

Model State Plan(CSBG)

Program Name: Community Services Block Grant

Grantee Name: UTAH

Report Name: Model State Plan(CSBG) Revision # 2

Report Period: 10/01/2016 to 09/30/2017

Report Status: Initialized (Revision #2)

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CSBG Cover Page (SF-424M)

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

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

COVER PAGE

* 1.a. Type of Submission: Plan	* 1.b. Frequency: Other (2 Year)	* 1.c. Consolidated Application/Plan/Funding Request? Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	* 1.d. Version: Initial State Use Only: 5. Date Received By State: 6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: Utah			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 876000545		* c. Organizational DUNS: 621491328	
* d. Address:			
* Street 1:	1385 South State Street	Street 2:	
* City:	Salt Lake City	County:	
* State:	UT	Province:	
* Country:	United States	* Zip / Postal Code:	84115 -
e. Organizational Unit:			
Department Name: Workforce Services		Division Name: Housing and Community Development	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Katrina	Middle Name: C	* Last Name: Asay
Suffix:	Title: Assistant Director	Organizational Affiliation: Housing and Community Development Division	
* Telephone Number: (801) 468-0148	Fax Number (801) 468-0211	* Email: kcasay@utah.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 CSBG State Plan 2017-2018			
12. Areas Affected by Funding:			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 2		b. Program/Project: Statewide	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			

Process for Review on :	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	
* 17. Is The Applicant Delinquent On Any Federal Debt? <input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)
Attach supporting documents as specified in agency instructions.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Administration for Children and Families
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SECTION 1

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

1.1. Provide the following information in relation to the lead agency designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act. The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.

1.1a. Lead agency	Department of Workforce Services, Housing and Community Development Division, State Community Services Office		
1.1b. Cabinet or administrative department of this lead agency <i>[Check one option and narrative where applicable]</i>			
Other, describe	Department of Workforce Services		
1.1c. Division, bureau, or office of the CSBG authorized official	Housing and Community Development Division		
1.1d. Authorized official of lead agency	Jonathan D. Hardy		
1.1e. Street Address	1385 South State Street		
1.1f. City	Salt Lake City	1.1g. State UT	1.1h. Zip 84115
1.1i. Telephone number and extension (801) 468 - 0137 ext.	1.1j. Fax number: (801) 468 - 0211		
1.1k. Email address jhardy@utah.gov	1.1l. Lead agency website http://jobs.utah.gov/housing/		
1.2. Provide the following information in relation to the designated State CSBG point of contact			
1.2a. Agency name	Department of Workforce Services State Community Services Office		
1.2b. Name of the point of contact	Tamera L. Kohler		
1.2c. Street address	1385 South State Street		
1.2d. City	Salt Lake City	1.2e. State UT	1.2f. Zip 84115
1.2g. Point of contact telephone number (801) 468 - 0148 ext.	1.2h. Fax number (801) 468 - 0211		
1.2i. Point of contact email address tkohler@utah.gov	1.2j. Point of contact agency website http://www.jobs.utah.gov/housing/scso/csbg/index.html		
1.3. Designation Letter: Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly.			

Section 2: State Legislation and Regulation

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

Does the State have a statute authorizing CSBG? Yes No

2.2. CSBG State Regulation:

Does the State have regulations for CSBG? Yes No

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

See attached "Utah Code"

2.4. State Authority:

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

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

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

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

Section 3: State Plan Development and Statewide Goals

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SECTION 3 State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

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

The State Community Services Office (SCSO) provides guidance, oversight, and funding to help communities assist people to become more self-reliant socially, physically, culturally, and economically by working to reduce the impacts of poverty and improving the quality of life for low-income Utahns. The SCSO coordinates State activities designed to reduce the impacts of poverty and encourage entities in the private sector to participate in efforts to ameliorate poverty in the community. The SCSO will continue to develop and refine policies and procedures to enhance management goals and standards. The SCSO supports efforts to assist grantees to use data and needs assessment information to improve service and program delivery while preserving the flexibility and local initiative of the CSBG to impact and address local poverty issues.

3.2. State Plan Goals:

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

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

Goal 1: The SCSO will administer the CSBG program in Utah in accordance with its mission and in compliance with all applicable statutes, rules, and regulations, in a manner which will increase management efficiency and program effectiveness. Objective 1: The SCSO will allocate and distribute funds in accordance with the CSBG Act and amendments. Objective 2: The SCSO will ensure fiscal accountability of CSBG grantees. Objective 3: The SCSO will support organizational best practices and strengthen organizational capacity, management efficiency, and program effectiveness of CSBG Organizational Standards as set forth by the Office of Community Services. Goal 2: To advocate for the continuation of funds, community involvement and support, and the expansion of programs to provide services and activities having a measurable impact on the causes and conditions of poverty. Objective 1: Conduct planning activities to promote the successful results of CSBG-funded activities that collaborate with all interested parties throughout the State with the greatest potential impact on poverty in Utah. Objective 2: The SCSO will monitor and evaluate grantee performance through data collection, program assessment, compliance with the organizational standards, and regular on-site visits. Objective 3: Consistent with available resources, training and technical assistance will be provided through the SCSO to increase administrative and operational effectiveness, including compliance with the organizational standards Objective 4: The SCSO, in partnership with other state offices and organization funded by CSBG, will research and report on problems and conditions caused by poverty and results of antipoverty efforts in Utah.

3.3. State Plan Development:

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

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

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

U.S. Census data

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

Other data [describe] The SCSO utilized information from the State of Utah Intergenerational Poverty Report as well as the State's Comprehensive Report on Homelessness. Performance measures gathered by the State were also reviewed.

Eligible entity community needs assessments

Eligible entity plans

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

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

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

State community action association and regional CSBG T&TA providers

State partners and/or stakeholders (describe) The State consulted with the division responsible for the WIOA State Plan so as to properly capture the nature and extent of coordination of activities. The State also consulted and reviewed coordination with HEAT, Weatherization, Intergenerational Poverty, and EITC programs as well as Continuum of Care, ESG, state homeless services programs.

National organizations (describe) The State consulted with our OCS federal contact and with NASCSP for clarification on 9.4. as Utah has a Unified Plan. The State also gathered input from CAPLAW, National CAP, NAEH, and COSCDA in preparation of the plan.

Federal Office of Community Services

Other (describe)

3.4. Eligible Entity Involvement

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

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

Â May 23, 2016 Â Email request sent to eligible entities and to the state association describing plan preparation process and requesting input, especially input related to training and technical assistance needs and progress in meeting the organizational standards. Response requested by June 10, 2016. Â June 1, 2016 Â Reminder email sent to same parties Â June 10, 2016 Â Responses to request for input received and processed Â June 22, 2016 Â SCSO held a meeting for eligible entities and state association to

review input shared, and to review state plan development process as well as expected timelines. June 22-24, 2016: SCSSO follow-up with eligible entities (those not in attendance of 6/22/16 meeting) to assure understanding of process and provide opportunity for contribution. July 12, 2016: Notice of Hearing and Comment published. July 13, 2016: Draft of State Plan sent to eligible entities for review. July 12-August 5, 2016: Public Comment Period. Additional opportunity for agency contribution. July 18, 2016: State Association training (on CNA). Progress on plan also discussed. July 19, 2016: Public Hearing. July 27, 2016: State Association Board and Membership meetings. Plan discussed.

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

3.4b. Performance Management Adjustment:

How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order

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

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

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

The State reached out to all eligible entities and to the state association via email and specifically requested input (May and June 2016). State staff also followed up with agencies that did not respond to see if they had any input to share (June 2016). A proactive approach was followed to make sure agencies understood that their input was welcome and a vital part of the development process. State staff also described the plan, the development process, and reiterated the importance of agency involvement at state association board and member meetings (June 2016 and ongoing).

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

3.5. Eligible Entity Overall Satisfaction:

Provide the State's target for eligible entity Overall Satisfaction during the performance period: 74

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

Section 4: CSBG Hearing Requirements

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SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

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

Process for public inspection and hearings: 1) Public Hearing: The State Community Services Office published the Notice of Public Comment and Public Hearing on July 12, 2016. The public hearing was held July 19, 2016, in Salt Lake City. Interested parties were notified that copies of the CSBG plan were available by visiting the SCSO's website, <http://housing.utah.gov/scso/csbg>. Written comments were accepted until Aug 5, 2016. 2) Legislative Hearing: September 21, 2016 3) Public Inspection of State Plan: Copies of the State Plan were made available by visiting the website of the State Community Services Office at <http://housing.utah.gov/scso/csbg>. In addition, a copy of the plan was distributed, prior to the hearing, to the following locations statewide: Department of Workforce Services in Salt Lake City, Bear River Association of Governments in Logan, Ogden Weber Community Action Partnership in Ogden, Family Connection Center in Clearfield, Salt Lake Community Action Program in Salt Lake City, Community Action Services and Food Bank in Provo, Six County Association of Governments in Richfield, Five County Association of Governments in St. George, Uintah Basin Association of Governments in Roosevelt, Southeastern Utah Association of Local Governments in Price, Utahans Against Hunger in Salt Lake City, Community Action Partnership of Utah in Salt Lake City

4.2. Public Notice/Hearing:

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

The State determined, based on past public hearings and comment periods, that six days (about one week) is sufficient time for agencies to review the State Plan and attend the public hearing. After the public hearing, the SCSO provided seventeen more days for additional comments. Interested parties were notified that copies of the State plan are available on the SCSO's website. The SCSO distributes the plan statewide through the 12 organizations listed above. The following is a timeline of the hearing and reviews: July 12, 2016 - Publication of the notice of the Public Hearing. The notice is distributed to the 12 agencies listed above and published in the Salt Lake Tribune, the Deseret News, utahlegals.com, and on the SCSO website. July 13, 2016 - Electronic copy of the draft plan was emailed to all agencies listed in 4.1. July 19, 2016 - The public hearing was held at the Department of Workforce Services, 1385 S. State Street Salt Lake City, Utah 84115. July 12 - August 5, 2016 - Open for public comment.

4.3. Public and Legislative Hearings:

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

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

	Date	Location	Type of Hearing <small>[Select an option]</small>
1	07/19/2016	1385 South State Street, Salt Lake City, UT 84115	Public
2	09/21/2016	350 South State Street, Salt Lake City, UT 84111	Legislative

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

Please see attached proof of publication of notice for public hearing, public hearing summary, (7/19/16) legislative hearing agenda, legislative hearing minutes, and CSBG committee packet material for legislative hearing (9/21/16)

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

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

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

#	CSBG Eligible Entity	Public or Nonprofit	Type of Agency [choose all that apply]	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
1	Bear River Association of Governments	Public	Community Action Agency (CAA)	Counties Served: Box Elder, Cache and Rich	
2	Ogden Weber Community Action Partnership	Nonprofit	Community Action Agency (CAA)	Counties Served: Weber	
3	Family Connection Center	Nonprofit	Community Action Agency (CAA)	Counties Served: Davis and Morgan	
4	Salt Lake Community Action Program	Nonprofit	Community Action Agency (CAA)	Counties Served: Salt Lake and Tooele	
5	Community Action Services and food Bank	Nonprofit	Community Action Agency (CAA)	Counties Served: Utah, Wasatch, and Summit	
6	Uintah Basin Association of Governments	Public	Local Government Agency	Counties Served: Duchesne, Uintah, Daggett	
7	Six County Association of Governments	Public	Local Government Agency	Counties Served: Juab, Millard, Sanpete, Sevier, Piute, and Wayne	
8	Southeastern Utah Association of Local Governments	Public	Local Government Agency	Counties Served: Carbon, Emery, Grand, and San Juan	
9	Five County Association of Governments	Public	Local Government Agency	Counties Served: Beaver, Iron, Garfield, Kane, and Washington	

5.2 Total number of CSBG eligible entities 9

5.3 Changes to Eligible Entities List:

Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission? Yes No

If yes, please briefly describe the changes.

Section 6: Organizational Standards for Eligible Entities

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SECTION 6 Organizational Standards for Eligible Entities

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

6.1. Choice of Standards:

Check the box that applies. If using alternative standards

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

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

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

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

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

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

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

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

6.4a. Describe the assessment process.

The State expects all agencies to be in compliance with the organizational standards in FY2017. A compliance rate that is below full conformity will require corrective action for each standard that is not met. State issued corrective action will be developed in partnership with the agencies and progress will be monitored by the State. The SCISO will provide final approval, determination of corrective action type, and revisions on all required corrective action plans made in partnership with individual agencies. The organizational assessment tool will be part of the State's monitoring tool and will contain 58 questions for private/nonprofit CAAs and 50 questions for public/governmental CAAs. Starting in Federal Fiscal Year (FFY) 2016 the State will assess the eligible entities' compliance with organizational standards as part of the established monitoring processes. Starting in Federal Fiscal Year (FFY) 2016, the State will assess the eligible entities' compliance with organizational standards as part of the established monitoring process. Monitoring Process: State-Assessment: Assessments conducted by the State will be carried out by the appropriate Program Specialist. When the State assesses the entities it may do so at the same time as the annual monitoring. Monitoring dates are determined each year. Format: The State will perform the assessment as part of the monitoring process and will provide the entity an opportunity to explain questions and deficiencies found during the assessment. Deficiencies: At the end of the monitoring/assessment the SCISO staff will hold an exit conference with the agency. If there are standards that are out of compliance, they will be discussed. The grantee is given the opportunity to provide comments and present additional information or explanation regarding a specific deficiency before corrective action is decided. If time permits, those present for the assessment will discuss the necessary level of corrective action. If no time is available, the SCISO staff will contact and collaborate via email, phone, or in person with the agency to develop necessary corrective action. Follow-up: Please see the monitoring policies and procedures in section 10.2

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

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

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

6.6. Performance Target: What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next

year? (Provide as a percentage) 100%

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

Section 7: State Use of Funds

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SECTION 7 State Use of Funds

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

7.1. Formula:

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

Base + Formula

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

7.2. Planned Allocation:

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

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

Planned CSBG 90 Percent Funds

	CSBG Eligible Entity	Year One Funding Amount \$	Year One Funding Amount %	Year Two Funding Amount \$	Year Two Funding Amount %
1	Bear River Association of Governments	\$256,078	0.00%	\$256,078	0.00%
2	Ogden Weber Community Action Partnership	\$301,176	0.00%	\$301,176	0.00%
3	Family Connection Center	\$260,645	0.00%	\$260,645	0.00%
4	Salt Lake Community Action Program	\$1,131,768	0.00%	\$1,131,768	0.00%
5	Community Action Services and food Bank	\$665,665	0.00%	\$665,665	0.00%
6	Uintah Basin Association of Governments	\$96,810	0.00%	\$96,810	0.00%
7	Six County Association of Governments	\$142,764	0.00%	\$142,764	0.00%
8	Southeastern Utah Association of Local Governments	\$137,055	0.00%	\$137,055	0.00%
9	Five County Association of Governments	\$312,307	0.00%	\$312,307	0.00%
Total		\$3,304,268	0.00%	\$3,304,268	0.00%

7.3. Distribution Process:

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

CSBG funds are made available to the eligible entities in a two part process and after receiving State authority. Part one is the contracting period. This period is initiated when the State opens the application process for Federal CSBG dollars. The process is as follows: -The State starts accepting applications for federal dollars in mid August. -The application period closes by mid September. (Up to 3 weeks) -Contracts are signed and made official by September 30th (15 business days) -Contracts are executed by October 1. Once applications are approved, the eligible entities are cleared to access funding as it is made available. Part two Funds are made available only when the SCSO receives the award letter from the Department of Health and Human Services (HHS) Administration for Children and Families (ACF). Entities can access funds when they submit claims for reimbursement. The process is as follows: -The SCSO receives the award letters throughout the FFY from HHS as part of the budgeted allocation or of the continuing resolution. -The SCSO then informs the entities of the funding that is available to them for the period/quarter. -The eligible entities submit claims for reimbursement throughout the FFY through the State's Request for Funds (RFF-LITE) program. The process for this is as follows: 1-The entities submit an online claim for reimbursement through RFF-LITE. 2-The SCSO is notified of the claim (same day) 3-The SCSO verifies & determines if the claims are valid, per the contract and government regulations (1-2 business days from submission). There are two basic components that the SCSO reviews for verification: a)A General Ledger Transaction Details report, which lists the specific expenditures claimed for reimbursement; and b)An Excel sheet summarizing amounts from the transaction detail report to the amounts listed on each budget line item on the request for funds form. 4-If claims are found to not be accurate or have errors, they are sent back to the corresponding entity for correction and the process restarts at step 1. 5-Once the claims are verified as accurate, the SCSO forwards the claims to the Housing and Community Development (HCD) accounting office for re-verification and approval. (1-2 days) 6-Once approved, HCD accounting sends the claims to the State Finance Office for reimbursement. Reimbursement is made by direct deposit (1 business day) or by mailed check (1-5 business days)

7.4. Distribution Timeframe:

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

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

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

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

7.5. Performance Management Adjustment:

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

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

Compared to previous years' performance and including agency feedback, the State adjusted its response time for monitoring visits from an average of 60 days to 20 days. This reduced time frame for response was included in the State's revised policies and procedures for the CSBG program and reflects the State's commitment to timeliness and good communication with our eligible entity partners.

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

7.6. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State plan? The estimate may be in dollars or a percentage 5 \$ %

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 5

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? 3

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

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

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

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

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$0.00	70.00%	\$0.00	70.00%	
b. Coordination of State-operated programs and/or local programs	\$0.00	6.00%	\$0.00	6.00%	The State of Utah assures coordination of programs and effective use of funds through monitoring activities, including the collection of Information Survey (IS) Reports and through the process of requiring and collecting comprehensive 3-Year community needs assessments, in accordance with CSBG Act Section 676(b)(11). The activities mandated by the community needs assessment require eligible entities to analyze internal programmatic activities and resources to determine whether more efficient or effective strategies for service delivery exist within the agency and community, including coordination with other State-operated programs and/or local programs. The State of Utah utilizes the process and findings of the community needs assessments to encourage more effective use and coordination of resources and coordination with related programs in each respective service area. These coordination activities are done in part through partnership with the State Association. The Coordination of State-operated programs and/or local programs will be described in State Plan Section 9, State Linkages and Communication.
c. Statewide coordination and communication among eligible entities	\$0.00	4.00%	\$0.00	4.00%	The State of Utah supports coordination among CSBG eligible entities through the discretionary activities of the State Association. CAP Utah convenes bimonthly State Association meetings that are open to all local eligible entities and are a forum for collaboration, coordination, and CSBG training and technical assistance. CAP Utah also supports coordination among eligible entities through facilitation of communications of the CSBG peer-network in Utah. Coordination and communication is further supported, encouraged, and facilitated as needed through regular consultation by the State Association, CAP Utah, with local eligible entities. These planned activities will be discussed in the State Plan Section 9, State Linkages and Communication.
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	0.00%	\$0.00	0.00%	
e. Asset-building programs	\$0.00	0.00%	\$0.00	0.00%	

f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	20.00%	\$0.00	20.00%	The State will fund the development of Intergenerational Poverty training modules and a study of food access, scarcity, and the food distribution system.
g. State charity tax credits	\$0.00	0.00%	\$0.00	0.00%	
h. Other activities, specify in column 6	\$0.00	0.00%	\$0.00	0.00%	
Total	\$0.00	100.00%	\$0.00	100.00%	

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

- CSBG eligible entities *(if checked, include the expected number of CSBG eligible entities to receive funds)*
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other Policy and educational training modules specific to Intergenerational Poverty State Initiative will be developed by Utah State University
- None (the State will carry out activities directly)

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

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

7.11. Performance Management Adjustment:

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

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

The State adjusted its use of remainder/discretionary funds under this plan to include investment in intergenerational poverty training modules and a study of food access, scarcity, and the food distribution system. These innovative activities stem from local and legislative expressed priorities in addressing intergenerational poverty and in more fully understanding food distribution at the system level. The discretionary funding provides key funds for furthering understanding in both areas, including providing materials to educate in the issue area and the best practices to develop local solutions.

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
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SECTION 8 State Training and Technical Assistance

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

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

Training and Technical Assistance

	Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q1	Training	Organizational Standards - General	
2	FY1-Q2	Training	Reporting	New IS
3	FY1-Q2	Technical Assistance	Reporting	Annual Report
4	FY1-Q2	Training	Strategic Planning	Intergenerational Poverty
5	FY1-Q3	Training	Other	Annual Conference on Poverty, Monitoring and Visit Preparation
6	FY1-Q3	Training	Other	State Performance/ACSI
7	FY1-Q4	Training	Other	CSBG Topics TBD
8	FY1-Q4	Training	ROMA	
9	All quarters	Training	Community Assessment	
10	All quarters	Technical Assistance	Community Assessment	
11	All quarters	Technical Assistance	Organizational Standards - General	
12	All quarters	Technical Assistance	Standards for eligible entities with unmet standards on TAPs and QIPs Fiscal	
13	All quarters	Technical Assistance	ROMA	
14	FY2-Q1	Training	Organizational Standards - General	
15	FY2-Q2	Training	Strategic Planning	Intergenerational Poverty
16	FY2-Q2	Technical Assistance	Reporting	
17	FY2-Q3	Training	Other	Annual Conference on Poverty, Multiple CSBG topics TBD
18	FY2-Q4	Training	ROMA	
19	All quarters	Technical Assistance	ROMA	
20	All quarters	Technical Assistance	Organizational Standards - General	
21	FY2-Q3	Training	Other	State Performance/ACSI
22	All quarters	Technical Assistance	Other	CSBG Topics TBD

8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9) \$0

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

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

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

The State's QIP and TAP policy and procedure are included in the attached monitoring policies (attached as 10.2 Utah Comprehensive Monitoring Policies and Procedures. Currently, no agencies are on a TAP or QIP.

8.3. Indicate the types of organizations through which the State plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement [Check all that applies and narrative where applicable]

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

Other community-based organizations

State Community Action association

<input checked="" type="checkbox"/> Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/> National technical assistance provider(s)
<input type="checkbox"/> Individual consultant(s)
<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other

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

8.4. Performance Management Adjustment:

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

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

The State surveyed our eligible entities and our state association to determine what each would like to see included in our training and technical assistance plan. The State included this feedback in the development of the T/TA plan for our FY2017-FY2018 State Plan. Specifically, eligible entities requested training in ROMA Next Generation, IS training, and organizational standards, as well as monitoring and visit preparation. These topic areas are all included in the State's T/TA plan. Some of these topics are consistent with interests agencies have had in previous years, others, including monitoring and visit preparation, are new.

Section 9: State Linkages and Communication

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

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SECTION 9 State Linkages and Communication

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

9.1 State Linkages and Coordination at the State Level:

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

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

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

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

Linkages, as described in Sec. 675 (C) of the CSBG Act, occur with the: "(1) use (of) funds available under this subtitle-(D) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals." Linkages occur as local grantees prepare a community needs assessment and action plan every three years. In these documents the entities describe the service gaps and resources available in their areas. The State reviews this and determines what coordination will occur at the State level in order to help fill those gaps and utilize the available resources. *[Click paper clip to attach file]*

9.2. State Linkages and Coordination at the Local Level:

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

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

Please see attached *[Click paper clip to attach file]*

9.3. Eligible Entity Linkages and Coordination

9.3a State Assurance of Eligible Entity Linkages and Coordination:

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

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

The State conducts regular programmatic monitoring of the nine CAAs. During these monitoring visits, the State will review the CAAs for linkages and coordination that the entities identified in the needs assessments. The SCSO will determine if the entities have created the linkages and coordination with other agencies identified in the CAP. If the State determines that the entities have not met this assurance, the State will work with the entities and provide the needed support to assist the CAAs in fulfilling the assurance. *[Click paper clip to attach file]*

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

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

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

Linkages, as described in Sec. 675 (C) of the CSBG Act, occur with the: "use (of) funds available under this subtitle-(D) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals." Linkages occur as local grantees prepare a community action plan every three years by conducting local problem assessments, describing resources available in their respective areas, performing an analysis of services designed to identify gaps and duplication, and finally, describing the agency policies and procedures regarding coordination. A template for the CNA was provided which directed agencies to gather information from the State's Intergenerational Poverty Report and Comprehensive Report on Homelessness. Directing agencies to the data encourages direct connection with local agencies working in intergenerational poverty and homelessness. Local grantees are working to expand their strategic planning beyond the 3-Year Needs Assessment conducted in their communities. The CAAs coordinate with their local Continuum of Care and their local homeless

coordinating committees to extend community involvement in their agencies, enhance integration of services, maximize impact, and deepen understanding of need. These linkages not only provide more effective service delivery, but also help agencies meet the proposed organizational standards addressing consumer input and involvement as well as strategic planning. Documentation of linkages is provided with the grant application to the State. The application identifies the other agencies and resources which coordinate and support the work program activities proposed.

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

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

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

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

The State of Utah includes CSBG employment and training activities in its WIOA Unified Plan through language that recognizes partnership and coordination with required partners. As the State implements the plan, it will work to refine and further develop that coordination and support through State Workforce Development Board committees and expert work groups. CAAs are encouraged (through contract and monitoring) to coordinate with and refer to their local Workforce Services One Stop.

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

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.

During the annual review of the IS report, the SCSO reviews the linkages that exist between eligible entities and other antipoverty programs such as HEAT and low-income home energy assistance programs. The State will continue to support coordination through referrals to eligible entities of other programs they qualify to provide. Two of the programs are listed below: HEAT and other home energy programs. List of Agencies who administer HEAT program: 1. Bear River Association of Governments 2. HEAT Program Direct Funding 3. Five County Association of Governments 4. Salt Lake Community Action Program 5. Six County Association of Governments 6. Southeastern Utah Association of Local Governments 7. Uintah Basin Association of Governments List of CAAs who collaborate and refer clients to entities with home energy programs: 1. Community Action Services and Food Bank 2. collaborates w/ Mountainland Association of Governments 3. Family Connection Center 4. collaborates w/ Future Through Training, Ogden 5. Ogden-Weber Community Action Partnership 6. collaborates w/ Future Through Training, Ogden

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

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

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

The State of Utah assures that CSBG funds are coordinated with other organizations, including faith-based organizations, charitable groups, and community organizations, primarily through the process of requiring and collecting comprehensive 3-Year Community Needs Assessments, in accordance with CSBG Act, and through monitoring activities, including but not limited to the collection of Information Survey (IS) Reports each year and monitoring on Organizational Standards. Eligible entities are required to provide to the State of Utah, every three years, a comprehensive community assessment, which includes data specific to poverty and its prevalence related to gender, age, and race/ethnicity in the service area, qualitative and quantitative data on the geographic service area, and key findings on the causes and conditions of poverty and the needs of the communities assessed. The community assessment also includes information gathered from key sectors of the community, including at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions. The information gathering activities, mandated by the community needs assessment, require eligible entities to engage and communicate with other service providers in the service area. In addition, the assessment requires the eligible entity to analyze internal programmatic activities and resources to determine whether more effective strategies for service delivery or opportunities for partnership or coordination exist. The State of Utah utilizes the process and findings of the community needs assessments to encourage more effective use of funds and coordination and collaboration with related programs and organizations in each respective service area. The State of Utah further assures coordination of programs and partnerships among local entities and other organizations through monitoring activities, including but not limited to the collection of Information Survey (IS) Reports each year and monitoring on Organizational Standards. IS Reports include National Performance Indicators (NPIs) that measure the number agencies with which each local eligible entity partners and the number of partnerships the eligible entity engages with respect to CSBG. Further, Organizational Standards require agencies to document or demonstrate partnerships across the community, for specifically identified purposes (Standard 2.1), and to utilize CNA information from key sectors. *[Click paper clip to attach file]*

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

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

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

The State of Utah assures that CSBG funds are coordinated with other public and private resources primarily through monitoring activities, including the collection of Information Survey (IS) Reports and through the process of requiring and collecting comprehensive 3-Year Community Needs Assessments, in accordance with CSBG Act 2 Section 676(b)(11). The State of Utah assures coordination of programs and effective use of funds through monitoring activities, including but not limited to the collection of Information Survey (IS) Reports each year. IS Reports include detailed information on the public and private resources of local eligible entities and how resources are used. Additionally, eligible entities are required to provide to the State of Utah every three years a comprehensive community assessment. The activities mandated by the community needs assessment require eligible entities to analyze internal programmatic activities and resources to determine whether more efficient or effective strategies for service delivery exist within the agency. The State of Utah utilizes the process and findings of the community needs assessments to encourage more effective use and coordination of resources and coordination with related programs in each respective service area. Furthermore, the eligible entity work plans produced in the community needs assessments are used to inform the CSBG contract making process with each eligible entity.

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.

The State of Utah supports coordination among CSBG eligible entities through the discretionary activities of the State Association, Community Action Partnership of Utah (CAP Utah). CAP Utah convenes bimonthly State Association Meetings that are open to all local eligible entities and are a forum for collaboration, coordination, and CSBG training and technical assistance. CAP Utah will also support coordination among eligible entities through facilitation of communications of the CSBG peer-network in Utah, including through the maintenance of an electronic library of CSBG T/TA resources, timely updates from state and national partners, and the distribution of a monthly newsletter. CAP Utah will also host the Annual Conference on Poverty, a two-day training event that increases the capacity of eligible entities and serves as a forum for collaboration, continuing education, networking, peer-support, and skills development. Furthermore, coordination is supported, encouraged, and facilitated as needed through regular consultation by the State Association, CAP Utah, with local eligible entities. The State of Utah also supports coordination among eligible entities through the Homeless Summit, an annual conference on homeless issues and best practices. The State also encourages coordination through support of the Continuum of Care and State Homeless Coordinating Committee.

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

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

Communication Plan				
	Topic	Expected Frequency	Format	Brief Description of "Other"
1	Monitoring On-Site	Annually	Email	
2	Attendance at CAAs' midyear board meetings	Annually	Email	
3	CSBG Application	Annually	Email	
4	CSBG Contracts	Annually	Email	
5	Monitoring Reports	Annually	Email	
6	Findings Follow-up	Other	Email	Communication on findings and follow-up will follow the policy and procedure described in SCSO policies attached in 10.2
7	State Plan	Other	Meetings/Presentation	Eligible entity and state association input is invited via email and through formal meeting. Their participation and input are also invited during the public hearing and the public comment period. The State Plan is also posted to SCSO's website.
8	Community Needs Assessment	Other	Email	New tools were developed for the 2016 Community Needs Assessment and shared with eligible entities and the state association via email and training provided in-person and at state association meetings.
9	Training and Technical Assistance	Other	Email	Training and technical assistance is offered as requested.
10	Changes in Key Staff	Other	Email	Notification of changes in key staff is shared as changes occur.

9.10. Feedback to Eligible Entities and State Community Action Association:
Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.

Note: This information is associated with State Accountability Measure 5S(iii). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.

The State (the SCSO) will collect State performance and accountability information from the Model State Plan, the Annual Reports, and the nationally administered survey distributed by OCS. After gathering the data, the SCSO will analyze the information and produce an accountability and result report for distribution to the State CAAs and the State Association. The SCSO will also engage in yearly strategic planning and will utilize the data received to improve the policies, procedures, and administration or the CSBG. This Strategic Plan is available to the public and CAAs. After receiving the data from the different sources, the SCSO will prepare and distribute a report describing the State's performance within each of the accountability measures. The report will be sent within 30 days via an attached PDF in an email memorandum.

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

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

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

The State has made clear and timely communication with our eligible entity partners a priority. This priority is reflected in the revised monitoring policies and procedures which reduced the time between monitoring visit and communication of any compliments, comments, concerns, or findings. State staff communicate regularly with the state association and attend meetings and provide updates. The State has also used the state association board meetings and member meetings as a forum to inform eligible entities about the ACSI. The State developed new tools for the 2016 Needs Assessment to help clarify process and expectation of the Needs Assessment. The State proactively seeks input on T/TA needs from the eligible entities. The State also requested that our eligible entity partners post for public viewing and comment a copy of the draft State Plan so as to provide an additional avenue for input and participation in process.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

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SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the Act)

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

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

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

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

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
1	Bear River Association of Governments	Other	FY1 Q2	08/26/2016	Program monitoring occurs every year, fiscal monitoring occurs every three years
2	Ogden Weber Community Action Partnership	Other	FY1 Q3	06/20/2016	Program monitoring occurs every year, fiscal monitoring occurs every three years
3	Family Connection Center	Other	FY1 Q4	07/20/2016	Program monitoring occurs every year, fiscal monitoring occurs every three years
4	Salt Lake Community Action Program	Other	FY1 Q3	06/15/2016	Program monitoring occurs every year, fiscal monitoring occurs every three years
5	Community Action Services and food Bank	Other	FY1 Q4	07/29/2016	Program monitoring occurs every year, fiscal monitoring occurs every three years
6	Uintah Basin Association of Governments	Other	FY2 Q2	12/01/2015	Program monitoring occurs every year, fiscal monitoring occurs every three years
7	Six County Association of Governments	Other	FY1 Q3	11/04/2015	Program monitoring occurs every year, fiscal monitoring occurs every three years
8	Southeastern Utah Association of Local Governments	Other	FY1 Q4	01/25/2016	Program monitoring occurs every year, fiscal monitoring occurs every three years
9	Five County Association of Governments	Other	FY1 Q2	03/03/2016	Program monitoring occurs every year, fiscal monitoring occurs every three years

10.2. Monitoring Policies:

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

See Attached Policies and Procedures

10.3. Initial Monitoring Reports:

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

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

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Corrective Action, Termination and Reduction of Funding and Assurance Requirements

(Section 678C of the Act)

10.4. Closing Findings:

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

10.4a. If no describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of the closure of findings.

10.5. Quality Improvement Plans (QIPs):

How many eligible entities are currently on Quality Improvement Plans?

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

0

10.6. Reporting of QIPs:

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

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

At the discretion of the State (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), the State allows the entity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan (QIP) to correct such deficiencies within a reasonable period of time, as determined by the State. The State will review and issue a decision on whether to approve the plan no later than 30 days after receiving the plan from an eligible entity. If the State does not accept the plan, the State will specify the reasons why the proposed plan cannot be approved and will, in partnership with the entity, develop and implement a different QIP with an accompanied time frame. SCSO will report to the Federal OCS any QIP within 30 calendar days of the QIP being created and approved. The report will contain the agency undergoing the QIP, the deficiency being addressed, the rationale for the QIP, and the QIP in its entirety.

10.7. Assurance on Funding Reduction or Termination:

Does the State assure, according to [Section 676\(b\)\(8\)](#), "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in [Section 678C\(b\)](#)". 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. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities? Yes No

10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.

10.9. Does the State CSBG statute and/or regulations provide for de-designation of eligible entities? Yes No

10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of eligible entities.

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

10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.

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 primary financial accounting system for the State of Utah is FINET. The FINET system facilitates budget planning and long-range financial programming. Data from this system is used to compile the annual SF-425 Federal fiscal reports (FFR). The accrual basis report is reviewed by the Division Accounting Manager and submitted annually based on the September 30 Federal fiscal year end. The SCSO, within the HCD Division (HCDD) of the Utah Department of Workforce Services (DWS) has primary responsibility for administering the CSBG program. SCSO utilizes Web Grants, a web-based grants management system, for tracking administrative and discretionary expenditures under the CSBG program. Financial data from the Web Grants system is reconciled to the FINET system periodically. Eligible entities are required to submit an annual application which includes a community action plan (CAP) and CSBG program budget. The applications are submitted online, funding is appropriated and the grant agreements are generated from the Web Grants system. The CSBG sub-awards are managed on a cost reimbursement basis. Throughout the grant period, the sub-recipients create and submit a request for reimbursement online using Web Grants. Costs are summarized and reported by CSBG budget category. Supporting documentation in the form of transaction level detail report(s) generated from the eligible entity's financial management system is attached to each RFF. SCSO program specialists and the division accountant review each claim and, upon approval, claims are forwarded for authorization for payment to State Finance. All nine eligible entities requested and have been approved for Direct Deposit. Discretionary funds are managed similarly to those of the eligible entities. Administrative costs include the salaries and benefits for various SCSO staff assigned to the CSBG program. Time is recorded in an online database and the detail is maintained in FINET. The State uses direct billing for all employee expenses, including travel. Summary amounts for administrative costs incurred are posted in the Web Grants system to assist the Program Manager in monitoring budgeted versus actual expenditures.

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. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number. [CLICK HERE FOR LINK TO 45 CFR §75.521](#)

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

Single audit reports are reviewed by the Department of Workforce Services single audit Compliance Officer, and a Financial Analyst within the HCDD. SCSO is notified in writing of any findings that may affect CSBG or other programs administered by SCSO. The SCSO auditor reviews the independent auditor's finding(s) and the CAA's response(s). The SCSO auditor notifies the CSBG program specialist of any findings related to programmatic issues. SCSO staff may request specific documentation or conduct an on-site review to determine the extent to which CSBG program funds or program requirements may be affected. Once the evaluation has been completed, SCSO issues a management decision letter to the CAA. The SCSO issues the management decision letter within six months of the date the single audit is accepted by the Federal Audit Clearinghouse. The letter states whether or not the audit finding is sustained, the reasons for the decision, and the expected CAA action to repay disallowed costs, make financial adjustments, or other action. For findings involving questioned costs, the management decision letter includes a statement that: 1. The corrective action taken by the CAA is considered adequate to resolve the finding and no further action is required; or 2. Additional information needs to be provided by the CAA as to the status of the planned corrective action; or 3. Based on the information made available through the date of the Management Decision Letter, the CAA is required to reimburse DWS an amount for questioned costs, or provide additional documentation justifying the allow-ability of questioned costs by a specified date. The CAA is provided information regarding any appeal process available and notified of the consequences for failure to honor such request for repayment or additional documentation. For administrative findings, the Management Decision Letter includes a statement that: SCSO is satisfied that the CAA has taken corrective action to resolve the finding(s), and no further action is required; or The CAA needs to address the uncorrected issues by developing and implementing the necessary corrective actions. The CAA may be required to submit quarterly progress reports, with the due date of the initial report and dates for subsequent quarterly reports specified. Any uncorrected administrative findings will be tracked until effective corrective action is implemented, or other resolution occurs that meets the approval of SCSO.

10.13. Assurance on Federal Investigations:

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

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

10.14. Performance Management Adjustment:

How is the State adjusting monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past

performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.

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

As we have included the organizational standards in State contract language, the State includes review of compliance with the organizational standards as part of our revised, State monitoring tool. The tool separates programmatic monitoring from the review for compliance with the organizational standards. The review informs the State of performance in meeting OCSA State Accountability Measures and reflects the feedback that we received from agencies as to the necessary distinction between programmatic monitoring and review of organizational standard compliance.

Section 11: Eligible Entity Tripartite Board

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

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SECTION 11 Eligible Entity Tripartite Board

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

- Attend Board meetings
- Review copies of Board meeting minutes
- Keep a register of Board vacancies/composition
- Other

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

- Annually
- Semiannually
- Quarterly
- Monthly
- Other

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

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

The SCSO will review, as part of the monitoring process each fiscal year, the bylaws of the eligible entities and determine if there is a procedure describing how a qualified individual or organization can petition for representation on the board. This review occurs before the SCSO Program Specialist arrives at the organization's site. If the Program Specialist determines that the procedure is not in the bylaws, then the SCSO will provide the agencies with the appropriate language and procedure, and require that the agency incorporate the procedures into their bylaws by the next agency board meeting (the agency will be permitted to use language that is appropriate for their agency). Within one week of the board meeting, the agency is required to submit the updated and approved bylaws to the appropriate SCSO staff for review and verification. SCSO will ensure that all eligible entities have a petitioning procedure in their bylaws. If, after being supplied with the appropriate language and procedure, the agency does not include such a procedure in its bylaws by the next board meeting, the SCSO will pursue corrective action or training and technical assistance to ensure that the agency included the proper petitioning procedures.

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

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

Section 12: Individual and Community Eligibility Requirements

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Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

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

[Check one item below.]

125% of the HHS poverty line

% *[Response Option: numeric field]*

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

Please see attached income verification policy.

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

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

The nine CAAs agencies throughout Utah verify income, using third party documentation, for every program that requires verification. In the situation that such documentation does not exist, or the participant has tried to retrieve documentation of proof of income and has been unsuccessful, the participant is required to complete and sign a self-declaration of no income. When the participant is able to obtain proof of income, the participant is required submit it to a case manager who will then assess the income eligibility of the services provided. Eligible entities will use, as an alternate method, other government funded program applications (e.g. SNAP and TANF, etc.) to verify income eligibility.

12.3. Community-targeted Services:

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

Eligible entities begin the process of ensuring that services target low-income communities through the needs assessment. This assessment surveys low-income individuals and organizations serving low-income people. The survey collects information regarding services that are available and services that are needed. With this data, entities create partnerships, strategic goals, community programs, and services that target the people and organizations surveyed. The agencies partner with other organizations that serve low-income individuals and their communities. The State verifies, using the needs assessment, IS report, and monitoring results, that services are targeting low-income individuals.

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

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Administration for Children and Families
Community Services Block Grant (CSBG)**

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SECTION 13 Results Oriented Management and Accountability (ROMA) System

13.1. ROMA Participation:

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

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

- The Results Oriented Management and Accountability (ROMA) System**
- Another performance management system that meets the requirements of [Section 678E\(b\)](#) of the CSBG Act**
- An alternative system for measuring performance and results.**

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

The State includes adherence to the organizational standards in its CSBG contracts. The State's monitoring tool also includes the organizational standards, several of which incorporate ROMA. The State supports ROMA training and implementation through Discretionary activities which include support for regular and as-needed training and consultation on ROMA principles to local CAAs by ROMA certified trainers.

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

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

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

- CSBG National Performance Indicators (NPIs)**
- NPIs and others**
- Others**

The State of Utah will use the CSBG National Performance Indicators as outcome measures 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.

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

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

The nine Community Action Agencies (staff and boards) have been trained and continue to receive ongoing training in outcome-based management, and Community Action Agencies have implemented ROMA concepts for all CSBG-related activities to guide needs assessments, agency mission review, activity planning, resource allocations, service delivery, and measuring and reporting results. The use of a data system to gather information is required and must be submitted annually to the State to support the IS report. With this requirement, the agencies have the data accessible to evaluate performance and consider adjustments. All agencies are required to submit reporting on the six NPIs.

13.4. Eligible Entity Use of Data:

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

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

The State does and will ensure that entities are using client data, which is tracked and gathered for outcome measures and to improve service delivery, as part of the monitoring process and procedures that occur annually, including submission of the annual IS report. The SCSO attends mid-year board meetings where the CAAs report on their mid-year progress in meeting organizational goals. During the monitoring process, the State will continue to review the ROMA tracking system that each entity uses. Most of the CAAs have ClientTrack or DBA FacsPro system that is used for client application in-take and outcome measures. During the monitoring process, the SCSO staff member reviews the entity's client tracker systems and data reports. The use of data is also verified in the mid-year and yearly IS reports. Below are the monitoring questions that the State asks the eligible entities on how data is used to improve service delivery: Is the agency on track to meet the goals and objectives stated in the application and Scope of Work by the end of the contract period? Is the agency utilizing all of its current year Performance Measures in its service delivery area to measure outcomes? Has the agency developed a system, or does the agency use the existing ROMA system, to provide a description of outcome measures to be used to measure performance in promoting self-sufficiency, family stability, and community revitalization? Is the agency utilizing all of its current year Performance Measures in its service delivery area to measure outcomes?

Community Action Plans and Needs Assessments

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

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

In August FY 2016, the State will require that each entity submit a CAP and attach a needs assessment. If an agency does not submit a CAP, the State will make sure the entity receives T/TA and consultation to assist the entity in creating a CAP.

13.6. State Assurance:

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

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

The State currently and will continue to require that agencies submit a community needs assessment as part of the CAP. In August FY 2016 the next needs assessment will be completed and submitted. If an agency does not submit a needs assessment, the State will make sure T/TA and consulting is provided to the entity to assist in conducting an assessment.

Section 14: CSBG Programmatic Assurances and Information Narrative

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

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

Please see attached.

Needs of Youth

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

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

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

Please see attached.

Coordination of Other Programs

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

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

The State of Utah assures that funds are used to make more effective use of, and coordinate with, other programs related to the purposes of CSBG through several mechanisms, including coordination with the State initiative on Intergenerational Poverty, facilitated by investment of State discretionary funds on training modules on intergenerational poverty designed to help local stakeholders understand the challenge in local terms. The State also requires submission of comprehensive 3-Year Community Needs Assessments, in accordance with CSBG Act Section 676(b)(11). CNAs include data specific to poverty and its prevalence related to gender, age, and race/ethnicity in the service area, qualitative and quantitative data on the geographic service area, and key findings on the causes and conditions of poverty and the needs of the communities assessed. The analysis and strategic planning activities mandated by the CNA require eligible entities to examine internal programmatic activities and resources to determine whether more efficient or effective strategies for service delivery exist within the agency. The State of Utah will utilize the process and findings of the CNAs to encourage more effective use of funds and coordination with other funding sources and related programs in each respective service area. Furthermore, the eligible entity community action plans will be used to inform the CSBG contract making process with each eligible entity. The State of Utah further assures coordination of programs and effective use of funds through monitoring activities, including but not limited to the collection of Information Survey (IS) Reports each year, which include detailed information on the resources of local eligible entities and National Performance Indicators (NPIs) that measure eligible entities' capacity to achieve results. The State also encourages coordination through support of Continua of Care and encouragement of CAA participation in local homeless coordinating committees. With homeless funds, HEAT, LIHEAP, Weatherization, and TANF funds administered by DWS, program coordination is a natural result.

State Use of Discretionary Funds

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

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

Eligible Entity Service Delivery, Coordination, and Innovation

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

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

Utah's CSBG network consists of nine community action agencies, five of which are public, and four of which are private. CSBG grantees meet the requirements of the CSBG Act through a variety of programs and activities. The service delivery systems vary among agencies, but all coordinate with local resources, including the WIOA One-Stops. Changing local needs and the availability of resources are reflected in the annual application. Some agencies emphasize case management and family development programs, with others emphasizing emergency services, housing and nutrition. The community action plan identifies the problem area and outlines the objective, activities, and projected outcomes. The semi-annual progress report shows accomplishments and includes data on client management goals that fulfill its mission, State requirements, and the mandates of Federal legislation. Program administration includes planning and coordination, monitoring and oversight, characteristics and grantee level of effort.

Eligible Entity Linkages - Approach to Filling Service Gaps

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

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

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

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

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

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

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

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

Local eligible entities use CSBG funds to meet family and community needs pertaining to poverty in their service regions, in accordance with the CSBG Act. The State of Utah will encourage eligible entities to make effective use of funds, including through the State initiative on intergenerational poverty, and through local initiatives related to fatherhood initiatives with the goal of strengthening families and encouraging parenting. Local eligible entities may also partner with other service providers, whose activities include initiatives relating to fatherhood, parenting, and strengthening families. Further, the State of Utah encourages and supports eligible entities in utilizing CSBG as base funds to leverage resources from other federal programs, such as Temporary Assistance for Needy Families (TANF), which directly supports initiatives pertaining to fatherhood, parenting, and strengthening families, in addition to other state, local, and private resources.

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."

Please see attached.

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."

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)."

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

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

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

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

Eligible Entity Tripartite Board Representation

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

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

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

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

Note: The State provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.



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

Section 15: Federal Certifications

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

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SECTION 15 Federal Certifications

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

***Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).**

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

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

(b)If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency

designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

15.3. Debarment

After assurance select a check box:



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

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.