

## **CSBG State Plan**

**Program Name:** Community Services Block Grant  
**Grantee Name:** HUMAN SERVICES, GEORGIA DEPARTMENT OF  
**Report Name:** CSBG State Plan  
**Report Period:** 10/01/2025 to 09/30/2026  
**Report Status:** **DRAFT**

### **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: 08/29/2025

## COVER PAGE

* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request?  Explanation: 2. Date Received:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update 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:	47 Trinity Avenue SW, 1 <sup>st</sup> Floor	Street 2:	
* City:	Atlanta	County:	Fulton
* State:	GA	Province:	
* Country:	United States	* Zip / Postal Code:	30334

#### e. Organizational Unit:

Department Name: Georgia Department of Human Services

Division Name: Division of Family and Children Services

#### f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Cynthia	Middle Name:	* Last Name: Bryant
Suffix:	Title: LIHEAP/CSBG Unit Director	Organizational Affiliation: Division of Family and Children Services	
* Telephone Number: (404) 463-1679	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 (\$):	b. Match (\$):
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		\$0	\$0
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**\* 16. IS SUBMISSION SUBJECT TO REVIEW BY THE STATE UNDER THE EXECUTIVE ORDER 12372 PROCESS?**

a. This submission was made available to the State under Executive Order 12372

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Process for Review on:

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b. Program is subject to E.O. 12372 but has not been selected by State for review.

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

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

☐ YES

☒ NO

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Explanation:

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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** ☒

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\*\* 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.

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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)
	

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**Attach supporting documents as specified in agency instructions.**

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# 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  
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## 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

☒ one-year ☐ two-year

1.1a. Provide the federal fiscal years this plan covers:

Year One: 2026

Year Two:

1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

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

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

If yes, provide the date of change and select the fields that have been updated

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

1.2a. Lead agency

Georgia Department of Human Services

1.2b. Cabinet or administrative department of this lead agency [Select one option and narrative where applicable]

☐ Community Affairs Department

☐ Community Services Department

☐ Governor's Office

☐ Health Department

☐ Housing Department

☒ Human Services Department

☐ Social Services Department

☐ Other, describe

1.2c. Cabinet or Administrative Department Name:  
Provide the name of the cabinet or administrative department of the CSBG authorized official

Georgia Department of Human Services

1.2d. Authorized official of the lead agency

Name: Candice Broce

Title: Director of DFCS

1.2e. Street Address

47 Trinity Avenue SW

1.2f. City: Atlanta

1.2g. State: GA

1.2h. Zip:  
30334

1.2i. Telephone number and extension 404-657-8409 ext.

1.2j. Fax number: 404-657-5105

1.2k. Email address candice.broce@dhs.ga.gov

1.2l. Lead agency website: www.dhs.ga.gov

1.3. Designation Letter:

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

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

Has Information in regard to the state point of contact has changed since the last submission of the state plan? ☐ Yes ☒ No

If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply

<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 Director

**1.4c. Street Address**

47 Trinity Avenue SW, 1<sup>st</sup> Floor

**1.4d. City:** Atlanta

**1.4e. State:** GA

**1.4f. Zip:** 30334

**1.4g. Telephone Number:** 404-463-1679 ext.

**1.4h. Fax Number**

**1.4i. Email Address:** cynthia.bryant@dhs.ga.gov

**1.4j. Agency Website:** <http://dfcs.dhs.georgia.gov>

**1.5. Provide the following information in relation to the State Community Action Association.**

There is currently a state Community Action Association within the state. ☒ Yes ☐ No

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

If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply

<input type="checkbox"/>	Agency Name	<input 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:** Executive Director

**1.5c. Street Address**

900 N. Hariston Road, Ste A

**1.5d. City**

Stone Mountain

**1.5e. State:** GA

**1.5f. Zip:** 30083

**1.5g. Telephone number:** 404-361-4442 ext.

**1.5h. Fax number**

**1.5i. Email Address:** [cthompson@georgiacaa.net](mailto:cthompson@georgiacaa.net)

**1.5j. State Association Website** <http://georgiacaa.org/>

**1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead** ☒ Yes ☐ No

## Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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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.

**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, the last federal fiscal year ☐ Yes ☒ No

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

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

## Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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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.**

Strengthen Georgia by providing individuals and families access to services that promote self-sufficiency and independence, protect Georgia's vulnerable children and adults, address poverty-related causes and conditions, remove obstacles to self-sufficiency, and create opportunities that expand pathways and avenues to improved quality of life and upward economic mobility for low-income residents.

#### 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.I.)*

The Georgia Department of Health and Human Services, in partnership with the Georgia Community Action Association, the 20 community action agencies, and 3 public entities that form its core, has delineated four strategic goals to advance the administration and effectiveness of the Community Services Block Grant (CSBG) program for Fiscal Year 2026. Emphasizing both capacity building and quality improvement, these goals have been developed with insightful contributions from our network and align with the State's long-term objectives to foster resilient communities through dedicated support to low-income individuals and families.

**Goal 1:** Our goal is to enhance client satisfaction by integrating targeted surveys into our operations. By the end of Q4 2025, we will implement a survey to gather baseline data. The survey will measure a welcoming atmosphere/culture, client expectation(s), client satisfaction, and how the organization met those expectations. Over the FY2026 year surveys will be collected to gauge improvement, opportunities, and/or challenges, with the objective of achieving a 15% improvement in overall client satisfaction score(s). The surveys will be administered electronically at every service interaction, and the collected data will be evaluated monthly to monitor performance and identify areas for continuous improvement. This goal is specific, measurable through satisfaction scores, achievable with streamlined survey tools, relevant to improving service delivery, and time-bound with a clear deadline by Q4 2026.

**Goal 2:** This goal aims to improve housing strategies by integrating a comprehensive client barrier assessment into service delivery. Georgia Community Action Agencies will implement standardized client assessments covering 10 critical domains (including Income, Employment, Education, and Housing) to identify barriers affecting housing affordability. This data-driven approach will inform targeted interventions, policy reforms, and resource allocation, while metrics from coaching, counseling, legal aid, and housing access initiatives will be monitored via a centralized dashboard. The initiative will involve community engagement, policy advocacy, and the implementation of initiatives to enhance access, expand affordability, and strengthen resources. This goal is specific in its objectives, measurable through client and outcome data, achievable with current agency expertise, relevant to current housing challenges, and time-bound with a clear deadline of implementation by the end of Q1 FY26.

#### 3.3. State Plan Development:

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

##### 3.3a. Analysis of state-level tools [Check all that apply and narrative where applicable]

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

☒ U.S. Census data

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

☐ Monitoring Visits/Assessments

☒ Tools not identified above (specify) EasyTrak and mySidewalk

##### 3.3b. Analysis of local-level tools [Check all that apply and narrative where applicable]

☐ Eligible entity community needs assessments

☒ Eligible entity community action plans

☐ Public Hearings/Workshops

☐ Tools not identified above (e.g., State required reports)[specify]

##### 3.3c. Consultation with [Check all that applies and narrative where applicable]

<input type="checkbox"/>	Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
<input checked="" type="checkbox"/>	State Association
<input type="checkbox"/>	National Association for State Community Services Programs (NASCSPP)
<input type="checkbox"/>	Community Action Partnership (The Partnership)
<input type="checkbox"/>	Community Action Program Legal Services (CAPLAW)
<input type="checkbox"/>	CSBG Tribal Training and Technical Assistance (T/TA) provider
<input checked="" type="checkbox"/>	Regional Performance Innovation Consortium (RPIC)
<input type="checkbox"/>	Association for Nationally Certified ROMA Trainers (ANCRT)
<input type="checkbox"/>	Federal CSBG Office
<input type="checkbox"/>	Organizations not identified above [Specify]

3.4. Eligible Entity Involvement

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

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

The draft State plan was sent to GCAA (State Association) and the eligible entities on March 28, 2025, for their review prior to April 29, 2025, virtual interactive meeting with the network and State Association. State office received suggestions and updated the draft state plan with those suggestions. State sent the State Plan to the network to have available in their locations and to upload onto their websites.

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

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

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

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

In an effort to increase communication surrounding the State Plans, the State moved to an earlier discussion period with the eligible entities. It allowed the State Association to review the plan along with the Network on April 29, 2025. To ensure that all the eligible entities had an opportunity to review and comment on the plan, all were sent the Plan prior to our April Advisory Committee meeting to give them time to thoroughly review the Plan to submit suggestions for changes, additions, or updates. It also gave them an opportunity to speak among themselves to come up with suggestions.

3.5. Eligible Entity Overall Satisfaction:

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

Year One	55	Year Two
<p>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.</p> <p><i>(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)</i></p>		



## Section 4: CSBG Hearing Requirements

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### SECTION 4 CSBG Hearing Requirements

<b>4.1. Public Inspection:</b> Describe the steps the state took to disseminate this State Plan to the public for review and comments before the public hearing, as required under Section 676(e)(2) of the Act.				
Virtual Public Hearing review of the FY2026 CSBG State Plan to be held on June. Also, a Legislative Hearing was held on January 23, 2025. The CSBG State Plan was posted to the State website by .				
<b>4.2. Public Notice/Hearing:</b> Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under Section 676(a)(2)(B) of the CSBG Act.				
The public hearing was advertised in the Atlanta Journal-Constitution for the State of Georgia on May 16, 2025. The public hearing was advertised on the Division of Family and Children Services website beginning May 16, 2025. A summary of CSBG services was made available at the public hearing. The draft State Plan was posted on the website for any interested party to review. Copies of the draft plan were disseminated for review to the twenty-three (23) CSBG-eligible entities statewide. Verification of the legislative and public hearing advertisement is attached to this plan.				
<b>4.3. Public and Legislative Hearings:</b> In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.				
	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited.
1	01/23/25	Georgia General Assembly	Legislative	<input type="checkbox"/>
2	06/17/2025	Virtual Hearing	Public	<input type="checkbox"/>
<b>4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.</b> CSBG Public Hearing Announcement, sign-in sheet, and comments are attached. Georgia General Assembly legislative hearing was held at 1:00 p.m. in room 341 in the Georgia State Capital.				

## Section 5: CSBG Eligible Entities

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

**5.1. CSBG Eligible Entities:**

**In the table below, indicate whether each eligible entity in the state is public or private, the type(s) of the 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 Agencies, Limited Purpose Agencies, Local Government Agencies, Migrant or Seasonal Farmworker Organizations, Tribe or Tribal Organizations, 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 Partnership, Inc.	Bartow, Douglas, Floyd, Gordon, Haralson, Paulding, Polk.	Non-Profit	Community Action Agency
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	Board of Commissioners
22	Henry County Board of Commissioners	Henry	Public	Board of Commissioners
23	Spalding County Board of Commissioners	Spalding	Public	Board of Commissioners

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
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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
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5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were each listed in the prior year's State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete
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## Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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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 a 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 adopts s 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 assesses 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' responses. The State office will review 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 CSBG Organizational Standards. Attendees include the State office, all eligible entities, the 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 Results Oriented Management and Accountability (ROMA) trainers, we anticipate good guidance in the standards as well as 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, and 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. Those eligible entities that score below 60% will be placed on a Quality Improvement Plan.

**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	60%	Year Two
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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  
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### SECTION 7 State Use of Funds

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

##### 7.1. Formula:

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

☐ 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 all 23 eligible entities based on an existing formula previously adopted by the Georgia Division of Family and Children Services and a committee of representatives of CSBG-eligible entities. There is currently no requirement for State legislative approval. A projected allocation is completed for each eligible entity using prior year funding; the funding amount for each agency is determined by the formula 65% of the base and 35% poverty rate of the eligible entity service area. The projected allocation amount is shared with each eligible entity for their preparation of the upcoming year's Community Action Plan (CAP) and program budget.

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 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
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Area Committee to Improve Opportunities Now, Inc.	\$541,171	
Central Savannah River Area Economic Opportunity Authority, Inc.	\$562,430	
Clayton County Community Services Authority, Inc.	\$405,496	
Coastal Georgia Area Community Action Authority, Inc.	\$280,427	
Coastal Plain Area Community Action Authority, Inc.	\$406,805	
Community Action for Improvement, Inc.	\$372,522	
Action Pact, Inc.	\$586,439	
Economic Opportunity for Savannah-Chatham County Area, Inc.	\$303,374	
Enrichment Services Program, Inc.	\$338,336	
Fulton Atlanta Community Action Authority, Inc.	\$927,150	
Heart of Georgia Community Action Council, Inc.	\$220,494	
Macon-Bibb County Economic Opportunity Council, Inc.	\$279,008	

Middle Georgia Community Action Agency, Inc.	\$337,831	
Ninth District Opportunity, Inc.	\$544,791	
North Georgia Community Action, Inc.	\$513,098	
Overview, Inc.	\$187,826	
Partnership for Community Action, Inc.	\$1,552,739	

Southwest Georgia Community Action Council, Inc.	\$534,271	
Tallatoona Community Action Partnership, Inc.	\$546,941	
West Central Georgia Community Action Council, Inc.	\$172,508	
Cobb County Board of Commissioners	\$463,852	
Henry County Board of Commissioners	\$167,076	
Spalding County Board of Commissioners	\$106,080	
<b>Total</b>	<b>\$10,350,664</b>	

### 7.3. Distribution Process:

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

CSBG funds are distributed to all 23 eligible entities based on an existing formula previously adopted by the Georgia Division of Family and Children Services and a committee of representatives of CSBG-eligible entities. There is currently no requirement for State legislative approval. A projected allocation is completed for each eligible entity using prior year funding; the funding amount for each agency is determined by the formula 65% of the base and 35% poverty rate of the eligible entity service area. The projected allocation amount is shared with each eligible entity for their preparation of the upcoming year's Community Action Plan (CAP) and program budget. The CAP, budget, and all other required contract documents are submitted to the CSBG State Office for review and approval. After review and approval of eligible entity submission, additional contract documents are prepared by the internal CSBG State Office staff and then submitted to our internal Office of Contracts and Procurement for contract development, quality review, and leadership signature. Once contracts have been signed by level one leadership, they are then sent to an 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 CSBG State Office and rerouted to the internal Office of Contracts and Procurement for final review before contracts are routed for contract execution. After the execution of contracts, purchase orders are generated; if an eligible entity requested a portion of their 90% to be advanced, the request is processed, and funds are disbursed. The advanced funds are recovered in one-third (1/3) portions within three (3) consecutive months of the program year. The remaining amount allocated to the eligible entities is available based on reimbursement requests that are submitted on a 30-day cycle.

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

- ☐ Reimbursement
- ☐ Advance
- ☒ Hybrid
- ☐ Other

The State allows eligible entities to request one twelfth (1/12) of the allocation to start up the new fiscal year. The remaining eleven (11) months are reimbursed for approved monthly expenditures.

### 7.4. Distribution Timeframe:

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

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

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

### 7.5. Distribution of Funds Performance Management Adjustment:

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

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

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

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

*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:
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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	11.00	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	11.00	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:
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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 an 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	\$200,000	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$200,000	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	\$127,000	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		
7.9e. Asset-building programs		
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups		
7.9g. State charity tax credits		
7.9h. Other activities, specify in column 3		
Total	\$527,000	

Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities and/or 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.



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	\$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. 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.*

The network provided input to the State Office and requested that the State increase the 90% funding to the eligible entities with the remainder of the discretionary funds. The State will continue to have a contract with the Georgia Community Action Association to provide training and technical assistance.

## 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 Use of Funds

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

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

*Note: This information is associated with State Accountability Measures and 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-Q4	Training	ROMA	
2	Ongoing / Multiple Quarters	Training	Governance/Tripartite Boards	
3	FY1-Q1	Training	Strategic Planning/Capacity Building	
4	FY1-Q3	Training	Technology	
5	FY1-Q3	Training	Reporting	
6	Ongoing / Multiple Quarters	Training	Organizational Standards for eligible entities with unmet TAPs and QIPs	
7	FY1-Q2	Training	Community Assessment	

Training and Technical Assistance - Year Two

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	\$527,000	Year Two
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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 has a monthly meeting with the State Association to discuss planning and delivery of training and technical assistance. The State has a Joint Training and Technical Assistance Plan for the year to ensure that there are no gaps in delivering training to the network. During each monthly meeting, the Joint Plan is reviewed and updated.

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 State, along with the State Association, has an action item on the Joint Plan to address eligible entities with unmet Organizational Standards. The State has issued a survey to the public-eligible entities to receive input from them on the training and technical assistance needed to address the unmet Organizational Standards. Upon the completion of compliance reviews, the State will determine if any findings warrant a T/TA Plan or a Quality Improvement Plan (QIP). The Eligible Entities are given an opportunity to submit their plans for improvement through their T/TA Plan or QIP. The State reviews the Plan and determines if it will be accepted as is or if there is a need for additional training. If there is a need for training, the State will add the stipulation to the Plan. To ensure that the needs of the eligible entities are addressed, the State will coordinate the necessary training for the eligible entities. They will be facilitated by the State office from resources of the State, the State Association, or resources from the national organizations at the cost of the State with Discretionary funds. Eligible Entities may also request Training and Technical Assistance at any time throughout the program year directly to the State Association through an online survey on the State Association website.

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"/>	CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)	
<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	

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

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

The State is utilizing the same performance adjustments as in the previous year's plan. The state has also added training activities with the Joint Training and Technical Assistance Plan with the State Association. Eligible Entities have given input on additional training activities to include the Organizational Standards.

## 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  
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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 the planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).*

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

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

**Describe or attach additional information as needed.**

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

<input checked="" type="checkbox"/>	State Low Income Home Energy Assistance Program (LIHEAP) office
<input checked="" type="checkbox"/>	State Weatherization office
<input checked="" type="checkbox"/>	State Temporary Assistance for Needy Families (TANF) office
<input type="checkbox"/>	State Head Start office
<input type="checkbox"/>	State public health office
<input type="checkbox"/>	State education office
<input checked="" type="checkbox"/>	State Workforce Innovation and Opportunity Act (WIOA) agency
<input type="checkbox"/>	State budget office
<input checked="" type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP)
<input type="checkbox"/>	State child welfare office
<input type="checkbox"/>	State housing office
<input type="checkbox"/>	Other

The State has biweekly collaboration with the State Directors for TANF, SNAP, and Medicaid to discuss activities, support, concerns, and resources throughout the state. If there are any challenges that are addressed that it will be shared with the network to include the monthly meeting with the Association. The State shares this information with the network as needed, at least at the quarterly meetings. CSBG has a State Program Manager who works with the State WIOA Director. The State WIOA Director attended a Quarterly meeting with the CSBG Network to discuss resources and processes to ensure there is no duplication of activities within the workforce. The State will meet with the State Weatherization Manager quarterly to collaborate and discuss trends nationally and make suggestions for improvements.

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

Describe the linkages and coordination at the local level that the state creates or maintains with governmental and other social services, especially antipoverty programs, to ensure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services and as required by assurances under Sections 676(b)(5) - (6))

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

The State Administering Agency encourages collaboration with other agencies. One example is coordination to ensure that families who receive Temporary Assistance to Needy Families (TANF), Supplemental Security Income (SSI), SNAP, and Medicaid are automatically eligible for CSBG services. The network would like collaboration and linkages with their local DFCS office to address any issues or concerns with service delivery. The goal is to have high level meetings between state and local level meetings to discuss various services to include SNAP Employment Training. The State Administering Agency works with eligible entities to establish linkages when delivering services to victims of natural disasters. Group eligibility is used in this area. Agencies sometimes provide staff to assist in providing services and emergency relief to victims. The State CSBG Program will continue to encourage and coordinate linkages between CSBG-eligible entities, other community service agencies, and local governments to ensure that gaps in services are filled. Eligible entities recognize the importance of interagency planning, coordination of services, and community organization. CSBG agencies solicit volunteers and private donations, and form partnerships with the private sector as well as local governments to reduce the causes of poverty. CSBG funds continue to be used to enhance administrative functions in local CSBG programs.

#### 9.3. Eligible Entity Linkages and Coordination

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

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

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

**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.***

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

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

**Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?**

☐ Yes ☒ No

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

**9.4a. 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 have been coordinating the provision of employment and training activities in the state and in communities with entities that provide activities through statewide and local workforce investment systems under the Workforce Investment Act. Eligible entities participate in local Workforce Investment Boards. Activities that eligible entities are involved in include: participating in One-stop Career Center locations, actively interacting with and offering services to Career Center patrons, offering access to all EOA services that are free of charge or that will aid active job seekers in skill/career/personal development/housing stability, participating in Quarterly Meetings for One-stop Career Center partners, cross promoting the One-stop Career Center(s) within EOA and its clientele base, providing career development and job counseling with an action plan that will be developed for each individual, conducting workshops and issuing materials that address work ethic, attitude, dependability, and continuous learning, and providing job readiness training including GED programs or basic skills for reading and writing. Some eligible entities provide scholarships for nurse-aide training, commercial driver's license programs and facilities maintenance programs.

**9.5. Emergency Energy Crisis Intervention:**

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

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

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

**9.6. Faith-based Organizations, Charitable Groups, and 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 and eligible entities will coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. The State CSBG and LIHEAP Programs are members of the State's Faith Based Community effort.

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

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

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

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

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

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

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

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

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

**In the table below, 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. Select "Not Applicable" under Expected Frequency for any topic that is not applicable.**

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other."
Upcoming Public and/or Legislative Hearings	Annually	Meetings/Presentation	
State Plan Development	Annually	Meetings/Presentation	
Organizational Standards Progress	Quarterly	Meetings/Presentation	
State Accountability Measures Progress	Quarterly	Meetings/Presentation	
Community Needs Assessments/ Community Action Plans	Quarterly	Meetings/Presentation	
State Monitoring Plans and Policies	Biannual	Meetings/Presentation	
Training and Technical Assistance (T/TA) Plans	Quarterly	Meetings/Presentation	
ROMA and Performance Management	Quarterly	Meetings/Presentation	
State Interagency Coordination	Biannual	Email	
CSBG Legislative/Programmatic Updates	Quarterly	Meetings/Presentation	
Tripartite Board Requirements	Quarterly	Meetings/Presentation	
Topic	Expected Frequency	Format	Brief Description of "Other"
1 No other subject matter is needed at this time	Not Applicable		

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

**Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.**

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

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

**9.11. Performance Management Adjustment:**

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

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

At the recommendation of the network, the State will continue to utilize the same performance adjustment as in the previous years' plan. The state will continue to meet with the State Association monthly to discuss the Joint Training and Technical Assistance Plan. The State will continue to meet with the network quarterly to collaborate and discuss updates and suggestions for improvements and training. All policies, procedures, and new projects are presented to this Advisory Committee for feedback and recommendations. The State will continue to use an email list for the entire network to advise on policy changes, new initiatives, and the dissemination of memorandums. The State will continue to use webinars, conference calls, and web-ex meetings to utilize technology to improve participation at the request of the network.

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

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

Form Approved  
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### SECTION 10 State Use of Funds

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

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

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

*Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 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 Monitoring		2nd			
2	Central Savannah River Area Economic Opportunity Authority, Inc.	Full Monitoring		2nd			
3	Clayton County Community Services Authority, Inc.	Full Monitoring		2nd			
4	Coastal Georgia Area Community Action Authority, Inc.						
5	Coastal Plain Area Community Action Authority, Inc.						
6	Community Action for Improvement, Inc.	Full Monitoring		3rd			
7	action pact, Inc.						
8	Economic Opportunity for Savannah-Chatham County Area, Inc.	Full Monitoring		3rd			
9	Enrichment Services Program, Inc.						
10	Fulton Atlanta Community Action Authority, Inc.						
11	Heart of Georgia Community Action Council, Inc.						
12	Macon-Bibb County Economic Opportunity Council, Inc.						
13	Middle Georgia Community Action Agency, Inc.						
14	Ninth District Opportunity, Inc.						
15	North Georgia Community Action, Inc.						
16	Overview, Inc.						
17	Partnership for Community Action, Inc.	Full Monitoring		3rd			



18	Southwest Georgia Community Action Council, Inc.						
19	Tallatoona Community Action Partnership, Inc.						
20	West Central Georgia Community Action Council, Inc.	Full Monitoring		2nd			
21	Cobb County Board of Commissioners						
22	Henry County Board of Commissioners						
23	Spalding County Board of Commissioners						

#### 10.2. Monitoring Policies:

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

See attached monitoring policies.

#### 10.3. Initial Monitoring Reports:

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

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

60

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

#### 10.4. Closing Findings:

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

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

A 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: (1) Finding – A programmatic deficiency requiring corrective action (e.g., board composition does not comply with the required compilation of the low-income population; it is under-represented), (2) 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), and (3) 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 thirty (30) 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 the plan by the State. Corrective action plans must include all of the following: (1) Action to be taken to address the finding(s), (2) Name(s) and job title(s) of the individual(s) responsible for addressing the finding(s), and (3) A 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 30 calendar days of the State approving the eligible entity's Quality Improvement Plan, the State will report to the Office of Community Services that the eligible entity has an approved Quality Improvement Plan. The State will send the Office of Community Services a quarterly report of eligible entities that have approved Quality Improvement Plans and the 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 stating that the Eligible Entity 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 will follow guidance issued in CSBG IM # 116 for de-designation and re-designation of eligible entities. The CSBG State Office will initiate proceedings to terminate or reduce funding if a CAA fails to correct deficiencies outlined in a Quality Improvement Plan. In the event that the State terminates the designation of an organization as an eligible entity, or otherwise reduces funds, any resulting funding may be awarded only to an organization that is an eligible entity for CSBG funds. Section 676A of the CSBG Act outlines procedures for designation and re-designation of eligible entities in unserved areas. In accordance with the CSBG Act, a State may solicit applications and designate as an eligible entity either a private nonprofit organization that is geographically located in the unserved area that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency and meets the requirements of the CSBG Act, or a private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and is already providing related services in the unserved area.

**10.9. Eligible Entity Termination: Do State CSBG statutes and/or regulations provide for the 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 # 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, 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(s) 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 within fifteen (15) business days after acceptance of the plan by the State. The eligible entity will be notified of the acceptance of the corrective action plan by the State. Corrective Action Plans must include the following: (1) Action to be taken to address the finding(s), (2) Name(s) and job title(s) of the individual(s) responsible for addressing the finding(s), and (3) A timeline(s) for completion. The eligible entity may be asked to provide the date of the Board meeting at which the final monitoring report and Corrective Action Plan were reviewed by the Board and/or financial resources assigned to ensure implementation of the corrective action(s). CAAs will be designated by the State Office for underserved areas of the state only if CAAs contiguous with or closest to the underserved areas decline to serve such areas. 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 State Office for review and approval or disapproval. Efforts to establish CAAs in underserved 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 and complies with required annual reporting. All 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. Completed reports are a compilation of State Financial System Reports and queries. Eligible 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 eligible 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 Office of Budget for approval and to the Office of Financial Services for payment. Both the Office of Budget and Office of 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 a 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 Office 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.**

**10.14. Performance Management Adjustment:**

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

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

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 the timeliness of reviewing and submitting documents. The timeliness is reviewed during the monthly staff meetings to analyze the data and make recommendations for improvements. The State has worked with SmartQuest Technology to develop the EasyTrak software system that allows it to monitor the programmatic activities of eligible entities in conjunction with 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 and denoting their review with signature. The monitoring tool has been revised to include risk assessment in an effort to offer Training and Technical Assistance expeditiously. The State has begun to collaborate with eligible entities to determine the monitoring schedule. The State also will send a letter of the scheduled monitoring visit, and eligible entities have another opportunity to reschedule if that visit is not convenient for the agency. The State has encouraged eligible entities to inform their assigned Program Manager if the scheduled appointment is inconvenient for them as an agency.

## Section 11: Eligible Entity Tripartite Board

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

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### SECTION 11 State Use of Funds

**11.1. Tripartite Board Verification:** Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act.

*[Check all that applies and narrative where applicable]*

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

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

<input 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.

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

Any petitioner in the service area of the eligible entity can request a petition form from the eligible entity or from the Georgia Division of Children and Family Services (DFCS), LIHEAP, and CSBG Programs unit. The petitioner will submit the petition to the CSBG Program Director at the address on the petition form for determination of the merit of the petition. Acknowledgment of receipt of the form will be provided to the petitioner within fifteen (15) business days from receipt of the petition form, and a final decision will be made within thirty (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's 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. ☒ Yes ☐ No

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

County Governments that receive CSBG funds are required to establish an advisory committee or a mechanism to assure representation of low-income individuals through an advisory committee that is (1) composed of at least one-third of individuals chosen through a democratic selection procedure, (2) are representative of low-income persons and live in the neighborhood served, and (3) are able to participate actively in the development, planning, implementation, and evaluation of CSBG programs. The State will create a tracking device to assist eligible entities with filling vacancies on their local boards.

## Section 12: Individual and Community Eligibility Requirements

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

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### SECTION 12

#### Individual and Community Income Eligibility Requirements

##### 12.1. Required Income Eligibility:

Provide the income eligibility threshold for services in the state.

*[Check one item below.]*

☒ 125% of the HHS poverty line ☐ % of the HHS poverty line (fill in the threshold) ☐ Varies by the eligible entity

% [Response Option: numeric field]

##### 12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as the treatment of income and family/household composition.

Assistance is provided for individuals and families having income at or below 125% of the poverty income level as allowed in the statute unless changed by subsequent legislation. This is a State Policy for Income Eligibility. The CSBG Policy Manual Section 1100 Financial Eligibility details how 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: Households must be at or below 125% of the Federal Poverty Guidelines unless changed to a hired percentage by legislation, household applicants must be US citizens or legally admitted aliens with a social security card (see CSBG Policy Manual Section 1201.4 Citizenship), and households applying for assistance must reside in the geographic area serviced by the service provider. The applicant and all household members should provide income verification from the payment source. If the applicant 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 based on gross wages, less any income disregards. Certain types of income should be disregarded as income when calculating the eligibility of potential clients. Once a household is eligible, they will remain eligible for the entire current federal fiscal year.

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

Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical), An example of these services is emergency food assistance.

Eligible entities are required to verify the income of all applicants and household members 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 onsite monitoring reviews, the State reviews client files, which must contain copies of identification documents, income statements, and other items that may have been requested that can be used to verify income.

##### 12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

Eligible entities are required to submit a Community Action Plan (CAP) (service plan) that is based on their Community Needs Assessment for the 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 Office, CAPs, client files, and program/project files are reviewed.

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

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

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### SECTION 13 Results Oriented Management and Accountability (ROMA) System

#### 13.1. 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.

*Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item I.1.*

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act
- ☐ 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 (CAPs), 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 Office, 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.

#### 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.

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

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Others

The State measures outcomes via the National Performance Indicators (NPIs) and the OCS organizational standards. Each 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 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.

*Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention it briefly and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.*

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 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.

#### 13.4. Eligible Entity Use of Data:

Describe how is the state plan to validate the eligible entities that are using data to improve service delivery.

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

Community Action Plans (CAPs) are developed from the results of Community Needs Assessments, and programs/activities are designed based on the identified local needs and unmet needs. Data is being validated as it is entered into the tracking system- EasyTrak. Eligible entities are contractually required to use the latest version of the software system for statewide data collection, tracking, and reporting. The CAPs (provided to denote service plans) are developed in the EasyTrak system and must include outcome measures and activities. 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.

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

The State Office will complete a Contracts Training annually. During training, the State will review the documents required for a CAA to submit for their contract. The CSBG State Office requires that each eligible entity complete and submit a Community Action Plan (CAP) with their contract documents for

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each fiscal year. The CAP is created in the statewide software system, EasyTrak, and it is based on the eligible entity's Community Needs Assessment.

**13.6. Community Needs Assessment:**

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

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

The State Office will complete a Contracts Training annually. During training, the State will review the documents required for a CAA to submit for their contract. The CSBG State Office requires each eligible entity to submit their most recent Community Needs Assessment. The Community Needs Assessments must be completed within the past three (3) years.

## Section 14: CSBG Programmatic Assurances and Information Narrative

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

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### SECTION 14 State Use of Funds

#### 14.1 Use of Funds Supporting Local Activities

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#### CSBG Services

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

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(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 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 the 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;

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The State CSBG program requires all eligible entities to submit Community Action Plans (CAPs) specifically targeted to address the needs of the low-income community as a part of their requests for funding. The CAP includes all services and programs that use CSBG funding for the purpose of removing barriers to self-sufficiency and providing resources to obtain and maintain well-being and self-sufficient lifestyles. The programs and services are linked to these assurances. These services and activities are to reduce the burden of poverty and promote change within the community.

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#### Needs of Youth

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

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(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 childcare programs;

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The State of Georgia reviews all Community Action Plans (CAPs) which are submitted annually with a copy of the eligible entity's Community Needs Assessment to the State Office. The current Community Needs Assessment must demonstrate a need for an intended program, including youth programs. The needs of youth have been, and continue to be, notable within eligible entities' CAPs to ensure that youth development remains a focus where necessary. The Annual Report's youth data is also reviewed and discussed with eligible entities to ensure that programs target youth development and correctly report the data.

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#### Coordination of Other Programs

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

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(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 Memorandums of Understanding (MOUs) for employment services such job readiness classes and counseling, job placement, etc.

## State Use of Discretionary Funds

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**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."**

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*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

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

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**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;"**

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Funds are distributed to all twenty-three (23) eligible entities based on a formula adopted by the State Office 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 Community 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.

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## Eligible Entity Linkages - Approach to Filling Service Gaps

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

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

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

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

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**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."**

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

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

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

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**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."**

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*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).*

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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 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 Foreclosure Assistance, Prescription Drug Programs, Youth Build Program, Community Health Initiatives, Fatherhood Initiative, Nurse's Aide Training Program, and the 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 (CAP). CAPs submitted by 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 consider its organization, or low-income individuals, to be inadequately represented on the board (or other mechanisms) 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. Acknowledgment of receipt of the form will be provided to the petitioner within fifteen (15) business days from receipt of the petition form, and a final decision will be made within thirty (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's 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: 08/29/2025

### SECTION 15 Federal Certifications

#### 15.1. CERTIFICATION REGARDING LOBBYING

##### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of the 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.

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15.1. Lobbying

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After assurance select a check box:

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

## 15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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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.

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### 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 act authorized under the Drug-Free Workplace Act.

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

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 Non-procurement 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.

**A criminal drug statute** is 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 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

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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, the 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 Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require the 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 are 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 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 Non-procurement 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 any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**15.3. Debarment**

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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 to be included in any sub-awards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

**15.4. Environmental Tobacco Smoke**

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After the 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)**

The 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.