

CSBG State Plan

Program Community Services Block Grant
Name:

Grantee Name: Pennsylvania

Report Name: CSBG State Plan

Report Period: 10/01/2019 to 09/30/2020


Report Status: Submission Accepted by CO

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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:06/30/2021	
COVER PAGE			
* 1.a. Type of Submission: Plan	* 1.b. Frequency: Other (2 Year)	* 1.c. Consolidated Application /Plan/Funding Request? Explanation:	* 1.d. Version: Initial
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: Commonwealth of Pennsylvania			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 23-600310201		* c. Organizational DUNS: 088115720	
* d. Address:			
* Street 1:	Commonwealth Keystone Building	Street 2:	400 North Street, 4th Floor
* City:	Harrisburg	County:	Dauphin
* State:	PA	Province:	
* Country:	United States	* Zip / Postal Code:	17120 - 0225
e. Organizational Unit:			
Department Name: Department of Community and Economic Development		Division Name: Center for Community Services	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Melissa	Middle Name:	* Last Name: Tabb
Suffix:	Title: Program Analyst	Organizational Affiliation: PA Department of Community and Economic Development	
* Telephone Number: (717) 425-7598	Fax Number (717) 214-5399	* Email: mtabb@pa.gov	
* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:			
* 9. Name of Federal Agency:			
10. CFDA Numbers and Titles		Catalog of Federal Domestic Assistance Number: 93569	CFDA Title: Community Services Block Grant
11. Descriptive Title of Applicant's Project Two-Year CSBG State Plan			
12. Areas Affected by Funding:			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 11		b. Program/Project:	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$):	b. Match (\$):

		\$0	\$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)	
		08/23/2019	
Attach supporting documents as specified in agency instructions.			

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:06/30/2021	
<h2 style="margin: 0;">SECTION 1</h2> <h3 style="margin: 0;">CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</h3>			
1.1. Identify whether this is a One-Year or a Two-Year Plan		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2020	Year Two 2021
1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.			
<i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency has changed since the last submission of the state plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Business Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
1.2a. Lead agency			
1.2b. Cabinet or administrative department of this lead agency <i>[Select one option and narrative where applicable]</i>			
<input type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input checked="" type="radio"/> Community Affairs Department			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Dennis Davin	
1.2d. Authorized official of the lead agency			
Name: Dennis Davin		Title: Secretary	
1.2e. Street Address			
400 North Street, Commonwealth Keystone Building, 4th Floor			
1.2f. City		Harrisburg	1.2g. State PA
		1.2h. Zip 17101	
1.2i. Telephone number and extension - ext.		1.2j. Fax number -	
1.2k. Email address		1.2l. Lead agency website	
1.3. Designation Letter:			
Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the			

designated agency has changed.

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

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

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

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address	<input type="checkbox"/>	Website

1.4a. Agency Name

1.4b Point of Contact Name

Name: **Lynette Praster**

Title: **Director, Center for Community Services**

1.4c. Street Address

400 North Street, 4th Floor, Commonwealth Keystone Building

1.4d. City

Harrisburg

1.4e. State **PA**

1.4f. Zip **17120**

1.4g. Telephone Number **717 720 - 1350** ext.

1.4h. Fax Number -

1.4i. Email Address **lpraster@pa.gov**

1.4j. Agency Website

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

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

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

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

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		

1.5a. Agency Name

1.5b. Executive Director or Point of Contact

Name:

Title:

1.5c. Street Address

1.5d. City

1.5e. State

1.5f. Zip **17101**

1.5g. Telephone number - ext.

1.5h. Fax number -

1.5i. Email Address

1.5j. State Association Website

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

Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG Yes No

2.2. CSBG State Regulation:

State has regulations for CSBG Yes No

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

<https://www.thecaap.org/what-we-do/resources/>

2.4. State Authority:

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

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

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

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

Section 3: State Plan Development and Statewide Goals

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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 Department of Community and Economic Development's mission is to encourage the shared prosperity of all Pennsylvanians by supporting good stewardship and sustainable development initiatives across our commonwealth. With a keen eye toward diversity and inclusiveness, we act as advisers and advocates, providing strategic technical assistance, training, and financial resources to help our communities and industries flourish.

3.2. State Plan Goals:

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

(Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.I.)

Pennsylvania's goal for the administration of the CSBG program is to reduce poverty in its communities by supporting the catalytic efforts of local eligible entities with training and technical assistance, program support, and assessment to help them achieve operational success. With a strong administrative foundation and with the use of ROMA, eligible entities will remain flexible to respond to emergent needs and create partnerships to develop meaningful long-term solutions.

3.3. State Plan Development:

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

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

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

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

- Eligible entity community needs assessments
- Eligible entity community action plans
- Public Hearings/Workshops
- Tools not identified above *(e.g., State required reports)* *(specify)*

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

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

3.4. Eligible Entity Involvement

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

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

The Department conducted a webinar with eligible entities to introduce the state plan development process and discussed key sections and topics. State office staff then consulted with the state association and the eligible entities statewide through surveys, and a discussion session at the annual symposium. The entities were then given the opportunity to provide written feedback after the symposium. The agencies were also given an advanced copy of the draft plan to review prior to the public hearing.

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

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

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

(Note: This information is associated with State Accountability Measures 15b(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)

Based on the amount of feedback received from the regional meetings held during the last state plan process, and the fact that those meetings are no longer held on a regular basis, the Department opted to solicit feedback via surveys and statewide discussions. When the process began, state office staff introduced the steps we would take, and then distributed a survey to the entities that requested feedback on key elements of the plan. At the annual symposium the Department facilitated a discussion on the key elements and invited the agencies to submit any additional comments after the symposium. Based on the feedback received the State office completed a draft of the state plan and distributed it to the agencies ahead of the public hearing.

3.5. Eligible Entity Overall Satisfaction:

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

Year One	60	Year Two	62
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Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent [American Customer Survey Index \(ACSI\) survey](#) of the state's eligible entities.

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

Section 4: CSBG Hearing Requirements

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SECTION 4 CSBG Hearing Requirements				
4.1. Public Inspection: Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.				
In accordance with 45 Pa.C.S. Subsection 906, Reasonable Notice of Hearing, the CSBG State Plan is announced in the Pennsylvania Bulletin whenever notice of hearing or of opportunity to be heard is required or authorized to be given by the Commonwealth government by or under any statute. The Pennsylvania Bulletin Pennsylvania's administrative register and is a weekly publication of the Commonwealth of Pennsylvania including changes and proposed changes to agency rules and regulations. It serves as a supplement to the Pennsylvania Code. The CSBG State Plan is published in Pennsylvania Bulletin and includes a request for public comments submitted on or before the date of the public hearing.				
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.				
Notification of a public hearing is published in the Pennsylvania Bulletin and therein also includes also at least ten (10) days notice to allow sufficient time for public comment. The Pennsylvania Bulletin is Pennsylvania's administrative register and is a weekly publication of the Commonwealth of Pennsylvania including changes and proposed changes to agency rules and regulations. It serves as a temporary supplement to the Pennsylvania Code. The CSBG State Plan is published in Pennsylvania Bulletin and includes a request for public comments submitted date and the date of the public hearing.				
4.3. Public and Legislative Hearings: In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.				
	Date	Location	Type of Hearing <small>[Select an option]</small>	If a combined hearing was held, confirm that the public was invited
1	08/15/2019	PUC Hearing Room 3, Plaza Level, Commonwealth Keystone Building, 400 North Street, Harrisburg, PA	Public	<input type="checkbox"/>
4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.				

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

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

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Allegheny County Department of Human Services	Allegheny County	Public	Community Action Agency
2	Armstrong County Community Action Agency	Armstrong County	Public	Community Action Agency
3	Beaver County Community Services Program	Beaver County	Public	Community Action Agency
4	Berks Community Action Program, Inc.	Berks County	Non-Profit	Community Action Agency
5	Blair County Community Action Agency	Blair County	Non-Profit	Community Action Agency
6	Blueprints	Washington County; Greene County	Non-Profit	Community Action Agency
7	Bucks County Opportunity Council, Inc.	Bucks County	Non-Profit	Community Action Agency
8	Community Partnership Inc	Butler County	Non-Profit	Community Action Agency
9	Carbon County Action Committee for Human Services	Carbon County	Non-Profit	Community Action Agency
10	Center for Community Action	Bedford County; Fulton County; Huntingdon County; Juniata County; Mifflin County	Non-Profit	Community Action Agency
11	Central Pennsylvania Community Action, Inc.	Centre County; Clearfield County	Non-Profit	Community Action Agency
12	Central Susquehanna Opportunities, Inc.	Northumberland County; Columbia County; Montour County	Non-Profit	Community Action Agency
13	Commission on Economic Opportunity of Luzerne County	Luzerne County	Non-Profit	Community Action Agency
14	Community Action Agency of Delaware County	Delaware County	Non-Profit	Community Action Agency
15	Community Action Committee of the Lehigh Valley, Inc.	Lehigh County; Northampton County	Non-Profit	Community Action Agency
16	Community Action Partnership of Cambria County	Cambria County	Non-Profit	Community Action Agency
17	Community Action Program of Lancaster County	Lancaster County	Non-Profit	Community Action Agency
18	Community Action Partnership of Mercer	Mercer County	Non-Profit	Community Action Agency
19	Tableland Services, Inc.	Somerset County	Non-Profit	Community Action Agency
20	Community Action, Inc.	Clarion County; Jefferson County	Non-Profit	Community Action Agency
21	Office of Community Empowerment and Opportunity	Philadelphia County	Public	Community Action Agency
22	Community Progress Council, Inc.	York County	Non-Profit	Community Action Agency
23	Chester County Commissioners	Chester County	Public	Community Action Agency
24	Fayette County Community Action Agency	Fayette County	Non-Profit	Community Action Agency
25	Greater Erie Community Action Committee	Erie County	Non-Profit	Community Action Agency

26	Indiana County Community Action Program	Indiana County	Non-Profit	Community Action Agency
27	Lawrence County Community Action Partnership	Lawrence County	Non-Profit	Community Action Agency
28	Lebanon County Community Action Partnership	Lebanon County	Public	Community Action Agency
29	Lycoming-Clinton Counties Commission for Community Action	Clinton County; Lycoming County	Non-Profit	Community Action Agency
30	Monroe County Commissioners	Monroe County; Pike County	Public	Community Action Agency
31	Montgomery County Community Action Development Commission	Montgomery County	Non-Profit	Community Action Agency
32	Northern Tier Community Action Corporation	Cameron County; Elk County; Potter County; McKean County	Non-Profit	Community Action Agency
33	Pathstone Corporation	Statewide	Non-Profit	Migrant or Seasonal Farmworker Organization
34	Pittsburgh Community Services, Inc.	Pittsburgh City	Non-Profit	Community Action Agency
35	Schuylkill Community Action	Schuylkill County	Non-Profit	Community Action Agency
36	Scranton Lackawanna Human Development Agency	Lackawanna County	Non-Profit	Community Action Agency
37	South Central Community Action Programs, Inc.	Adams County; Franklin County	Non-Profit	Community Action Agency
38	Trehab, Inc.	Bradford County; Tioga County; Wayne County; Sullivan County; Susquehanna County; Wyoming County	Non-Profit	Community Action Agency
39	Tri-County Community Action Commission	Cumberland County; Dauphin County; Perry County	Non-Profit	Community Action Agency
40	Union-Snyder Community Action Agency	Snyder County; Union County	Non-Profit	Community Action Agency
41	Venango-Crawford Office of Economic Opportunity	Crawford County; Venango County	Public	Community Action Agency
42	Warren-Forest Counties Economic Opportunity Council	Forest County; Warren County	Non-Profit	Community Action Agency
43	Westmoreland Community Action	Westmoreland County	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 43

5.3. Changes to Eligible Entities List:

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

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

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
Community Partnership, Inc	Designation	01/01/2019	Butler County	

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

CSBG Eligible Entity	Reason	Delete
Community Action Association of Pennsylvania	Voluntarily Relinquished	
Butler County Community Action and Development	Voluntarily Relinquished	

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

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



Section 6: Organizational Standards for Eligible Entities

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SECTION 6 Organizational Standards for Eligible Entities

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

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

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

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

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

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

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

There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

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

Regulation

Policy

Contracts with eligible entities

Other, describe:

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

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

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

Self-assessment/peer review with state risk analysis

State-authorized third party validation

Regular, on-site CSBG monitoring

Other

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

The Commonwealth adopted Organizational Standards as described in IM 138. COPOS is the IT reporting system eligible entities use. Eligible entities perform a self-assessment via a tool they were already familiar with. Because of the use of this tool the state was able to secure 100% participation in the self assessment process. The tool is designed to guide entities to either private or public status in order to complete the correct sections. Areas of noncompliance are discussed and a corrective action plan will be established in conjunction with the agency. This computerized system also allows the state to identify state wide trends in compliance issues as well as prioritize training needs within the network.

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

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

Total Number of Exempt Entities: 0

CSBG Eligible Entity	Description / Justification	Delete

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

Year One	85%	Year Two	88%
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Note: Item 6.5 is associated with [State Accountability Measures 6Sa](#) and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

The Department determines each agency's allocation based on the service area's percentage of the state's population of people at or below 125% of the federal poverty level, and the service area's percent of the states population receiving unemployment compensation. If that calculation falls below \$250,000 per year, the agency is automatically given \$250,000.

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

7.2. Planned Allocation:

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

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

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

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Allegheny County Department of Human Services	\$1,241,624	
Armstrong County Community Action Agency	\$250,000	
Beaver County Community Services Program	\$331,482	
Berks Community Action Program, Inc.	\$895,854	
Blair County Community Action Agency	\$282,311	
Blueprints	\$450,893	
Bucks County Opportunity Council, Inc.	\$761,560	
Community Partnership Inc	\$278,944	
Carbon County Action Committee for Human Services	\$250,000	
Center for Community Action	\$399,283	
Central Pennsylvania Community Action, Inc.	\$539,204	
Central Susquehanna Opportunities, Inc.	\$398,784	
Commission on Economic Opportunity of Luzerne County	\$766,467	
Community Action Agency of Delaware County	\$982,459	
Community Action Committee of the Lehigh Valley, Inc.	\$1,256,857	
Community Action Partnership of Cambria County	\$313,046	
Community Action Program of Lancaster County	\$902,238	
Community Action Partnership of Mercer	\$250,000	
Tableland Services, Inc.	\$250,000	

Community Action, Inc.	\$250,000
Office of Community Empowerment and Opportunity	\$5,330,531
Community Progress Council, Inc.	\$775,738
Chester County Commissioners	\$642,773
Fayette County Community Action Agency	\$368,122
Greater Erie Community Action Committee	\$677,260
Indiana County Community Action Program	\$250,000
Lawrence County Community Action Partnership	\$250,000
Lebanon County Community Action Partnership	\$250,000
Lycoming-Clinton Counties Commission for Community Action	\$345,987
Monroe County Commissioners	\$449,536
Montgomery County Community Action Development Commission	\$1,004,070
Northern Tier Community Action Corporation	\$250,000
Pathstone Corporation	\$250,000
Pittsburgh Community Services, Inc.	\$1,192,931
Schuylkill Community Action	\$308,211
Scranton Lackawanna Human Development Agency	\$491,990
South Central Community Action Programs, Inc.	\$443,373
Trehab, Inc.	\$480,720
Tri-County Community Action Commission	\$978,341
Union-Snyder Community Action Agency	\$250,000
Venango-Crawford Office of Economic Opportunity	\$322,560
Warren-Forest Counties Economic Opportunity Council	\$250,000
Westmoreland Community Action	\$637,643
Total	\$27,250,792

CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Allegheny County Department of Human Services	\$1,241,624	
Armstrong County Community Action Agency	\$250,000	
Beaver County Community Services Program	\$331,482	
Berks Community Action Program, Inc.	\$895,854	
Blair County Community Action Agency	\$282,311	
Blueprints	\$450,893	
Bucks County Opportunity Council, Inc.	\$761,560	
Community Partnership Inc	\$278,944	
Carbon County Action Committee for Human Services	\$250,000	
Center for Community Action	\$399,283	
Central Pennsylvania Community Action, Inc.	\$539,204	
Central Susquehanna Opportunities, Inc.	\$398,784	
Commission on Economic Opportunity of Luzerne County	\$766,467	
Community Action Agency of Delaware County	\$982,459	
Community Action Committee of the Lehigh Valley, Inc.	\$1,256,857	
Community Action Partnership of Cambria County	\$313,046	
Community Action Program of Lancaster County	\$902,238	
Community Action Partnership of Mercer	\$250,000	
Tableland Services, Inc.	\$250,000	
Community Action, Inc.	\$250,000	
Office of Community Empowerment and Opportunity	\$5,330,531	
Community Progress Council, Inc.	\$775,738	
Chester County Commissioners	\$642,773	
Fayette County Community Action Agency	\$368,122	
Greater Erie Community Action Committee	\$677,260	

Indiana County Community Action Program	\$250,000
Lawrence County Community Action Partnership	\$250,000
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Monroe County Commissioners	\$449,536
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Union-Snyder Community Action Agency	\$250,000
Venango-Crawford Office of Economic Opportunity	\$322,560
Warren-Forest Counties Economic Opportunity Council	\$250,000
Westmoreland Community Action	\$637,643
Total	\$27,250,792

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).

Upon notification from OCS of the state award amount the historic base and formula allocation is calculated based on poverty and unemployment statistics for each CSBG agency's coverage area. The agency is informed of what its allocation total is and instructed (Via email) to provide a work plan, goals and objective statements and a budget which reflect this total. Agencies are given a two-week time period to return these documents to the state. A review process is conducted by the Center for Community Services to ensure that the budget is mathematically correct, the goals are in compliance with the ROMA standards and all activities are eligible. A Master Agreement and Funding Release document are prepared, reviewed and approved by DCED management and legal staff and forwarded to the agencies for signature. Agencies return the documents to DCED and they are then forwarded to DCED Secretary and Legal Offices for final signature and sent to the State Comptroller. The Comptroller reviews all fiscal documents and when approved, forwards them to the State Treasurer's office. The Treasurer's office reviews all documents for completeness and accuracy signs them to complete the contract process. A copy of the fully executed agreement is returned to the agency. Once the documents are fully executed the agency may begin drawing funds to cover costs. This entire process may take at least a six-week period. NOTE: Since the state Master Agreements are set up on a calendar year (January 1 to December 31), the Department has in reserve, a 90-day allocation from the award which can be released immediately on final approval of the above process. After the Master agreement is in place, the department issues all further funding via a shortened funding release process that requires a budget from the agency but limited approvals through the DCED legal office and State Comptroller. This abbreviated process takes approximately two weeks to complete.

7.4. Distribution Timeframe:

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

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

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

Due largely to the untimeliness and unpredictability of the quarterly federal awards, the state's distribution is consequently delayed by 3 months. Additionally, the state contracting process is extremely compartmentalized as a checks and balance system, and the Center for Community Services has little to no control over how rapidly all parts of the State system respond (see response to 7.3). The Center makes every effort possible to ensure that funds are distributed to the eligible agencies as quickly as possible. DCED continues to work with the other state departments involved in an attempt to streamline and expedite this state contracting and funding process. Refer to 7.3 for the detailed process.

7.5. Performance Management Adjustment:

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

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

In 2014 the State office transitioned the CSBG contracting process to a 5-year master agreement format that dramatically shorted the process for distributing funds. This process has been a success and we continue to look for ways to streamline wherever possible. DCED also continues to seek feedback from the eligible entities on how the process is working for them. Most recently, at the 2019 symposium we received positive comments and feedback on this change.

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

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

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

Year One (0.00)

Year Two (0.00)

	5.00		5.00
7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan			
Year One	17.00	Year Two	17.00
7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan			
Year One	6.00	Year Two	6.00
7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?			
<input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.			
Year One (0.00 %)	5.00%	Year Two (0.00%)	5.00%
Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)			
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>			
<i>If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.</i>			
<i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i>			
Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities	
7.9a. Training/technical assistance to eligible entities	\$222,500.00	These planned services/activities will be described in State Plan Item 8.1.	
7.9b. Coordination of state-operated programs and/or local programs	\$250,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.	
7.9c. Statewide coordination and communication among eligible entities	\$222,500.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.	
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00		
7.9e. Asset-building programs	\$0.00		
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$500,000.00	Innovative projects including local community, county, and regional collaborative initiatives, agency capacity building, and seed money for innovation.	
7.9g. State charity tax credits	\$0.00		
7.9h. Other activities, specify in column 3	\$319,000.00	Emergent community needs and critical staff development.	
Total	\$1,514,000.00		
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities	
7.9a. Training/technical assistance to eligible entities	\$222,500.00	These planned services/activities will be described in State Plan Item 8.1.	
7.9b. Coordination of state-operated programs and/or local programs	\$250,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.	
7.9c. Statewide coordination and communication among eligible entities	\$222,500.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.	
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00		
7.9e. Asset-building programs	0		
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$500,000.00	Innovative projects including community collaborative initiatives, agency capacity building, and seed money for innovation.	
7.9g. State charity tax credits	\$0.00		
7.9h. Other activities, specify in column 3	\$319,000.00	Emergent community needs and critical staff development.	
Total	\$1,514,000.00		
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.			
<i>[Check all that apply and narrative where applicable]</i>			

<input type="checkbox"/>	The state directly carries out all activities (No Partnerships)
<input type="checkbox"/>	The state partially carries out some activities
<input checked="" type="checkbox"/>	CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) 43
<input type="checkbox"/>	Other community-based organizations
<input checked="" type="checkbox"/>	State Community Action association
<input type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input type="checkbox"/>	National technical assistance provider(s)
<input type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input type="checkbox"/>	Other
Note: This response will link to the corresponding CSBG assurance, item 14.2.	
7.11. Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.	
Note: This information is associated with State Accountability Measures 3Sb , and may pre-populate the State's annual report form.	
Absent the ACSI score and feedback, the State office decided the priorities of the discretionary fund based on feedback received from the state plan survey, the statewide discussion session at the symposium, and feedback and response from the last round of discretionary grants. The feedback indicated that agencies wanted to be able to respond quickly to the emergent needs that arise in their communities. They also wanted to be able to build on their own capacity- staff, leadership, and technology- without taking funds from programs and initiatives that they are already invested in.	

Section 8: State Training and Technical Assistance

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

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

SECTION 8 State Use of Funds

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

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

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

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
2	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
3	Ongoing / Multiple Quarters	Training	ROMA	
4	Ongoing / Multiple Quarters	Technical Assistance	Correcting Significant Deficiencies Among Eligible Entities	
5	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards for eligible entities with unmet TAPs and QIPs	
6	FY1-Q2	Training	Other	leadership development, emerging practices including community initiatives and intensive community engagement, collaboration, and reporting

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
2	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
3	Ongoing / Multiple Quarters	Training	ROMA	
4	Ongoing / Multiple Quarters	Technical Assistance	Correcting Significant Deficiencies Among Eligible Entities	
5	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards for eligible entities with unmet TAPs and QIPs	
6	FY2-Q2	Training	Other	leadership development, understanding poverty and racial equity with intensive community engagement and collaboration

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

Year One	\$222,500	Year Two	\$222,500
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8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

On a monthly basis, the state office and the state association hold standing meetings that include agenda items specific to training and technical assistance. Both DCED and the Association collect feedback from eligible entities, and coordinate efforts accordingly. The analysis of data within COPOS provides indications whether entities are meeting organizational standards, or if there are areas where training and technical assistance are warranted. Additionally, the State collects feedback from eligible entities during monitoring visits and corrective action discussions. The State also conducts a public hearing at the time of CSBG State Plan development to provide opportunity for other sources to contribute feedback, including identification of training and technical assistance needs.

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

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

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The State Office will provide needed technical assistance to agencies who are struggling with unmet Organizational Standards. We will also connect them with state and national training providers who can help them with specific needs. The State office will

continue to monitor the overall Organizational Standards compliance rates to identify possible trends and offer proactive solutions through webinars and the annual symposium.

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

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

Other community-based organizations

State Community Action association

Regional CSBG technical assistance provider(s)

National technical assistance provider(s)

Individual consultant(s)

Tribes and Tribal Organizations

Other

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

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

Absent the ACSI score and feedback, the State office has determined the priorities for the T/TA plan based on suggestions and feedback from the eligible entities during the program year and particularly the state plan feedback process. Under this plan the state office has maintained plans to provide both training and technical assistance on an on-going basis for topics such as organizational standards, governance and ROMA. DCED has also added training topics such as leadership development, emerging practices, community engagement, collaboration and poverty and racial equity for the upcoming annual training symposiums.

Section 9: State Linkages and Communication

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

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

SECTION 9 State Linkages and Communication

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

9.1. State Linkages and Coordination at the state Level:

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

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

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

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

Pennsylvania Department of Transportation

9.2. State Linkages and Coordination at the Local Level:

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

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

The Center also operates the Neighborhood Assistance Tax Credit Program. This is a state supported tax credit program geared toward providing services to low income clients through donations by corporate entities. A large portion of this program is dedicated to forming partnerships between non-profits and corporate entities to further community development efforts in targeted areas of Pennsylvania. Additionally, the CSBG eligible entities are mandated partners under the WIOA Combined State Plan and will coordinate employment and training activities with and through their local One-Stop Workforce service providers. The CSBG Lead Agency has coordinated with the local One-Stop workforce service providers to develop MOUs at the local level. This will strengthen efforts and result in improved partnerships and linkages at the local level.

9.3. Eligible Entity Linkages and Coordination

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

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

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

The state lead agency will assure coordination and effective delivery of services through analysis of outcomes reported in COPOS. Eligible entities are asked to highlight partnerships and collaborations in both COPOS and in their work plans. Additionally, each eligible entity's needs assessment considers the potential duplication of services, and the state lead agency reviews needs assessment results every three (3) years. As a result of the WIOA Combined Plan, Eligible entities will coordinate employment and training activities and services through the Commonwealth's CareerLink "one-stop" system. Locally, eligible entities will engage with CareerLink.

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

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

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

The CSBG lead office will require, as part of their work plan, the eligible entities to address the service gaps in their area. Through partnership and or collaboration with other area service providers the eligible entities will identify possible strategies to fill any gaps that exist. The state may consider

granting CSBG discretionary funding to agencies that develop innovative strategies to bridge gaps.

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

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

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

The PA Department of Community and Economic Development (DCED) is the commonwealth agency that represents the required one-stop (PA CareerLink® partner) representing employment and training activities carried out under the Community Services Block Grant Act (42. U.S.C. 9901 et seq.) at the state level. The mission of the Community Services Block grant (CSBG) is to provide a full range of services and activities having a measurable impact on the causes of poverty in a community or those areas of a community where poverty is a particularly acute problem. Only federally designated Community Action Agencies (CAA) receive funding, therefore in PA, there are 44 CAAs that cover all 67 PA counties. Ameliorating the causes and conditions of poverty take on a variety of community engagement activities and collaborative activism to remove obstacles that block the achievement of self-sufficiency; i.e. employment and training resources; community stakeholder collaboration; literacy activities; obtaining adequate housing; grassroots activities that provide intervention to the causes of poverty; addressing the needs of youth through programming or coordination; and increased engagement in community planning and improvement activities. CSBG has been in existence since 1965, always with the same mission: to improve the causes and conditions of poverty. Initiatives have included, but are not limited to: neighborhood linkages, leverage of community resources, conduction of Volunteer Income Tax Assistance sites, building housing capacity, provision of family self-sufficiency and case management, facilitation of Results-Oriented Management and Accountability. For every \$1 of CSBG funds, the PA network leveraged \$16.82 from other federal, state, local and private sources, including the calculated value of volunteer hours. DCED will participate in the local workforce service delivery system via the local CSBG agencies. In the work plans that will be authored and submitted by the Community Services Block Grant (CSBG) agencies for the 2018 calendar year of activity, DCED will direct sub-grantees to describe how they will conduct their planning and implementation of workforce activities in collaboration with local workforce development boards. DCED will contribute financial assistance to be applied to the infrastructure and other operating costs of the PA CareerLink® sites annually and to the extent funding exists.

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

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

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

The Center for Community Services also houses the state Weatherization Office which receives 15% of the Pennsylvania LIHEAP allocation for use in their weatherization and emergency heating crisis programs. Approximately 75% of the weatherization providers in Pennsylvania are also CAAs.

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

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

During the previous fiscal year Pennsylvania's eligible entities established coordinated efforts with 3,236 different non-profit groups, and 1,238 faith based organizations. As part of the continuing goal of having CAAs become community catalysts the state actively encourages all eligible entities to continue to seek out these types of partnerships in their respective areas, both through direct training and technical assistance and through coordinated efforts by the State Association.

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 majority of the eligible entities in Pennsylvania are actively involved in both private fund raising and the pursuit of other sources of grant dollars by using CSBG funding as a leverage. During 2018 eligible entities leveraged a total of \$698,970,782 in additional funds for CSBG related activities. This translates into a \$23.41 match for every dollar of CSBG funding. Several of the eligible entities in Pennsylvania also make use of the state's tax credit program (Neighborhood Assistance Program) to aid them in their pursuit of private corporate dollars. The state office continues to encourage all CAAs to make use of this tax credit program.

9.8. Coordination among Eligible Entities and State Community Action Association:
Describe state activities for supporting coordination among the eligible entities and the state community action association.

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

When training needs that can be fulfilled by the Association are identified during monitoring visits, the State Lead Agency refers the eligible entity for such training directly. The State Lead Agency collaborates with the Association to present an annual training symposium for all CSBG agencies which focuses on a specific topic as identified throughout the year. Ongoing efforts include: Annual CSBG symposium, Direct eligible entities to contact the CAAP for ROMA training, T/TA Plan, Annual CAAP Conference. Monitoring processes result in referral of eligible entities to contact CAAP for specific T/TA needs such as governance/board topics, new executive director mentoring, and ROMA implementation issues and concerns among others.

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

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative			

Hearings	Biannual	Public Notice	
State Plan Development	Biannual	Webinar	
Organizational Standards Progress	As needed	Other	The State office will communicate with eligible entities regarding their Organizational Standards progress in multiple ways - monitoring visits, email or phone call feedback, communication through the data collection site or upon request by the agency.
State Accountability Measures Progress	Annually	Email	
Community Needs Assessments /Community Action Plans	Annually	Email	
State Monitoring Plans and Policies	As needed	Webinar	
Training and Technical Assistance (T /TA) Plans	Annually	Webinar	
ROMA and Performance Management	Annually	Meetings/Presentation	
State Interagency Coordination	As needed	Meetings/Presentation	
CSBG Legislative/Programmatic Updates	As needed	Webinar	
Tripartite Board Requirements	As needed	1:1	
Topic	Expected Frequency	Format	Brief Description of "Other"
1 Data Collection System Changes	As needed		
9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.			
<i>Note: This information is associated with State Accountability Measure 5S(iii), and will pre-populate the Annual Report, Module 1, Item G.6</i>			
The State Lead Agency provides feedback to the entire state CSBG network on an annual basis, and in the context of webinars and during monitoring visits. Feedback to individual agencies occurs as needed or as requested to ensure continued compliance with accountability measures, organizational standards, and ROMA implementation. Further, COPOS monthly reports are undergoing refinements that result in a dashboard-like presentation of information for eligible entities. This enhanced format provides at-a-glance indications for specific organizational standards and accountability measures, and provides an overall gauge of entity achievement and growth. Additionally, the following mechanisms are routinely employed to coordinate communication and performance outcomes: On-site monitoring Remote monitoring Monthly COPOS reports, both on-demand and ad-hoc Regional meetings Annual conferences including Symposium and CAAP conference T/TA on-site visits Email communications			
9.11. Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.			
<i>Note: This information is associated with State Accountability Measures 75b; this response may pre-populate the state's annual report form.</i>			
Absent the ACSI feedback, the State has made few adjustments to the communication plan. The State office continues to communicate information, updates, and changes via email, webinar, or statewide presentation as appropriate. There have been many updates to the data collection system throughout the last two years which have always been preceded by notes or a webinar as appropriate for the level of change in functionality or presentation. During the course of the last state plan, the State office has created a task force of agencies to gather feedback and vet ideas regarding the COPOS data collection system. This has been successful so far and has garnered very good feedback helping to direct changes to the system to be optimal for agency use.			

Section 10: Monitoring, Corrective Action, and Fiscal Controls

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 10 State Use of Funds	

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

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Allegheny County Department of Human Services	Other	Desk Review	FY1 Q4	12/13/2017	03/19/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
2	Armstrong County Community Action Agency	Full On-site	Onsite Review	FY1 Q1	03/28/2018	09/14/2018	
3	Beaver County Community Services Program	Full On-site	Onsite Review	FY1 Q4	11/27/2018	03/11/2019	
4	Berks Community Action Program, Inc.	Other	Desk Review	FY1 Q1	03/12/2019	06/13/2019	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
5	Blair County Community Action Agency	Full On-site	Onsite Review	FY1 Q3	12/12/2017	05/15/2018	
							Desk review of organizational

6	Blueprints	Other	Desk Review	FY1 Q4	07/27/2017	09/18/2017	standard s, administrative operations, and any areas of concern found by the risk assessment process.
7	Bucks County Opportunity Council, Inc.	Full On-site	Onsite Review	FY1 Q1	04/27/2018	06/29/2018	
8	Community Partnership Inc	Newly Designated	Onsite Review	FY1 Q4			Newly designated agency in 2019, has not yet been monitored on-site.
9	Carbon County Action Committee for Human Services	Other	Desk Review	FY1 Q1	03/26/2019		Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
10	Center for Community Action	Full On-site	Onsite Review	FY1 Q3	10/10/2018	11/30/2018	
11	Central Pennsylvania Community Action, Inc.	Full On-site	Onsite Review	FY1 Q2	06/22/2018	08/28/2018	
12	Central Susquehanna Opportunities, Inc.	Other	Desk Review	FY1 Q4	12/21/2017	08/28/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
13	Commission on Economic Opportunity of Luzerne County	Full On-site	Onsite Review	FY1 Q3	10/25/2018	11/19/2018	
							Desk review of organizational standards, administrative

14	Community Action Agency of Delaware County	Other	Desk Review	FY1 Q3	12/08/2017	07/26/2018	operations, and any areas of concern found by the risk assessment process.
15	Community Action Committee of the Lehigh Valley, Inc.	Other	Desk Review	FY1 Q4	11/29/2017	07/27/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
16	Community Action Partnership of Cambria County	Full On-site	Onsite Review	FY1 Q3	10/22/2018	03/11/2019	
17	Community Action Program of Lancaster County	Other	Desk Review	FY1 Q4	12/07/2017	03/09/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
18	Community Action Partnership of Mercer	Other	Desk Review	FY1 Q3	08/18/2017	11/09/2017	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
19	Tableland Services, Inc.	Full On-site	Onsite Review	FY1 Q2	08/01/2018	09/14/2018	
							Desk review of organizational standards,

20	Community Action, Inc.	Other	Desk Review	FY1 Q3	09/21/2017	03/09/2018	administrative operations, and any areas of concern found by the risk assessment process.
21	Office of Community Empowerment and Opportunity	Other	Desk Review	FY1 Q4	11/28/2017	08/28/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
22	Community Progress Council, Inc.	Full On-site	Onsite Review	FY1 Q1	06/29/2018	10/03/2018	
23	Chester County Commissioners	Other	Desk Review	FY1 Q3	11/21/2017	06/14/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
24	Fayette County Community Action Agency	Other	Desk Review	FY1 Q3	07/28/2017	07/31/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
							Desk review of organizational standards, administrative

25	Greater Erie Community Action Committee	Other	Desk Review	FY1 Q3	09/20/2017	01/16/2018	rative operations, and any areas of concern found by the risk assessment process.
26	Indiana County Community Action Program	Full On-site	Onsite Review	FY1 Q2	05/11/2018	07/03/2018	
27	Lawrence County Community Action Partnership	Other	Desk Review	FY1 Q3	10/03/2018	12/07/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
28	Lebanon County Community Action Partnership	Other	Desk Review	FY1 Q3	12/07/2017	03/20/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
29	Lycoming-Clinton Counties Commission for Community Action	Full On-site	Onsite Review	FY1 Q3	08/20/2018	10/17/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
30	Monroe County Commissioners	Full On-site	Onsite Review	FY1 Q2	06/15/2018	08/13/2018	
							Desk review of organizational standard

31	Montgomery County Community Action Development Commission	Other	Desk Review	FY1 Q3	12/07/2017	07/24/2018	s, administrative operations, and any areas of concern found by the risk assessment process.
32	Northern Tier Community Action Corporation	Full On-site	Onsite Review	FY1 Q2	06/27/2018	07/19/2018	
33	Pathstone Corporation	Full On-site	Onsite Review	FY1 Q2	10/01/2018	06/01/2019	
34	Pittsburgh Community Services, Inc.	Full On-site	Onsite Review	FY1 Q3	11/28/2018	03/25/2019	
35	Schuylkill Community Action	Full On-site	Onsite Review	FY1 Q3	08/23/2018	09/14/2018	
36	Scranton Lackawanna Human Development Agency	Full On-site	Onsite Review	FY1 Q3	10/16/2018	11/14/2018	
37	South Central Community Action Programs, Inc.	Full On-site	Onsite Review	FY1 Q3	09/27/2018	11/27/2018	
38	Trehab, Inc.	Other	Desk Review	FY1 Q3	11/09/2017	06/12/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
39	Tri-County Community Action Commission	Other	Desk Review	FY1 Q2	05/17/2019	08/22/2019	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
40	Union-Snyder Community Action Agency	Full On-site	Onsite Review	FY1 Q3	09/18/2018	10/03/2018	
41	Venango-Crawford Office of Economic Opportunity	Full On-site	Onsite Review	FY1 Q2	09/26/2018	01/28/2019	
42	Warren-Forest Counties Economic Opportunity Council	Full On-site	Onsite Review	FY1 Q2	08/21/2018	10/03/2018	
							Desk review of organizational standards, administrative

43	Westmoreland Community Action	Other	Desk Review	FY1 Q3	10/17/2017	03/09/2018	operations, and any areas of concern found by the risk assessment process.
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Allegheny County Department of Human Services	Full On-site	Onsite Review	FY2 Q4	12/17/2017	03/19/2018	
2	Armstrong County Community Action Agency	Other	Desk Review	FY2 Q1	03/28/2019	09/14/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
3	Beaver County Community Services Program	Other	Desk Review	FY2 Q4	11/27/2017	03/11/2019	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
4	Berks Community Action Program, Inc.	Other	Desk Review	FY2 Q1	03/12/2019	06/13/2019	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
							Desk review of organizational

5	Blair County Community Action Agency	Other	Desk Review	FY2 Q3	12/12/2017	05/15/2018	standard s, administrative operations, and any areas of concern found by the risk assessment process.
6	Blueprints	Full On-site	Onsite Review	FY2 Q4	07/27/2017	09/18/2017	
7	Bucks County Opportunity Council, Inc.	Other	Desk Review	FY2 Q1	04/27/2018	06/29/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
8	Community Partnership Inc	Other	Desk Review	FY2 Q4			Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
9	Carbon County Action Committee for Human Services	Full On-site	Onsite Review	FY2 Q1	03/26/2019		
10	Center for Community Action	Other	Desk Review	FY2 Q3	10/10/2018	11/30/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
							Desk review of

11	Central Pennsylvania Community Action, Inc.	Other	Desk Review	FY2 Q2	06/22/2018	08/28/2018	organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
12	Central Susquehanna Opportunities, Inc.	Full On-site	Onsite Review	FY2 Q4	12/21/2017	05/08/2018	
13	Commission on Economic Opportunity of Luzerne County	Other	Desk Review	FY2 Q4	10/25/2018	11/19/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
14	Community Action Agency of Delaware County	Full On-site	Onsite Review	FY2 Q3	12/08/2017	07/12/2018	
15	Community Action Committee of the Lehigh Valley, Inc.	Full On-site	Onsite Review	FY2 Q4	11/29/2017	07/27/2018	
16	Community Action Partnership of Cambria County	Other	Desk Review	FY2 Q3	10/22/2018	03/11/2019	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
17	Community Action Program of Lancaster County	Full On-site	Onsite Review	FY2 Q4	12/07/2017	03/09/2018	
18	Community Action Partnership of Mercer	Full On-site	Onsite Review	FY2 Q3	08/18/2017	11/09/2017	
19	Tableland Services, Inc.	Other	Desk Review	FY2 Q2	08/01/2018	09/14/2018	Desk review of organizational standards, administrative operations, and any areas of

							concern found by the risk assessment process.
20	Community Action, Inc.	Full On-site	Onsite Review	FY2 Q3	09/21/2017	03/09/2018	
21	Office of Community Empowerment and Opportunity	Full On-site	Onsite Review	FY2 Q4	11/28/2017	08/28/2018	
22	Community Progress Council, Inc.	Other	Desk Review	FY2 Q1	06/29/2018	10/03/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
23	Chester County Commissioners	Full On-site	Onsite Review	FY2 Q3	11/21/2017	06/14/2018	
24	Fayette County Community Action Agency	Full On-site	Onsite Review	FY2 Q3	07/28/2017	07/31/2018	
25	Greater Erie Community Action Committee	Other	Desk Review	FY2 Q3	09/20/2017	01/16/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
26	Indiana County Community Action Program	Other	Desk Review	FY2 Q2	05/11/2018	07/03/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
							Desk review of organizational standards,

27	Lawrence County Community Action Partnership	Other	Desk Review	FY2 Q3	10/03/2018	12/07/2018	administrative operations, and any areas of concern found by the risk assessment process.
28	Lebanon County Community Action Partnership	Full On-site	Onsite Review	FY2 Q3	12/07/2017	03/20/2018	
29	Lycoming-Clinton Counties Commission for Community Action	Other	Desk Review	FY2 Q4	08/20/2018	10/17/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
30	Monroe County Commissioners	Other	Desk Review	FY2 Q2	06/15/2018	08/13/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
31	Montgomery County Community Action Development Commission	Full On-site	Onsite Review	FY2 Q3	12/07/2017	07/24/2018	
32	Northern Tier Community Action Corporation	Other	Desk Review	FY2 Q2	06/27/2018	07/19/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
33	Pathstone Corporation	Full On-site	Onsite Review	FY2 Q3	10/01/2018	06/01/2019	
							Desk review of

34	Pittsburgh Community Services, Inc.	Other	Desk Review	FY2 Q4	11/28/2018	03/25/2019	organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
35	Schuylkill Community Action	Other	Desk Review	FY2 Q4	08/23/2018	09/14/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
36	Scranton Lackawanna Human Development Agency	Other	Desk Review	FY2 Q4	10/16/2018	11/14/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
37	South Central Community Action Programs, Inc.	Full On-site	Onsite Review	FY2 Q4	09/27/2018	11/27/2018	
38	Trehab, Inc.	Full On-site	Onsite Review	FY2 Q3	11/09/2017	06/12/2018	
39	Tri-County Community Action Commission	Full On-site	Onsite Review	FY2 Q2	05/17/2019	08/22/2019	
40	Union-Snyder Community Action Agency	Full On-site	Onsite Review	FY2 Q3	09/18/2018	10/03/2018	
41	Venango-Crawford Office of Economic Opportunity	Other	Desk Review	FY2 Q2	09/26/2018	01/28/2019	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk

						assessment process.	
42	Warren-Forest Counties Economic Opportunity Council	Other	Desk Review	FY2 Q2	08/21/2018	10/03/2018	Desk review of organizational standards, administrative operations, and any areas of concern found by the risk assessment process.
43	Westmoreland Community Action	Full On-site	Onsite Review	FY2 Q3	10/17/2017	03/09/2018	

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

Beginning in 2020, the State will start using a risk-based method to inform the monitoring type and schedule. See attachments for detail about the process.

10.3. Initial Monitoring Reports:
According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

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

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

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

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

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

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

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

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

The Office of Community Services will be notified within 15 days of any eligible entity embarking on a QIP. This notification will include the specific deficiencies and the proposed methodology to address them.

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

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

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

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

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

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

Prior to 2018, Pennsylvania had not designated a new CSBG eligible entity since the inception of the program. During 2018 it became necessary for a new agency to provide services in Butler County. The State office followed federal guidance, and used the State's Request for Applications procedures to solicit interested non-profits. Once the RFA process closed and applications were received, they were reviewed by the state office using a scoring

mechanism developed based on the State's procurement and contracting procedures. These procedures were made public on DCED's website and announced via email and newspaper.

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

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.
Contained in the CSBG Monitoring Directive C2020-06.

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

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

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

10.10b. If No, describe State procedures for re-designation of existing eligible entities.
Currently there is no policy for re-designation because there has never been a need to develop a process.

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).

All invoices for payment are reviewed and analyzed by the Fiscal Compliance Office to insure accuracy and adherence to the agency's budget as well as the appropriateness of the expenses.

10.12. Single Audit Management Decisions:
Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at [45 CFR 75.521](#).

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

Management Directive 325.9, Processing Audits of Federal Pass-Through Funds, is attached to 10.2 as a separate document.

10.13. Assurance on Federal Investigations:
The state will "permit and cooperate with Federal investigations undertaken in accordance with [Section 678D](#)" of the CSBG Act, as required by the assurance under [Section 676\(b\)\(7\)](#) of the CSBG Act. Yes No

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

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

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

Absent the ACSI feedback, the state will be adjusting the monitoring procedures to include a risk assessment which will determine the type and frequency of monitoring during the upcoming year. During the 2019 symposium, this new plan was presented to the agencies to which they gave very positive feedback.

Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 11 State Use of Funds	
11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[Check all that applies and narrative where applicable]	
<input checked="" type="checkbox"/> Attend Board meetings	
<input type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input type="checkbox"/> Other	
11.2. Tripartite Board Updates: Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc..[Select one and narrative where applicable]	
_____ _____ _____ Quarterly _____ _____	
11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
During annual agency reviews, state office CSBG program monitors examine the by-laws and policies of each agency to assure that selection procedures adhere to the assurance.	
11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. <input type="radio"/> Yes <input checked="" type="radio"/> No	
11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.	
_____ _____	

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input checked="" type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
Directive C2016-04 is attached outlining the State's CSBG policy and procedures for income eligibility.	
12.2. Income Eligibility for General/Short-Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical),An example of these services is emergency food assistance.	
The state accepts a signed self-declaration of income eligibility for these types of short term services.	
12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).	
The state requires demographic statistics which provide evidence that the targeted community is extremely distressed. Such as, but not limited to, blighted housing stock, crime and delinquency rates, dropout rates, persistent unemployment or under employment, or a high percentage of the population living below the Federal Poverty Income Guidelines.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
13.1. Performance Measurement System: Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item 1.1.</i>	
The Results Oriented Management and Accountability (ROMA) System	
Section 678E(b) of the CSBG Act	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
The Administrative Procedures Directive states: "All new board members and staff must have ROMA Training within six (6) months of being seated or hired. The entire board and staff must undergo ROMA refresher training conducted by a Nationally Certified ROMA Trainer (NCRT) every twenty-four (24) months at a minimum. Board meeting minutes should reflect board participation to illustrate compliance with this requirement." Currently DCED is drafting a full Directive on the use of ROMA within agencies and specific direction regarding training and certification.	
13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.	
(Empty response area)	
13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
The State Lead Agency requires reporting by all eligible entities on a quarterly basis regarding all of the National Performance Indicators (NPI). Departmental staff review eligible entity reporting and identify trends along with potential areas of concern. Trends and areas of concern inform technical assistance opportunities that the Department addresses either specifically with affected eligible entities, or statewide in coordination with the State Association (CAAP). The implementation of training or technical assistance is then reviewed and verified during annual monitoring of eligible entities.	
13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
The State Lead Agency both sponsors and participates in ROMA and ROMA-NG trainings annually. Currently, two Departmental staff are certified ROMA Implementors. Additionally, ROMA and ROMA principles are discussed, reviewed, and reinforced during collaborative training and technical assistance activities in coordination with the State Association.	
13.4. Eligible Entity Use of Data: Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
All eligible entity data including COPOS is reviewed at least annually prior to monitoring. Additionally, COPOS data is reviewed by the State Lead Agency on a recurring basis to examine trends and potential areas of concern. Throughout the development and improvement of the COPOS System, various reports have been created to allow the agencies to mine their own information to utilize it for planning and informational purposes. During each COPOS updated webinar or presentation the latest reports are highlighted and the agencies are surveyed to determine what new reports should be developed based on how they are being used.	
Community Action Plans and Needs Assessments	
13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
Each eligible entity is required to submit to the Department a copy of its Community Needs Assessment that covers the most current year. The assessment must include a summary of the salient and relevant data that was used, along with a viable plan that outlines and details the entity's steps toward dealing with the identified issues.	
13.6. Community Needs Assessment: Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.	

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

Each eligible entity is required to submit to the Department a copy of its Community Needs Assessment that covers the most current year. The assessment must include a summary of the salient and relevant data that was used, along with a viable plan that outlines and details the entity's steps toward dealing with the identified issues. The assessment is a standardized format that is conducted in collaboration with the Penn State Data Center and the State Association.

Section 14: CSBG Programmatic Assurances and Information Narrative

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 14 State Use of Funds	
14.1 Use of Funds Supporting Local Activities	
CSBG Services	
14.1a. 676(b)(1)(A): Describe how the state will assure "that funds made available through grant or allotment will be used -	
<p>(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--</p> <ul style="list-style-type: none"> (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 - <ul style="list-style-type: none"> (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; 	
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.	
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 -	
<p>(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--</p> <ul style="list-style-type: none"> (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; 	
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.	
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 -	
<p>(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)</p>	
At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The	

State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation. Regarding coordination with other programs, the State office facilitates connections and collaborations through training and presentations at state-wide gatherings.

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;

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work plan format also requests the agency describe their delivery methods. The work that the agency plans for that year, and their methods of delivery, is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation. The State office also reviews program delivery during monitoring visits and offers technical assistance on a one-to-one basis and needs and delivery vary greatly across the state.

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.

The CSBG lead office will require, as part of their work plan, the eligible entities to address the service gaps in their area. Through partnership and or collaboration with other area service providers the eligible entities will identify possible strategies to fill any gaps that exist. The state may consider granting CSBG discretionary funding to agencies that develop innovative strategies to bridge gaps.

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.

The majority of the eligible entities in Pennsylvania are actively involved in both private fund raising and the pursuit of other sources of grant dollars by using CSBG funding as a leverage. During 2018 eligible entities leveraged a total of \$698,970,782 in additional funds for CSBG related activities. This translates into a \$23.41 match for every dollar of CSBG funding. Several of the eligible entities in Pennsylvania also make use of the state's tax credit program (Neighborhood Assistance Program) to aid them in their pursuit of private corporate dollars. The state office continues to encourage all CAAs to make use of this tax credit program.

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).

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation.

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."

At the beginning of each program year the State office requires each eligible entity to submit, for review, a work plan, or Community Action Plan, that details the activities that the agency plans to engage in, and the ways that CSBG funding will be used to support those activities. The work that the agency plans for that year is directly based on the community needs assessment and their agency strategic plan and the work plan must demonstrate that link. The State office then reviews those plans to confirm that they are appropriate uses of the funds as it relates to Federal CSBG legislation. In Pennsylvania their has been an increased focus on food security with the inception of the Governor's Blueprint for a Hunger-Free PA. This program supports and creates initiatives to increase access to food statewide.

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

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

Federal Investigations

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

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

Funding Reduction or Termination

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

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

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

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

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

Eligible Entity Tripartite Board Representation

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

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

During annual agency reviews, state office CSBG program monitors examine the by-laws and policies of each agency to assure that selection procedures adhere to the assurance.

Eligible Entity Community Action Plans and Community Needs Assessments

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

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

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

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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



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

Section 15: Federal Certifications

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

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

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

Employee means the employee of a grantee directly engaged in the performance of work under a

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

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

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

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

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

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

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

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

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

9. Except for transactions authorized under paragraph five of these instructions,

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

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

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

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

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

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