaborative Partnership meetings. The meetings afforded eligible entities and the Association an opportunity to provide ongoing input related to programmatic policies, procedures, regulations, and innovative initiatives. The draft CSBG State plan was provided to the network April 4, 2022. On April 28, 2022, eligible entities and the Association participated in a State facilitated review and discussion of the FFY2023 draft CSBG State plan. Valuable input was provided for inclusion in State plan for the upcoming year.

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

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

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

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

Based on network feedback documented in the American Customer Satisfaction Index (ACSI), the State initiated an earlier date for discussion and review of the draft State plan with eligible entities and the State Association. This change provided an opportunity for maximum feasible network participation in the overall process. The draft State plan was provided to eligible entities and the Association for review and comment prior to the virtual State facilitated review held April 28, 2022. Eligible entities and the Association were encouraged to submit suggested additions, changes, and/or updates for discussion. Other feedback provided on the ACSI resulted in the State implementing a network survey to allow for network input into the scheduling of the State plan review.

3.5. Eligible Entity Overall Satisfaction:

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

Year One	78	Year Two	
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Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

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

Section 4: CSBG Hearing Requirements

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SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

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

The State of Georgias FFY2023 CSBG Public Hearing was scheduled and completed virtually on June 29, 2022 to allow for maximum feasible participation throughout the State. A Legislative Hearing was held January 20, 2022. The CSBG State Plan posted to the States website May 27, 2022.

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 underSection 676(a)(2)(B) of the CSBG Act.

The State of Georgias public hearing was advertised on the Division of Family and Children Services website on May 27, 2022. The draft State plan was posted to the website for interested parties review. Copies of the draft plan were disseminated April 4, 2022 for review and comment to the State Association and the twenty-three CSBG eligible entities statewide. A summary and review of CSBG goals and services is provided via the public hearing scheduled and completed virtually on June 29, 2022.

4.3. Public and Legislative Hearings:

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

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	06/29/2022	Virtual Public Hearing	Public	<input type="checkbox"/>
2	01/20/2022	Georgia General Assembly Hearing	Legislative	<input type="checkbox"/>

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

4.4. Attach supportingdocumentation or a hyperlink for the public and legislative hearings.

The CSBG public hearing announcement, sign-in sheet, and comments are attached. The Georgia General Assembly legislative hearing was held on January 20, 2022 at 1:00pm in room 341 of 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, indicate whether each eligible entity in the state, is public or private, the type(s) of entity, and the geographical area served by the entity.

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Area Committee to Improve Opportunities Now, Inc.	Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe, Walton	Non-Profit	Community Action Agency
2	Central Savannah River Area Economic Opportunity Authority, Inc.	Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Wilkes	Non-Profit	Community Action Agency
3	Clayton County Community Services Authority, Inc.	Clayton, Fayette	Non-Profit	Community Action Agency
4	Coastal Georgia Area Community Action Authority, Inc.	Bryan, Camden, Glynn, Liberty, McIntosh	Non-Profit	Community Action Agency
5	Coastal Plain Area Community Action Authority, Inc.	Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner	Non-Profit	Community Action Agency
6	Community Action for Improvement, Inc.	Carroll, Coweta, Heard, Meriwether, Troup	Non-Profit	Community Action Agency
7	action pact, Inc.	Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, Pierce, Tattnall, Toombs, Ware, Wayne	Non-Profit	Community Action Agency
8	Economic Opportunity for Savannah-Chatham County Area, Inc.	Chatham	Non-Profit	Community Action Agency
9	Enrichment Services Program, Inc.	Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, Talbot	Non-Profit	Community Action Agency
10	Fulton Atlanta Community Action Authority, Inc.	Fulton	Non-Profit	Community Action Agency
11	Heart of Georgia Community Action Council, Inc.	Bleckley, Dodge, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox	Non-Profit	Community Action Agency
12	Macon-Bibb County Economic Opportunity Council, Inc.	Bibb	Non-Profit	Community Action Agency
13	Middle Georgia Community Action Agency, Inc.	Butts, Crawford, Houston, Jones, Lamar, Monroe, Peach, Pike, Twiggs, Upson, Spalding	Non-Profit	Community Action Agency
14	Ninth District Opportunity, Inc.	Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, White	Non-Profit	Community Action Agency
15	North Georgia Community Action, Inc.	Catoosa, Chattooga, Cherokee, Dade, Fannin, Gilmer, Murray, Pickens, Walker, Whitfield	Non-Profit	Community Action Agency
16	Overview, Inc.	Baldwin, Hancock, Jasper, Johnson, Putnam, Washington, Wilkinson	Non-Profit	Community Action Agency
17	Partnership for Community Action, Inc.	DeKalb, Gwinnett, Rockdale, Newton	Non-Profit	Community Action Agency
18	Southwest Georgia Community Action Council, Inc.	Baker, Calhoun, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, Worth	Non-Profit	Community Action Agency
19	Tallatoona Community Action	Bartow, Douglas, Floyd, Gordon,	Non-Profit	Community Action Agency

	Partnership, Inc.	Haralson, Paulding, Polk.		
20	West Central Georgia Community Action Council, Inc.	Crisp, Dooley, Macon, Marion, Schley, Sumter, Taylor, Webster	Non-Profit	Community Action Agency
21	Cobb County Board of Commissioners	Cobb	Public	Community Action Agency
22	Henry County Board of Commissioners	Henry	Public	Community Action Agency
23	Spalding County Board of Commissioners	Spalding	Public	Community Action Agency

5.2. Total number of CSBG eligible entities 23

5.3. Changes to Eligible Entities List:

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

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

- Designation and/or Re-Designation
- De-Designations and/or Voluntary Relinquishments
- Mergers
- No Changes to Eligible Entities List

5.3a. Designation and Re-Designation: Identify any new entities that have beendesignated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete

5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

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SECTION 6 Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period

COE CSBG Organizational Standards Modified version of COE CSBG Organizational Standards Alternative set of Organizational Standards

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

No modifications to the COE CSBG Organizational Standards.

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:

- 1) provide any changes from the last set provided during the previous State Plan submission;
- 2) describe the reasons for using alternative standards; and
- 3) describe how they are at least as rigorous as the COE- developed standards

There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. *[Check all that apply and narrative where applicable]*

Regulation

Policy

Contracts with eligible entities

Other, describe:

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

Peer-to-peer review (*with validation by the State or state-authorized third party*)

Self-assessment (*with validation by the State or state-authorized third party*)

Self-assessment/peer review with state risk analysis

State-authorized third party validation

Regular, on-site CSBG monitoring

Other

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

As the State has elected to use the CSBG Organizational Standards Center of Excellence Standards, each eligible entity has completed an annual automated self-assessment in EasyTrak to denote the Agency's prowess in accordance with the Organizational Standards. The automated system tabulates the percentage of compliance based on the eligible entities response. The State office will reviewed the assessment completed by each eligible entity and shall compare the assessment with documentation uploaded in the system 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 Collaborative Partnership 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.

6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? Yes No

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 0

CSBG Eligible Entity	Description / Justification	Delete

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period

Year One	50%	Year Two	0%
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Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
SECTION 7 State Use of Funds	

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

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

Historic

Base + Formula

Formula Alone

Formula with Variables

Hold Harmless + Formula

Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.
 CSBG funds are distributed to the States 23 eligible entities based on an existing formula adopted by the Georgia Division of Family and Children Services and a representative committee of CSBG eligible entities. State legislative approval is not required. Projected annual allocations are determine for each eligible entity based on prior year funding, the funding amount for each Agency is determined utilizing the formula 65% of the base and 35% poverty rate of the eligible entities service area. Projected funding allocation amounts are shared each eligible entities for preparation of each Agency's Community Action Plan (CAP) and program budget for the upcoming contract year.

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

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

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

Year One	90.00%	Year Two	0.00%
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Area Committee to Improve Opportunities Now, Inc.	\$901,958	
Central Savannah River Area Economic Opportunity Authority, Inc.	\$972,274	
Clayton County Community Services Authority, Inc.	\$692,666	
Coastal Georgia Area Community Action Authority, Inc.	\$445,562	
Coastal Plain Area Community Action Authority, Inc.	\$676,874	
Community Action for Improvement, Inc.	\$623,982	
action pact, Inc.	\$991,053	
Economic Opportunity for Savannah-Chatham County Area, Inc.	\$508,401	
Enrichment Services Program, Inc.	\$552,691	
Fulton Atlanta Community Action Authority, Inc.	\$1,589,964	
Heart of Georgia Community Action Council, Inc.	\$363,356	
Macon-Bibb County Economic Opportunity Council, Inc.	\$426,822	
Middle Georgia Community Action Agency, Inc.	\$612,173	
Ninth District Opportunity, Inc.	\$921,453	
North Georgia Community Action, Inc.	\$902,883	
Overview, Inc.	\$326,679	
Partnership for Community Action, Inc.	\$2,590,449	
Southwest Georgia Community Action Council, Inc.	\$919,186	
Tallatoona Community Action Partnership, Inc.	\$962,255	
West Central Georgia Community Action Council, Inc.	\$325,799	
Cobb County Board of Commissioners	\$814,898	
Henry County Board of Commissioners	\$274,435	

Spalding County Board of Commissioners	\$182,002	
Total		\$17,577,815
CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Area Committee to Improve Opportunities Now, Inc.	\$0	
Central Savannah River Area Economic Opportunity Authority, Inc.	\$0	
Clayton County Community Services Authority, Inc.	\$0	
Coastal Georgia Area Community Action Authority, Inc.	\$0	
Coastal Plain Area Community Action Authority, Inc.	\$0	
Community Action for Improvement, Inc.	\$0	
action pact, Inc.	\$0	
Economic Opportunity for Savannah-Chatham County Area, Inc.	\$0	
Enrichment Services Program, Inc.	\$0	
Fulton Atlanta Community Action Authority, Inc.	\$0	
Heart of Georgia Community Action Council, Inc.	\$0	
Macon-Bibb County Economic Opportunity Council, Inc.	\$0	
Middle Georgia Community Action Agency, Inc.	\$0	
Ninth District Opportunity, Inc.	\$0	
North Georgia Community Action, Inc.	\$0	
Overview, Inc.	\$0	
Partnership for Community Action, Inc.	\$0	
Southwest Georgia Community Action Council, Inc.	\$0	
Tallatoona Community Action Partnership, Inc.	\$0	
West Central Georgia Community Action Council, Inc.	\$0	
Cobb County Board of Commissioners	\$0	
Henry County Board of Commissioners	\$0	
Spalding County Board of Commissioners	\$0	
Total		\$0
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).		
<p>CSBG funds are distributed to the 23 eligible entities based on an existing formula previously adopted by Georgia Division of Family and Children Services and a representative committee of CSBG eligible entities. State legislative approval is not required. Projected allocations are completed for each eligible entity based on the prior years funding, the funding amount for each Agency is determined utilizing the formula 65% of the base and 35% poverty rate of each eligible entity's service area. The projected allocation amount is shared with each eligible entity for their preparation of the upcoming years Community Action Plan (CAP) and program budget. The CAP, budget, and other required contract documents are submitted to the States CSBG Office for review and approval. After review and approval of the Agency's submissions, other required contract documents are prepared by the States CSBG office. Once completed, the grant package is submitted to the States internal Office of Contracts and Procurement for contract development, quality review, and leadership signatures. Once contracts have been signed by level one leadership, contracts are routed to the eligible entity for review, approval, and signature as determined by the entity's bylaws. Once signatures are obtained at the eligible entity level, contracts are returned to the States CSBG office and routed to the internal Office of Contracts and Procurement for final review prior to routing contracts for contract execution. After execution of contracts, purchase orders are generated. If an eligible entity requests a portion of the 90% distribution be advanced, the request is processed and funds disbursed. Advanced CSBG 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.</p>		
7.3a Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:		
<input type="radio"/> Reimbursement		
<input type="radio"/> Advance		
<input checked="" type="radio"/> Hybrid		
<input type="radio"/> Other		
The distribution method is primarily reimbursement. The State does allow the eligible entities to request 1/12 of their allocation for program planning.		
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? <input checked="" type="radio"/> Yes		
<input type="radio"/> No		
7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.		
<i>Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.</i>		

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

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

Based on the results of the ACSI, eligible entities expressed concerns with the State's administrative arms understanding of the urgency and mandate to deliver contracts and funding expeditiously. To address this concern, the State CSBG office met with the Budget, Contracts, and Accounts Payable departments to ensure awareness of the need to execute contracts prior to the beginning of each FFY, to reimburse expenditures within contractual time frames. A system of review was implemented to facilitate eligible entities timely submissions of expenditure and programmatic reports.

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

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

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

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

Year One	10.00	Year Two	
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7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

Year One	10.00	Year Two	
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7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? Yes No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

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

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$40,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$55,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$85,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$835,120.00	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. All entities are considered for funding as requested. The State considers use of discretionary funding proposals for some of the following purposes: Innovative programs that partner with local community institutions and request for special funding; Emergency situations such as disaster assistance; Capacity building activities for the Georgia Community Action Association; Other activities, as appropriate, may be funded if in compliance with the purposes of the CSBG program. The following are examples of use of the discretionary funds: 1. CSBG Disaster Relief when a disaster strikes.

		Eligible entities receive funding to provide relief to the delivery area through group or categorical eligibility criteria. 2. CSBG Health Initiative Solicitations for new community health initiatives that target health issues in low-income communities are awarded through a competitive grant 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 supports wellbeing or self-sufficiency. Multiple 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. Eligible entities may apply as often as they like. Entities awarded the grant may re-apply the following year. However, the entity must show progressive work in addressing the issue stated in the proposal. Grant award decisions remain at the discretion of the State CSBG office. All unspent discretionary funds will be distributed to all eligible entities. In addition to the above stated purposes, discretionary funds are utilized for the Georgia Community Action Associations annual conference for the provision eligible entity training.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$1,015,120.00	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$0.00	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. [Check all that apply and narrative where applicable]		
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)		
<input checked="" type="checkbox"/> The state partially carries out some activities		
<input checked="" type="checkbox"/> CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) 23		
<input type="checkbox"/> Other community-based organizations		
<input checked="" type="checkbox"/> State Community Action association		
<input type="checkbox"/> Regional CSBG technical assistance provider(s)		
<input type="checkbox"/> National technical assistance provider(s)		
<input type="checkbox"/> Individual consultant(s)		
<input type="checkbox"/> Tribes and Tribal Organizations		
<input type="checkbox"/> Other		
Note: This response will link to the corresponding CSBG assurance, item 14.2.		
7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.		
Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.		

At the request of the CSBG eligible entities, discretionary funds will be distributed to all eligible entities. The State will continue to contract with the Georgia Community Action Association to provide training and technical assistance for the network.

Section 8: State Training and Technical Assistance

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

Form Approved
OMB No: 0970-0382
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SECTION 8 State Training and Technical Assistance

8.1. Training and Technical Assistance Plan: Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. The T/TA plan should include all planned CSBG T/TA activities funded through the administrative or remainder/discretionary funds of this CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

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

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q1	Training	Strategic Planning	
2	Ongoing / Multiple Quarters	Training	Governance/Tripartite Boards	
3	FY1-Q2	Training	Technology	
4	FY1-Q3	Training	Organizational Standards - General	
5	FY1-Q4	Training	ROMA	
6	FY1-Q2	Training	Reporting	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1				

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (*as indicated in the Remainder/Discretionary Funds table in item 7.9*):

Year One	\$40,000	Year Two	\$0
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8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The State collaborates with the eligible entities and the Association via annual state planning meetings and Quarterly Collaborative Partnership to obtain input into the training and technical assistance needs of the network. Monthly meeting are held with the State Association to discuss the networks Joint Training and Technical Assistance Plan for the year to ensure needs are met.

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

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

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The States CSBG office and State Associations Joint Training and Technical Assistance Plan addresses eligible entities with unmet Organizational Standards. Once the State completes Organizational Standards compliance reviews, it determines if the finding warrants a T/TA plan or a QIP. Eligible entities are provided an opportunity to submit a plan for improvement which is documented in a T/TA Plan or QIP. The State reviews the plan to determine if the plan is acceptable or the need for additional training exists. If training is necessary, the training stipulation is made apart of the plan. To ensure training needs are addressed, the State coordinates required training utilizing State, State Association, and/or national resources for the provision of training. Eligible entities may request training and technical assistance at any time throughout the program year through online survey via the State Associations website. The State utilizes discretionary funds for the provision of training.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

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

<input type="checkbox"/> Tribes and Tribal Organizations	
<input type="checkbox"/> Other	
8.4.CSBG-Funded T/TA Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.	
<i>Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form</i>	
For FFY2023, the State will utilize the same performance adjustments as documented in its previous years plan. The State has included training activities into its Joint Training and Technical Assistance Plan with the State Association. In response to eligible entity feedback, Organizational Standards training for all eligible entities, not just those with unmet standards, will be added to the plan.	

Section 9: State Linkages and Communication

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

Form Approved
OMB No:0970-0382
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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 intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Describe additional information as needed.

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

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

Linkages and coordination to maximize access to services and avoid duplication of services are maintained at the State level through departmental meetings and the provision of information and referrals statewide. The States CSBG office facilitates bi-weekly collaborations with State Directors of TANF, SNAP and Medicaid for discussion of activities, resources, and supports for communities and families throughout the State. CSBG State Program Managers work with the States WIOA Director to coordinate activities and facilitate collaboration with eligible entities. The WIOA Director periodically attends Quarterly Collaborative Partnership meetings with eligible entities for discussions related to available resources and processes to ensure efficient coordination and to avoid duplication of activities with WIOA. Coordination of Weatherization activities are ensured through State quarterly meetings with the States Weatherization Manager. Updates are provided to the CSBG network on an ongoing basis throughout the year and at quarterly meetings.

9.2. State Linkages and Coordination at the Local Level:

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

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

The State recognizes the importance of coordination and the establishment of linkages at the local level to ensure effective and efficient delivery of services and to avoid duplication of services. At the local level, the State CSBG office provides ongoing communications specific to availability programs and services. The State works throughout the program year to facilitate collaboration and partnership amongst local government entities, social service organizations and the eligible entities. Some examples of the State coordination and linkages are: 1. Local coordination to ensure that families who qualify for and receive Temporary Assistance to Needy Families (TANF), Social Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP), and Medicaid are automatically eligible for CSBG services. 2. Linkages to eligible entities for the delivery of services and supports for victims of natural disasters. For natural disasters, group eligibility is established for the impacted area to ensure emergency needs are met and services are not duplicated.

9.3. Eligible Entity Linkages and Coordination

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

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

The State requires service coordination and the establishment of linkages between eligible entities and other community service agencies and local governments to ensure the effective and efficient delivery of CSBG services. Eligible entities annual Community Action Plans document planned activities related to service coordination and linkages. Monitoring via monthly programmatic reports, annually review of Organizational Standards documents, and periodically annual monitoring visits assure eligible entity active participation in these activities. Documents such as sub contracts, memorandums of understanding, client files, and the case management system data are reviewed to ensure coordination and linkages are present.

Ongoing communication with eligible entities specific to the importance of coordination of services and the establishment of linkages take place via Quarterly Collaborative Partnership meetings.

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

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

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

Eligible entities develop linkages with other community service agencies, local governments, and at the State level to ensure that gaps in services are filled. Entities develop informal partnerships, memorandums of understanding, and sub contracts to ensure services coordinated through referral, case management, and follow-up consultation throughout service delivery areas. Additionally, CSBG agencies participate in a multitude of activities such as the solicitation of volunteers and private donations, and partnerships with the private sector to leveraging of resources governments to address the causes and conditions of poverty.

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

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

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

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

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

The State and eligible entities coordinate the provision of employment and training opportunities statewide through a network of workforce investment systems under the Workforce Investment Act. At the State level, CSBG Program Managers work with the States WIOA Director to coordinate activities and facilitate collaboration with eligible entities. The States WIOA Director communicates via Quarterly Collaborative Partnership meetings with eligible entities to ensure efficient coordination and to avoid duplication of activities. Statewide, eligible entities participate locally in various capacities including service as Workforce Investment Boards members and active participation at One-Stop Career Center location. At the local level, eligible entities and WIOA personnel work together to develop and coordinate action plans specific to communities and the individual needs of families. In partnership with One-Stop Career Centers, a host of programs and services offer job seekers access to services that aid in career, skill and personal development.

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.

In conjunction with CSBG programs statewide, the State assures emergency energy crisis interventions are made available locally through contracts with eligible entities for the provision of the Low Income Home Energy Assistance Program (LIHEAP). Eligible entities document planned activities via submission of annual CSBG Community Action Plans and LIHEAP Staffing Implementation Plans. Monthly monitoring via programmatic reports and data system analysis ensures effective and efficient delivery of emergency energy crisis interventions. Monitoring of client files and agency policies, procedures and systems take place periodically via annual desk and onsite monitoring visits. The State addresses coordination of emergency energy crisis interventions with eligible entities on an ongoing basis through training, technical assistance, and at Quarterly Collaborative Partnership meetings.

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

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

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

The State assures local eligible entities coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations through contracts with eligible entities. Eligible entities document planned efforts via submission of annual CSBG Community Action Plans which are made apart of the CSBG contract. Collaboration and partnership activities, documented as linkages, are monitored via monthly programmatic reports, annually review of Organizational Standards documents, and periodic annual monitoring visits which assure active participation in these activities. Documents such as subcontracts, memorandums of understanding, client files, and the case management system data are reviewed to ensure coordination and linkages are present. Ongoing discussions with eligible entities specific to the importance of coordination of services and the establishment of linkages are maintained through ongoing monthly communications and Quarterly Collaborative Partnership meetings.

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

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

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

Eligible entities coordinate 90 percent of CSBG funds with other public and private resources at the local level through coordinated services delivery strategies and case management efforts. Coordination of community activities, emergency assistance, and self-sufficiency services takes place through informal partnerships, and via sub-contracts and memorandums of understanding with public and private entities to leverage resource and maximize outcomes for communities and families.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe state activities for supporting coordination among the eligible entities and the state community action association.

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

The States CSBG office works in collaboration and partnership with eligible entities and the Georgia Community Action Association (GCAA) to maintain ongoing communications to identify and address training needs, promote programs, and maintain adherence to rules and regulations. Specifically, the State assists with coordination and provides funding for the provision of the networks annual GCAA training conference, Organizational Standards training, EasyTrak data management systems training, and other network training needs as necessary. The State works in

conjunction with the Association and eligible entities for the provision of ROMA certification training to ensure a plethora of ROMA trainers are available statewide to support mandates. Efforts to support coordination amongst the organizations includes active participation in the Advisory Committee Workgroup meetings, facilitation of Quarterly Partnership Collaborative meetings, participation in monthly Joint Training and Technical Assistance planning meetings, participation in quarterly Association board meetings, and participation in other collaborative meetings as necessary.

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

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Annually	Meetings/Presentation	Quarterly Collaborative Partnership meetings
State Plan Development	Annually	Meetings/Presentation	Quarterly Collaborative Partnership meetings
Organizational Standards Progress	Quarterly		Quarterly Collaborative Partnership meetings
State Accountability Measures Progress	Quarterly		Quarterly Collaborative Partnership meetings
Community Needs Assessments/ Community Action Plans	Quarterly	Meetings/Presentation	Quarterly Collaborative Partnership meetings
State Monitoring Plans and Policies	Biannual		Quarterly Collaborative Partnership meetings
Training and Technical Assistance (T/TA) Plans	Quarterly		Quarterly Collaborative Partnership meetings
ROMA and Performance Management	Quarterly		Quarterly Collaborative Partnership meetings
State Interagency Coordination	Biannual		Quarterly Collaborative Partnership meetings
CSBG Legislative/Programmatic Updates	Quarterly	Meetings/Presentation	Quarterly Collaborative Partnership meetings
Tripartite Board Requirements	Quarterly		Quarterly Collaborative Partnership meetings

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

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

The State will send each Eligible Entity's Executive Director an email with a letter that has the rating that the agency received on the Performance Report within 60 calendar days. The State will also discuss the performance on the state accountability measures during the quarterly meeting after receiving the results from OCS. State office will answer any questions from the network and will discuss corrective actions from any noncompliance.

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

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

No adjustments to the States communication plan are necessary this upcoming year. The prior years communication plan will be continued as recommended by the network. The State will maintain the following communication plans: Monthly meetings with the State Association focused on the networks Joint Training and Technical Assistance Plan; Quarterly Collaborative Partnership meetings with the network focused on discussions of policy, procedures, program coordination, promotion, Organizational Standards, ROMA, training, and other subject matter as requested and necessary; Monthly Advisory Committee meetings focused on policy, procedures, and new and innovative projects; and State CSBG office personnel attendance at the Associations quarterly Board meetings for the provision of information and updates. The States CSBG office will continue to use the email listserv to advise and keep the network abreast of policy and procedures updates, new initiatives, and for the dissemination of memorandums. At the request of the network, technologies including conference calling, web-ex meetings, and webinars will continue to be utilized to allow for maximum feasible participation of the CSBG 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)**

**Form Approved
OMB No: 0970-0382
Expires:08/30/2024**

SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Area Committee to Improve Opportunities Now, Inc.	Full On-site	Onsite Review	FY1 Q1	08/03/2020	09/21/2020	Full Onsite Monitoring Visit
2	Central Savannah River Area Economic Opportunity Authority, Inc.	No review					
3	Clayton County Community Services Authority, Inc.	No review					
4	Coastal Georgia Area Community Action Authority, Inc.	No review					
5	Coastal Plain Area Community Action Authority, Inc.	No review					
6	Community Action for Improvement, Inc.	Full On-site	Onsite Review	FY1 Q2	03/23/2020	05/29/2020	Full Onsite Monitoring Visit
7	action pact, Inc.	No review					
8	Economic Opportunity for Savannah-Chatham County Area, Inc.	No review					
9	Enrichment Services Program, Inc.	No review					
10	Fulton Atlanta Community Action Authority, Inc.	Full On-site	Onsite Review	FY1 Q2	08/03/2020	09/21/2020	Full Onsite Monitoring Visit
11	Heart of Georgia Community Action Council, Inc.	No review					
12	Macon-Bibb County Economic Opportunity Council, Inc.	No review					
13	Middle Georgia Community Action Agency, Inc.	No review					
14	Ninth District Opportunity, Inc.	No review					
15	North Georgia Community Action, Inc.	No review					
16	Overview, Inc.	No review					
17	Partnership for Community Action, Inc.	Full On-site	Onsite Review	FY1 Q3	09/14/2020	09/18/2020	Full Onsite Monitoring Visit
18	Southwest Georgia Community Action Council, Inc.	No review					
19	Tallatoona Community Action Partnership, Inc.	No review					
20	West Central Georgia Community Action Council, Inc.	No review					
21	Cobb County Board of Commissioners	No review					

22	Henry County Board of Commissioners	No review					
23	Spalding County Board of Commissioners	No review					
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1							

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?

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

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

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

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

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 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: Action to be taken to address the finding(s) Individual(s) responsible for addressing the finding(s) 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.

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

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

0

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

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

The State's Process for Reporting Quality Improvement Plans to the Office of Community Services: Within 60 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. 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. 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.

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

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

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

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

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

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

The State of Georgia has 23 eligible entities that cover all 159 counties in the state. If an eligible entity would become re-designated then the Governor would appoint a public or nonprofit entity as the eligible entity of that designated area of the state.

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

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

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

The State will follow guidance issued in CSBG IM No. 116 Corrective Action, Termination, or Reduction of Funding for all eligible entities. The State will identify a Finding and determine if a Training and Technical Assistance Plan, Corrective Action Plan, or a Quality Improvement Plan is needed depending on the severity of the Finding. The State will meet with the Eligible Entity and determine the needs as described by the eligible entity. The State will discuss the concerns with the State Association to determine the joint course of action. The State will notify the Office of Community Services to discuss options and recommendations. If it is determined that the eligible entity will need to be terminated then the State will create a Briefing Document to submit to the Division of Family and Children Services, the Department of Human Services up to the Governor to gain the approval for such actions. Again, the State will notify the Office of Community Services of all actions, activities and decisions.

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

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

10.10b. If No, describe State procedures for re-designation of existing eligible entities.

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: Date of Board meeting at which the final monitoring report and Corrective Action Plan was reviewed by the Board. Activities planned to correct findings and weaknesses Time-frames for completing planned corrective actions Staff, board, and/or financial resources assigned to ensure implementation of the corrective actions 1. CAAs will be designated by the Department for under served areas of the state only if CAAs contiguous with or closest to the under served 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 under served areas of the state shall be initiated at the local level and submitted to the State for review and approval or disapproval

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting:

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

The State is responsible for fiscal reviews and control procedures. The State complies with required annual reporting. All of the mandated information is reviewed, 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 Divisions 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 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:

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

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

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

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

State will permit and cooperate as needed with any federal investigation. State office will participate in the investigation as needed.

10.14. Monitoring Procedures Performance Management Adjustment:

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

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

Upon analysis of past performance and the recommendation from the CSBG network the State is utilizing the same performance adjustment as in the previous years plan. The program has added a tracking document that is managed by one of the program managers at the State to ensure timeliness of reviewing and submitting documents. The timeliness is reviewed during the monthly staff meetings to analysis the data and make recommendations for improvements. 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)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
SECTION 11 Eligible Entity Tripartite Board	
11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[<i>Check all that applies and narrative where applicable</i>]	
<input checked="" type="checkbox"/> Attend Board meetings	
<input checked="" type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input type="checkbox"/> Other	
11.2. Tripartite Board Updates: Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc., [<i>Select one and narrative where applicable</i>]	
<input checked="" type="radio"/> Annually	
<input type="radio"/> Semiannually	
<input type="radio"/> Quarterly	
<input type="radio"/> Monthly	
<input type="radio"/> As it Occurs	
<input type="radio"/> Other	
11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
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. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. <input checked="" type="radio"/> Yes <input type="radio"/> No	
11.4a. Tripartite Board Alternative Mechanism: 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)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input type="radio"/> 125% of the HHS poverty line <input checked="" type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
200%	% <i>[Response Option: numeric field]</i>
12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
<p>Assistance is provided for individuals and families having income at or below two hundred (200%) of the poverty income level as allowed in the statute, unless changed by subsequent legislation. This is a State Policy for Income Eligibility. CSBG Policy Manual Section 1000 Financial Eligibility Complete, accurate and timely eligibility determination, application processing, payment of services, and referral for service is crucial for the CSBG Program. Eligible entities must complete an application for all persons who request assistance through the Community Services Block Grant Program. Approval for services is based on funds available. The applicant must meet the basic eligibility criterion below: Households must be at or below 200% of the Federal Poverty Guidelines Household applicant must be a US citizen or a legally admitted alien with a social security card (see Citizenship). Households applying for assistance must reside in the geographic area serviced by the service provider VERIFICATION OF INCOME The customer should provide verification from the payment source. If the customer cannot obtain the verification, the agency may request it directly from the payment source. Verification can be obtained from a collateral source, a person who has knowledge of the income, if verification cannot be provided by the payment source. Income is calculated on gross wages, less any income disregards. Certain types of income should be disregarded as income when calculating the eligibility of potential clients.</p>	
12.2. Income Eligibility for General/Short-Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical),An example of these services is emergency food assistance.	
<p>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.</p>	
12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).	
<p>Eligible entities are required to submit Community Action Plans (CAP) (service plans) that are based on their communitys needs assessment, for use of CSBG funds. CAPs 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 CAPs, client files, and program/project files are reviewed.</p>	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
13.1. Performance Measurement System: Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module I, Item I.1.</i>	
<input checked="" type="radio"/> The Results Oriented Management and Accountability (ROMA) System	
<input type="radio"/> Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act	
<input type="radio"/> An alternative system for measuring performance and results	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
Eligible entities are required to submit Community Action Plans (CAP) that are based on their community's needs assessment, for use of CSBG funds. CAPs 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 CAPs, client files, and program/project files are reviewed.	
13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.	
(Empty space for description)	
13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
The State measures outcomes via the National Performance Indicators (NPIs) and the OCS organizational standards. Each CAP 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. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
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: Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
Community Action 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. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
Each eligible entity is required to submit a current comprehensive Community Needs Assessment annually with the Community Action Plans in order to be in compliance with the fiscal and administrative compliance of the CSBG program.	
13.6. Community Needs Assessment: Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	

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

Section 14: CSBG Programmatic Assurances and Information Narrative

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

Form Approved
OMB No: 0970-0382
Expires:08/30/2024

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

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

The State CSBG program requires all eligible entities to submit Community Action Plans specifically targeted to address the needs of the low income community as a part of their requests for funding. The Community Action Plans 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 CAPS 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 and Annual Report 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."

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

Eligible Entity Service Delivery, Coordination, and Innovation

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

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

Funds are distributed to all twenty-three (23) eligible entities based on a formula adopted by the State Department and a committee of representatives from eligible entities. Eligible entities must submit a Community Action 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."

Note: The state describes this assurance in the state linkages and communication section, item 9.3b.

Eligible entities develop linkages with other community service agencies, local governments, and at the State level to ensure that gaps in services are filled. Entities develop informal partnerships, memorandums of understanding, and sub contracts to ensure services coordinated through referral, case management, and follow-up consultation throughout service delivery areas. Additionally, CSBG agencies participate in a multitude of activities such as the solicitation of volunteers and private donations, and partnerships with the private sector to leveraging of resources governments to address the causes and conditions of poverty.

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

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

Note: The state describes this assurance in the state linkages and communication section, item 9.7.

Eligible entities coordinate 90 percent of CSBG funds with other public and private resources at the local level through coordinated services delivery strategies and case management efforts. Coordination of community activities, emergency assistance, and self-sufficiency services takes place through informal partnerships, and via sub-contracts and memorandums of understanding with public and private entities to leverage resource and maximize outcomes for communities and families.

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

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

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

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: Financial Management Housing Programs Foreclosure assistance Prescription Drug Programs Youth Build Program Community Health Initiatives Fatherhood Initiative Nurses Aide Training Program 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 Community Action Plan. Community Action 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."

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

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

Federal Investigations

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

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

Funding Reduction or Termination

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

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

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

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

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

Eligible Entity Tripartite Board Representation

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

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

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.

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:08/30/2024

SECTION 15
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

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

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

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

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

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

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

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

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

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

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

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

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

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

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

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

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

(2) Where the prospective primary participant is unable to certify to any of the

statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

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

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

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

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

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

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

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

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

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from

participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

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