



COMMUNITY SERVICES BLOCK GRANT (CSBG)
Pennsylvania's Two-Year State Plan
2016 and 2017

> ready > set > succeed

PENNSYLVANIA DCED
CSBG STATE PLAN
2016-2017

The Community Services Block Grant Program (CSBG) provides a full range of services and activities to ameliorate the causes and conditions of poverty in communities. CSBG funds are provided by the United States federal government as a result of the Omnibus Budget Reconciliation Act of 1981 and the establishment of a 44 agency network of CSBG Agencies in Pennsylvania.

The CSBG provides funds to designated and entitled Community Action Agencies (CSBG network) and local/county government agencies for the revitalization of low-income communities and the empowerment of low-income families and individuals to become fully self-sufficient. Program activities supported by CSBG include a variety of community and economic development strategies that encompass: income and economic asset building, education and skill development, housing needs, access to health care and other needed social services, supportive networks, facilitation of client resourcefulness, and leadership abilities.

Ninety percent (90%) of the funds are required to be distributed to the current forty-four (44) established CSBG agencies (Community Action Agencies, local/county government units and two Limited Purpose Agencies). Five percent (5%) is allowed for state administration. The remaining five percent (5%) is utilized for developmental CSBG projects with a special emphasis on Community Catalytic activities and projects that integrate with and expand the impact of other commonwealth investments in the community. The average allocation per year is \$28 million.

The Department of Community and Economic Development's vision for the commonwealth is to play a more strategic role in local government and municipal interaction by investing in our communities to provide assistance and support jobs that pay for all Pennsylvanians. The Department's 2015-16 budget has a priority to revive Pennsylvania's economy by providing tax credits and targeted assistance to: distressed areas and low income populations with a strategic focus on community participation and collaborations among residents, nonprofits, and businesses.

One of the main goals that the Department of Community and Economic Development (DCED) is committed to is that of revitalizing our Commonwealth's communities and neighborhoods. Communities have long struggled with how to combat the challenges posed by the unoccupied, vacant buildings, and open, empty lots that constitute the growing problem of blight. Blighted properties have numerous negative effects on the communities where they exist, including: reduced property values, deterred business and economic development, increased risk of crime, and an overall adverse impact on our neighborhoods. Addressing blighted properties can have a net positive return for municipalities.

Pennsylvania's renaissance will be driven by the need to increase community revitalization efforts, and this translates into the importance of programs such as the Community Services Block Grant to provide support and opportunity for every neighborhood and community in the commonwealth. The CSBG will offer a proactive approach, with respect to its goals, which aim to offer collaboration and resources in assisting: neighborhoods and the people that live in them who are facing poverty, communities with fiscal difficulties, blight elimination, averting adverse impacts on health, safety and the welfare of their residents helping to put targeted areas back on

track to good fiscal well-being and attending to the facets of poverty that require attention and impacts.

The overall driving mission of CSBG is to ameliorate 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 and regional partnership initiatives.

The CSBG network has partnered with many businesses, community organizations and governments in the areas of employment and training, job preparedness, and summer employment. Additionally, CSBG network promote partnerships in the areas of community and economic development, community conservation, youth programs, emergency and homeless assistance and other innovative programs to promote individuals' self-sufficiency and to create and maintain a stable living situation.

The PA CSBG Data Highlights for 2013 include the following populations served:

- 406,253 Individuals
- 211,231 families
- 108,307 children
- 57,031 seniors
- 46,271 disabled and
- 42,709 without health care coverage.

Some of the barriers addressed and the individuals impacted through CSBG efforts include:

- | | |
|---|---------|
| • Employment and supports | 275,192 |
| • economic asset enhancement | 84,251 |
| • child and family development activities | 234,546 |
| • family stability | 207,405 |
| • emergency services | 380,488 |
| • independent living options | 66,092 |
| • community leadership opportunities | 24,841 |
| • community collaboration and empowerment | 45,744 |

In addition, the CSBG network makes extensive efforts to leverage additional funding to support the CSBG funding. In 2014, the non-CSBG funds leveraged totaled \$424,754,344.00.

In Pennsylvania, the federal CSBG funds are allocated to the Department of Community and Economic Development (DCED), Office of Community Affairs and Development, Center for Community Services for management, distribution and oversight. The mission of the Department of Community and Economic Development is to foster opportunities for businesses to grow and for communities to succeed and thrive in a global economy.

Several strategies continue to be utilized and enhanced in order to implement this mission and the intention of the PA CSBG funds through the Omnibus Act and regulations including (A) the focus on community catalytic work as the number one priority of CSBG efforts, (B) implementing the newly created CSBG Organizational Standards for all 44 CSBG agencies (C) maintenance of the detailed COPOS software database and reporting system (D) an enhanced state approach to on-site and desk monitoring of the CSBG agencies which includes an agency self-assessment process (E) continued training and technical assistance activities that will

heighten the operational abilities of the CSBG network. These efforts are intended to assure full compliance with federal requirements as described in the Federal and CSBG Program Assurances listed in Attachment 1.

Every other federal fiscal year, a state plan is required for continued participation in the Community Services Block Grant Program. This document constitutes the proposed Pennsylvania State Plan for the Community Services Block Grant Program for years 2016-2017. As such, it established the goals, assurances of work, allocation of funds, state monitoring practices, agency corrective actions, required implementation strategies and all other Department of Health and Human Services federal requirements. The organization and content of the proposed plan are derived directly from CSBG regulations as contained in Public Law 105-285, as amended in 1998 and reauthorized 2015.

The Narrative State Plan

Eligible Entities

Pennsylvania's CSBG funds are allocated to the CSBG Network that is comprised of thirty three (33) Community Action Agencies, nine (9) governmental units and two (2) Limited Purpose Agencies all of which provide services in all 67 counties in Pennsylvania. These entities, in accordance with their statutory designation, are considered by the Commonwealth to be the lead anti-poverty organization for each of their respective service areas. As a result of this designation, the CSBG Network agencies are to perform anti-poverty needs assessments, propose plans of community action to impact those needs, and encourage and foster community coordination and collaborations on anti-poverty activities.

Included in this plan as Attachment 2 is the complete list of eligible entities and respective geographical areas served as well as their status as either public or private non-profits.

Distribution and Allocation of Funds

Ninety percent (90%) of the CSBG funds will be distributed to the 44 eligible entities, five percent (5%) will be used as discretionary funds and approximately five percent (5%) will be used for state administration. Monies not utilized for administrative purposes will be allocated to the 90% or discretionary grant pools. Allocations to eligible entities for each of the two years will be based on a formula as described below.

Description of Priority Areas and Distribution Formula to Agencies

Allocations to eligible entities for each fiscal year will be based on a formula comprised of two factors: the number of persons with incomes below 125% of poverty in each service area (based on the most current census data available) on which 75% of the allocation will be based; and the number of unemployed persons in each service area (Pennsylvania Center for Workforce, Pennsylvania Civilian Labor Force Data by County of Residence, 2014 Annual Average) on which 25% of the allocation will be based. DCED establishes a minimum allocation amount (base) that all agencies receive, regardless of formula data, based on the current appropriation to Pennsylvania. This minimum allocation is established to ensure an equitable allocation to support Community Action Agency operations. For this plan, the minimum amount is \$250,000. This amount could increase or decrease depending on the impact of Pennsylvania's overall appropriation level. As an example of the distribution the allocation details for Pennsylvania's fiscal year 2014-15 CSBG funds are included in this plan as Attachment 3. Final 2016 allocations will not be confirmed until the federal budget and this state plan is approved.

To reinforce Pennsylvania's Department of Community and Economic Development priorities for CSBG activities, the focus of CSBG funds will continue to be on the following priority areas:

- Act as the catalytic agency for changes by Coordination of CSBG funded activities with other economic growth and employment opportunities through community development activities and strategic partnerships;
- Provision of supportive services in coordination with the provision of housing;
- Job creation, including micro-enterprise development and entrepreneurship training, and job training. Training activities will be particularly focused on opportunities available through the natural gas extraction industry and its suppliers, related industries, and "downstream" firms that utilize natural gas and/or gas by-products; and
- Social enterprise activities as a means for CSBG network to leverage funds, create jobs and support the communities they serve; and
- Continue working toward compliance with all of the national CSBG Organizational Standards set forth by the federal Department of Health and Human Services (DHHS), Office of Community Services (OCS).

All work plans, projects/programs are reviewed against standardized evaluation criteria to ensure that agencies are presenting efforts related to leveraging, clear partnerships, sustainability and measurable outcomes.

Description of Distribution and Use of Restricted Funds

Eligible entities will use CSBG funds to assist low-income individuals in attaining self-sufficiency. This will be accomplished, in part, through investment of CSBG funds to increase the availability of low cost housing and to promote economic development, employment and training initiatives, and education programs to increase literacy skills. In addition, other activities may be utilized that can lead to economic self-sufficiency of low-income individuals and the chronically unemployed, including Temporary Assistance for Needy Families (TANF) and General Assistance recipients.

No funds have been recaptured and redistributed, as agencies are allowed to carry-over balances into the subsequent state fiscal year with DCED approval.

Prior to the execution of grants, all eligible entities are required to submit detailed work plans, needs assessments and budgets. These work plans and budgets will be reviewed by state CSBG staff and management to ensure compliance with the CSBG Act. Final approval will be authorized by the Department's Deputy Secretary for Community Affairs and Development.

Description of Distribution and Use of Discretionary Funds

For FFY 2016 and FFY 2017 CSBG Discretionary funds, DCED proposes to give priority to projects in the CSBG Network of agencies that meet the following criteria:

1. Community Catalytic Work
2. New projects/programs
3. Innovative programs outside scope of regular agency operations
4. Partnerships within a community that will provide long term impact for said area or community
5. Provision of Training and Technical Assistance to meet Organizational Standards
6. Statewide or regional co-ordination of services based on needs

Description of Use of Administrative Funds

We anticipate that about five percent (5%) of the funds appropriated will be used for administrative purposes. For FY 2016 and FY 2017, CSBG administrative funds are projected to be used for state operating costs, indirect costs and state salaries, fringe benefits and travel costs for management and oversight of CSBG. Funds not used for state administration will be redistributed to discretionary grants.

State Charitable Tax Credit Program and CSBG

Pennsylvania's Neighborhood Assistance (NAP) tax credit program is the oldest and largest state tax credit program in the county, which provides tax credits to businesses that contribute to non-profit and charitable agencies to provide services to low income persons and is used for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient, as well as the preservation and creation of jobs to promote economic recovery and the provision of assistance to those most impacted by the recession. Short-term and long-term services and activities are directed towards innovative projects that help targeted populations to achieve economic self-sufficiency for the long-term. CSBG administrative funds may be used to support the administration of the NAP program for projects that correlate with the goal of CSBG, within the limitations of CSBG funds related to poverty level and non-construction programs. A direct linkage can be made between programs to support the low-income communities served by both programs.

Pennsylvania's NAP was the national model for the Charity Tax Credit contained in the federal CSBG statute. For each state fiscal year on 2016 and 2017, Pennsylvania anticipates its NAP tax credits to total \$18 million each year. CSBG administrative funding will be used to support the NAP program and assist DCED to more effectively administer and align the expansion of these tax credits to serve low-income communities. CSBG administrative resources will support staff work and technical assistance for the NAP program, **not** the actual tax credits.

Family Savings Account Program and CSBG

CSBG administration funds may also be used to support the administrative resources required for the Assets for Independence/Family Savings Account (AFI/FSA). Many of Pennsylvania's 44 eligible entities also administer the AFI/FSA program. Because a direct linkage can be made between these programs, CSBG administrative funds may be used to support the administration of the AFI/FSA for participants meeting the eligibility criteria of 125% of poverty or less.

Weatherization Program and CSBG

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 Community Action Agencies. The state housing office is also located within the Department of Community and Economic Development.

State Program Management Overview

DCED state CSBG staff will attend statewide and national conferences [in particular those sponsored by the Community Action Association of Pennsylvania (CAAP) and the National Association of Community Services Professionals (NASPC)] to remain current on program developments, to capture better practices for implementation in Pennsylvania and to remain visible within the national CSBG network as a leader.

DCED will continue working with the Community Action Association of Pennsylvania on the refinement and expansion of the statewide needs assessment tool which is used by each entity and will establish a consistent baseline for statewide community social and physical needs. This tool will assist in identifying where resources can best be focused, and assist in providing consistent assistance through “best practices” in the PA CSBG Network. DCED will also work with the Association to ensure that all eligible entities are able to meet and maintain acceptable performance as outlined in the CSBG Organizational Standards through the provision of training and technical assistance. When necessary the state will also refer eligible entities to national partners such as CAPLAW or Community Action Partnership (CAP) for appropriate assistance. In addition, the DCED Regional Directors will provide consultation and technical assistance also to CSBG agencies.

DCED will continue to work with the Community Action Association of Pennsylvania to provide training and technical assistance to CSBG network on issues such as, but not limited to: board recruitment, board training, board governance, community needs assessments, data reporting and ROMA as a management and accountability tool including the Community Organization Planning and Outcomes System (COPOS). This work will include improvements in performance measurements to demonstrate community impact for CSBG funding.

In cooperation with the Community Action Association of Pennsylvania and Community Action, Inc., issue an annual comprehensive statewide report based on COPOS data that delineates the impact of CSBG network and CSBG and community partnerships for distribution to the agencies and various stakeholders. Embedded within the COPOS data reporting system is a series of questions dealing with the agency’s organizational standards which will also be updated on a yearly basis. The responses to these questions will assist the State in gauging whether the agency is maintaining or moving toward an acceptable level of performance.

Agency Level Goals

The CSBG Network will continue to act as the community catalyst by building linkages, leveraging resources and coordinating and streamlining the comprehensive services necessary to battle poverty and its root causes as well as encourage community and economic development efforts. Needs assessment processes and analysis as well as the networking and collaboration within the service areas will enable the CSBG network to mobilize their communities to be more responsive to the dynamics and issues of poverty.

The CSBG Network will further develop the inclusion of high impact strategies in their operations which will provide both deep and wide collaborations and comprehensive supports

and services to people who are working toward self-sufficiency. The CSBG network will integrate any or all of the following elements in the clients' efforts to self-sufficiency: income and economic asset building, education and skill development, housing needs, access to health care and other needed social services, establishing supportive networks with others, and personal resourcefulness and leadership abilities.'

This also includes maintaining and strengthening the Volunteer Income Tax Assistance sites which help to prepare and submit tax returns for low-income individuals and families. Of particular emphasis is the need for education and advisement to low-income families about the federal Earned Income Tax Credit (EITC).

State Community Services Program Implementation and Overview

Linkages

As part of Results Oriented Management and Accountability (ROMA's) six national goals, the CSBG network is strongly encouraged to continue to develop partnerships and linkages with social service providers and other organizations and institutions in their service areas that allow them to fill identified gaps in services. During the 2014-2015 program years, a total of 10,451 partnerships in support of CSBG were developed by Pennsylvania's CSBG network. These linkages and partnerships will be maintained, increased and/or expanded as the CSBG network work to serve families with incomes up to 125% of the federal poverty guidelines. Examples of linkages for 2014-2015 include the following:

Three agencies of the CSBG network from contiguous counties joined together under a discretionary grant to jointly address the problem of the lack of affordable housing in southwestern Pennsylvania. This jointure led to the formation of a separate non-profit corporation aimed at addressing housing needs in Fayette, Greene, Westmoreland and Washington counties.

In central Pennsylvania a Community Action Agency partnered with a struggling Women's Homeless Shelter to ensure that the shelter was staffed and operational on a full time year around basis.

Coordination with Other Public and Private Resources

Coordination with various public and private resources will focus on services that support the vision of the CSBG programs funded under it. During 2014-2015, several formal and informal partnerships were established and/or maintained with the CSBG network and other social service providers, religious organizations and local governments. In 2014, the CSBG network reported 10,451 partnership arrangements with 8,816 different organizations, of which 1,213 were with faith-based organizations. These partnerships resulted in \$424,754,344.00 of additional funding for the CSBG network to assist low-income clients. This additional funding translated into a \$15.28 leverage amount for every \$1.00 of CSBG funding. Coordination between other public and private resources enabled CSBG network to expand existing programs and to design new programs targeted to assist low-income individuals, and to ensure a continuum of care for low-income persons. There were a wide variety of partners, including United Ways, county governments, school districts, churches and utility companies.

Innovative Community and Neighborhood-Based Initiatives and/or Strengthen Families

Agencies employed CSBG funds, as well as monies leveraged by CSBG funds, to develop a variety of innovative initiatives to strengthen families and encourage effective parenting. Among them are:

In southeast Pennsylvania, a Community Action Agency partnered with two for profit corporations to launch a combination job training/social enterprise. With the support of the two for profit entities the CAA will operate a printing facility to provide entry level printing skills by accepting contract printing jobs in the area.

Community Needs Assessments

The state CSBG office and the Community Action Association of Pennsylvania continue working together to provide increased training and technical assistance in this area to assist agencies as they refine and mature their community needs assessment processes and improve the analysis and evaluation of findings to manage CSBG services.

Pennsylvania's population numbers have undergone some unique changes in recent years. While the total population of the state has increased, twenty-five counties have experienced decreases in total population while forty two have seen an increase in total numbers of residents as noted in the following table:

[Intentionally Left Blank]
[See Next Page]

Table 1. Population Change

County	Census 2000 Population	ACS 2009 - 2013 Population	Population Change	% Change
Adams	91,292	101,496	10,204	11.18%
Allegheny	1,281,666	1,226,933	-54,733	-4.27%
Armstrong	72,392	68,614	-3,778	-5.22%
Beaver	181,412	170,382	-11,030	-6.08%
Bedford	49,984	49,490	-494	-0.99%
Berks	373,638	412,078	38,440	10.29%
Blair	129,144	126,940	-2,204	-1.71%
Bradford	62,761	62,624	-137	-0.22%
Bucks	597,635	625,977	28,342	4.74%
Butler	174,083	184,535	10,452	6.00%
Cambria	152,598	142,448	-10,150	-6.65%
Cameron	5,974	5,000	-974	-16.30%
Carbon	58,802	65,074	6,272	10.67%
Centre	135,758	154,460	18,702	13.78%
Chester	433,501	503,075	69,574	16.05%
Clarion	41,765	39,720	-2,045	-4.90%
Clearfield	83,382	81,536	-1,846	-2.21%
Clinton	37,914	39,501	1,587	4.19%
Columbia	64,151	67,021	2,870	4.47%
Crawford	90,366	88,173	-2,193	-2.43%
Cumberland	213,674	237,449	23,775	11.13%
Dauphin	251,798	269,035	17,237	6.85%
Delaware	550,864	559,771	8,907	1.62%
Elk	35,112	31,799	-3,313	-9.44%
Erie	280,843	280,518	-325	-0.12%
Fayette	148,644	136,145	-12,499	-8.41%
Forest	4,946	7,696	2,750	55.60%
Franklin	129,313	150,594	21,281	16.46%
Fulton	14,261	14,779	518	3.63%
Greene	40,672	38,362	-2,310	-5.68%
Huntingdon	45,586	45,874	288	0.63%
Indiana	89,605	88,404	-1,201	-1.34%
Jefferson	45,932	45,015	-917	-2.00%
Juniata	22,821	24,737	1,916	8.40%
Lackawanna	213,295	214,275	980	0.46%
Lancaster	470,658	523,306	52,648	11.19%

Lawrence	94,643	90,374	-4,269	-4.51%
Lebanon	120,327	134,411	14,084	11.70%
Lehigh	312,090	352,068	39,978	12.81%
Luzerne	319,250	320,827	1,577	0.49%
Lycoming	120,044	116,604	-3,440	-2.87%
McKean	45,936	43,294	-2,642	-5.75%
Mercer	120,293	116,059	-4,234	-3.52%
Mifflin	46,486	46,698	212	0.46%
Monroe	138,687	168,947	30,260	21.82%
Montgomery	750,097	804,621	54,524	7.27%
Montour	18,236	18,379	143	0.78%
Northampton	267,066	298,439	31,373	11.75%
Northumberland	94,556	94,444	-112	-0.12%
Perry	43,602	45,808	2,206	5.06%
Philadelphia	1,517,550	1,536,704	19,154	1.26%
Pike	46,302	57,179	10,877	23.49%
Potter	18,080	17,487	-593	-3.28%
Schuylkill	150,336	147,700	-2,636	-1.75%
Snyder	37,546	39,711	2,165	5.77%
Somerset	80,023	77,341	-2,682	-3.35%
Sullivan	6,556	6,419	-137	-2.09%
Susquehanna	42,238	42,948	710	1.68%
Tioga	41,373	42,267	894	2.16%
Union	41,624	44,932	3,308	7.95%
Venango	57,565	54,590	-2,975	-5.17%
Warren	43,863	41,429	-2,434	-5.55%
Washington	202,897	208,047	5,150	2.54%
Wayne	47,722	52,212	4,490	9.41%
Westmoreland	369,993	364,090	-5,903	-1.60%
Wyoming	28,080	28,177	97	0.35%
York	381,751	436,339	54,588	14.30%
State of Pennsylvania	12,281,054	12,731,381	450,327	3.67%

Source: [United States Census Bureau, Population Division, Census 2010, Release Date: February 2011](#) and [United States Census Bureau, American Community Survey, 2013 Data Release, December 2014](#).

The 2013 American Community Survey 5-year data is a 5-year average of data collected from 2009 through 2013.

As a result of these shifts in population the face of poverty has changed dramatically in some of the affected counties. The following table shows the total population estimates for all persons in poverty for the 67 counties and the City of Pittsburgh reporting areas. (NOTE: the City of Pittsburgh is frequently displayed as separate entity from Allegheny County, while Philadelphia's statistics are all inclusive). According to the American Community Survey 5 year averages, an average of 13.30 percent of all persons lived in a state of poverty during the 2013

calendar year. Bucks County had the lowest poverty rate (5.41 percent) while Philadelphia County had the highest poverty rate of 26.49 percent. The poverty rate for all persons living in the 68 county report area is greater than the Pennsylvania average of 13.3 percent.

Poverty Rate (ACS)			
County	Poverty Rate for All Persons		
	Total Population	In Poverty	Poverty Rate
Adams	97,050	8,490	8.75%
Allegheny	1,193,906	153,529	12.86%
Armstrong	67,797	8,828	13.02%
Beaver	167,369	20,342	12.15%
Bedford	48,655	6,146	12.63%
Berks	399,090	55,348	13.87%
Blair	123,627	17,479	14.14%
Bradford	61,570	8,166	13.26%
Bucks	617,588	33,433	5.41%
Butler	179,511	16,756	9.33%
Cambria	134,627	19,993	14.85%
Cameron	4,923	646	13.12%
Carbon	64,107	7,440	11.61%
Centre	137,314	28,141	20.49%
Chester	490,502	33,895	6.91%
Clarion	37,855	6,945	18.35%
Clearfield	76,463	11,078	14.49%
Clinton	36,795	5,914	16.07%
Columbia	62,788	10,438	16.62%
Crawford	84,343	13,376	15.86%
Cumberland	223,903	18,533	8.28%
Dauphin	263,362	34,965	13.28%
Delaware	538,284	55,492	10.31%
Elk	31,422	3,260	10.37%
Erie	268,118	45,408	16.94%
Fayette	132,147	24,260	18.36%
Forest	4,803	782	16.28%
Franklin	147,806	16,188	10.95%
Fulton	14,649	1,624	11.09%
Greene	34,089	4,999	14.66%
Huntingdon	40,693	5,183	12.74%
Indiana	83,228	14,695	17.66%
Jefferson	44,207	6,762	15.30%

Juniata	24,382	2,875	11.79%
Lackawanna	206,410	28,007	13.57%
Lancaster	508,652	53,177	10.45%
Lawrence	87,914	12,667	14.41%
Lebanon	130,881	13,950	10.66%
Lehigh	342,482	47,016	13.73%
Luzerne	309,333	48,147	15.56%
Lycoming	111,158	15,731	14.15%
McKean	40,078	6,667	16.64%
Mercer	108,935	14,655	13.45%
Mifflin	46,071	7,032	15.26%
Monroe	165,394	19,790	11.97%
Montgomery	784,679	48,007	6.12%
Montour	17,757	1,769	9.96%
Northampton	287,165	27,876	9.71%
Northumberland	89,877	12,761	14.20%
Perry	45,091	4,362	9.67%
Philadelphia	1,494,160	395,789	26.49%
Pike	56,449	5,119	9.07%
Potter	17,182	2,594	15.10%
Schuylkill	140,278	17,946	12.79%
Snyder	37,324	4,438	11.89%
Somerset	73,064	9,082	12.43%
Sullivan	6,256	870	13.91%
Susquehanna	42,400	5,484	12.93%
Tioga	40,515	6,199	15.30%
Union	35,756	4,400	12.31%
Venango	53,367	8,526	15.98%
Warren	40,464	5,112	12.63%
Washington	203,268	21,437	10.55%
Wayne	48,590	5,945	12.24%
Westmoreland	356,036	36,383	10.22%
Wyoming	27,399	3,312	12.09%
York	427,447	43,161	10.10%
Pittsburgh City	282,947	63,807	22.55%
State of Pennsylvania	12,318,805	1,638,820	13.30%

Source: [United States Census Bureau, American Community Survey, 2013 Data Release, December 2014.](#)

As a result of these changing demographics, some CSBG agencies are seeing an increased demand for their services and are attempting to determine what actions will constitute the best use of their resources. In response to these changes DCED will secure from each

eligible entity a community action plan that includes a community needs assessment for the community served as a part of the application for funding process. A community needs assessment is required from all eligible entities as part of their application for funding each contract period. During 2014 the State in partnership with the state wide Community Action Association, launched and made available to all eligible entities a computerized, web based Needs Assessment which can be tailored to each agency's service area. Each agency is responsible for conducting its own needs assessment. The goals and objectives of each agency are to be based upon the findings of the assessment. Other assessment tools may still contain valuable information and may be used as additional information sources. These sources may include a county's Master Plan, the Child Health and Wellness Council survey, the United Way of America's Compass 11 tool, the Continuum of Care Planning Process, and Needs Assessment and Customer Survey Forms.

The state CSBG office and the Community Action Association of Pennsylvania continue working together to provide increased training and technical assistance in this area to assist agencies as they refine and mature their community needs assessment process and improve the analysis and evaluation of findings to manage CSBG services.

Tripartite Boards

Included with the submission of grantee applications is a breakout of the composition of the board, which is reviewed for compliance with Section 676 (B) of the Act. Agencies' applications also include an updated list of board members that contain names and addresses of the tripartite board and delineate which segment they represent. Additionally, as part of the monitoring process, board composition is reviewed. The DCED Center for Community Services provides the agencies with two directives related to board composition: CSBG Directive C2014-02: Administrative Procedures for CSBG Grants, which requires a tripartite board for private non-profit CSBG grantees; Governing Boards, which provides guidance to CSBG network regarding the governing board and its policy and decision-making authority; and CSBG Directive C2014-03: Administrative Boards, which requires a tripartite advisory board for grantees that are units of local governments. (Directives are designed to provide additional guidance to sub-grantees on a particular subject. They are included in the contract by reference. The directives also specify guidelines referencing residence requirements, length of service, fiscal and program management, staff appointments/dismissals, non-discrimination, conflict of interest and policies pertaining to client files.) All public CSBG agencies have advisory boards with the required tripartite division.

Programmatic Assurances

Funds made available through this grant or allotment will be used to support activities that are designed to ameliorate the causes and conditions of poverty and to remove obstacles and solve problems that block the achievement of self-sufficiency. The following table is a representation of the percentage of Pennsylvania households currently living in poverty:

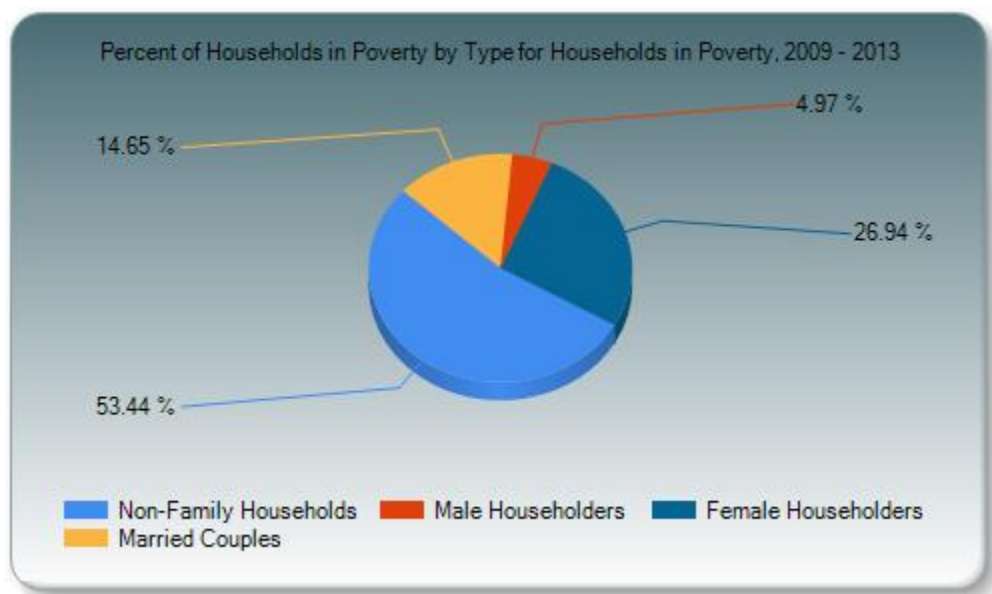
Households in Poverty

County	Total Households,	Households in Poverty,	% Households in Poverty,
Adams	38,141	2,906	7.62%
Allegheny	526,004	68,388	13.00%
Armstrong	28,525	3,626	12.71%
Beaver	70,867	8,475	11.96%
Bedford	20,198	2,593	12.84%
Berks	153,897	18,322	11.91%
Blair	51,433	7,137	13.88%
Bradford	24,213	3,044	12.57%
Bucks	230,366	13,774	5.98%
Butler	73,213	7,089	9.68%
Cambria	58,208	8,766	15.06%
Cameron	2,144	286	13.34%
Carbon	25,903	2,918	11.27%
Centre	57,197	10,866	19.00%
Chester	184,788	12,153	6.58%
Clarion	15,776	2,744	17.39%
Clearfield	32,192	4,764	14.80%
Clinton	15,067	2,241	14.87%
Columbia	26,225	3,943	15.04%
Crawford	34,831	5,052	14.50%
Cumberland	95,286	7,968	8.36%
Dauphin	108,831	13,060	12.00%
Delaware	204,771	20,143	9.84%
Elk	13,478	1,440	10.68%
Erie	109,675	18,088	16.49%
Fayette	54,363	9,412	17.31%
Forest	2,001	266	13.29%
Franklin	58,273	5,610	9.63%
Fulton	5,965	659	11.05%
Greene	14,417	2,049	14.21%
Huntingdon	17,193	2,283	13.28%
Indiana	34,310	6,071	17.69%
Jefferson	18,503	2,715	14.67%
Juniata	9,248	1,094	11.83%
Lackawanna	85,769	11,472	13.38%
Lancaster	194,082	18,618	9.59%
Lawrence	36,823	5,245	14.24%

Lebanon	52,023	4,938	9.49%
Lehigh	133,289	16,350	12.27%
Luzerne	130,880	18,985	14.51%
Lycoming	46,046	6,329	13.74%
McKean	17,450	2,756	15.79%
Mercer	46,187	6,087	13.18%
Mifflin	18,711	2,502	13.37%
Monroe	58,875	6,439	10.94%
Montgomery	307,488	19,833	6.45%
Montour	7,233	710	9.82%
Northampton	112,189	10,665	9.51%
Northumberland	39,348	5,278	13.41%
Perry	18,173	1,592	8.76%
Philadelphia	580,017	142,099	24.50%
Pike	21,581	2,045	9.48%
Potter	7,077	978	13.82%
Schuylkill	59,658	7,543	12.64%
Snyder	14,397	1,605	11.15%
Somerset	29,791	3,732	12.53%
Sullivan	2,402	313	13.03%
Susquehanna	17,163	2,098	12.22%
Tioga	17,058	2,461	14.43%
Union	15,062	1,742	11.57%
Venango	22,547	3,361	14.91%
Warren	17,257	2,134	12.37%
Washington	84,098	9,293	11.05%
Wayne	19,558	2,209	11.29%
Westmoreland	152,109	16,166	10.63%
Wyoming	10,992	1,324	12.05%
York	167,592	15,823	9.44%
Pittsburgh City	133,005	28,252	21.24%
State of Pennsylvania	4,958,427	632,670	12.76%

Source: [United States Census Bureau, American Community Survey, 2013 Data Release, December 2014.](#)

The following graph shows the number of households in poverty by type in the 67 counties and the City of Pittsburgh. Within Pennsylvania, there are 92,661 married couples living in poverty, compared to 170,462 female headed households in poverty. It is estimated that there were 632,670 households, family and non-family, living in poverty within the Commonwealth.



[See Chart on Next Page]
[Intentionally Left Blank]

Unemployment Rates

The current unemployment rate for Pennsylvania's 67 counties and the City of Pittsburgh is shown in the following table. According to the U.S. Department of Labor in April 2015, unemployment in the report area varies from 3.1 percent in Centre County to 7.3 percent in Forest County. Overall, the report area experienced an average 4.7 percent unemployment rate in April 2015, compared to a national rate of 5.1 percent.

Table 7. Employment/Unemployment Information, April 2015

County	Labor Force	Employment	Unemployment	Unemployment Rate
Adams	54,980	52,918	2,062	3.8%
Allegheny	644,367	616,428	27,939	4.3%
Armstrong	33,064	31,290	1,774	5.4%
Beaver	85,724	81,216	4,508	5.3%
Bedford	23,985	22,694	1,291	5.4%
Berks	210,459	201,197	9,262	4.4%
Blair	59,643	56,939	2,704	4.5%
Bradford	31,458	29,728	1,730	5.5%
Bucks	335,043	321,060	13,983	4.2%
Butler	96,680	92,788	3,892	4.0%
Cambria	62,789	59,114	3,675	5.9%
Cameron	2,226	2,086	140	6.3%
Carbon	31,388	29,651	1,737	5.5%
Centre	79,382	76,883	2,499	3.1%
Chester	270,575	261,662	8,913	3.3%
Clarion	18,277	17,393	884	4.8%
Clearfield	36,185	34,060	2,125	5.9%
Clinton	18,891	17,705	1,186	6.3%
Columbia	34,065	32,435	1,630	4.8%
Crawford	40,929	39,100	1,829	4.5%
Cumberland	125,278	120,862	4,416	3.5%
Dauphin	139,537	133,699	5,838	4.2%
Delaware	289,660	276,890	12,770	4.4%
Elk	16,072	15,373	699	4.3%
Erie	134,936	128,368	6,568	4.9%
Fayette	58,335	54,534	3,801	6.5%
Forest	1,897	1,759	138	7.3%
Franklin	75,531	72,370	3,161	4.2%
Fulton	7,115	6,749	366	5.1%
Greene	18,482	17,563	919	5.0%
Huntingdon	19,610	18,462	1,148	5.9%
Indiana	43,020	40,816	2,204	5.1%

Jefferson	20,697	19,649	1,048	5.1%
Juniata	11,646	11,146	500	4.3%
Lackawanna	107,355	101,629	5,726	5.3%
Lancaster	268,903	259,250	9,653	3.6%
Lawrence	42,413	40,064	2,349	5.5%
Lebanon	69,051	66,303	2,748	4.0%
Lehigh	180,497	171,645	8,852	4.9%
Luzerne	159,403	149,977	9,426	5.9%
Lycoming	61,562	58,194	3,368	5.5%
McKean	19,244	18,181	1,063	5.5%
Mercer	52,268	49,746	2,522	4.8%
Mifflin	20,993	19,905	1,088	5.2%
Monroe	77,433	72,797	4,636	6.0%
Montgomery	434,601	418,346	16,255	3.7%
Montour	9,259	8,894	365	3.9%
Northampton	153,920	146,552	7,368	4.8%
Northumberland	43,568	41,192	2,376	5.5%
Perry	23,864	22,924	940	3.9%
Philadelphia	688,247	643,557	44,690	6.5%
Pike	25,045	23,571	1,474	5.9%
Potter	7,547	7,100	447	5.9%
Schuylkill	68,376	64,492	3,884	5.7%
Snyder	19,980	19,191	789	3.9%
Somerset	33,797	31,706	2,091	6.2%
Sullivan	2,965	2,801	164	5.5%
Susquehanna	21,092	20,019	1,073	5.1%
Tioga	20,399	19,146	1,253	6.1%
Union	19,463	18,738	725	3.7%
Venango	24,420	23,209	1,211	5.0%
Warren	19,805	18,882	923	4.7%
Washington	105,742	100,676	5,066	4.8%
Wayne	21,799	20,652	1,147	5.3%
Westmoreland	183,625	175,286	8,339	4.5%
Wyoming	14,186	13,376	810	5.7%
York	229,000	219,233	9,767	4.3%
Pittsburgh City	157,201	149,955	7,246	4.6%
State of Pennsylvania	6,361,748	6,061,821	299,927	4.7%

Source: [United States Department of Labor, Bureau of Labor Statistics, Local Area Unemployment Statistics, June 3, 2015.](#)

Weekly Wages

Average weekly salaries range from \$584 in Perry County to \$1,305 in Montour County. The report area has an average wage of \$926 per week.

Weekly Wages		
County	Total Employees	Average Weekly Wage
Adams	35,185	\$715
Allegheny	686,179	\$1,024
Armstrong	17,717	\$750
Beaver	52,680	\$780
Bedford	15,666	\$660
Berks	167,629	\$852
Blair	58,463	\$728
Bradford	24,717	\$849
Bucks	252,094	\$892
Butler	85,239	\$889
Cambria	54,358	\$703
Cameron	2,008	\$698
Carbon	16,804	\$631
Centre	67,713	\$869
Chester	240,862	\$1,160
Clarion	13,871	\$647
Clearfield	29,897	\$693
Clinton	13,088	\$749
Columbia	25,350	\$702
Crawford	31,381	\$681
Cumberland	127,344	\$867
Dauphin	176,771	\$939
Delaware	215,990	\$994
Elk	14,917	\$756
Erie	125,179	\$755
Fayette	40,595	\$679
Forest	2,042	\$828
Franklin	57,256	\$751
Fulton	4,835	\$788
Greene	15,092	\$1,042

Huntingdon	12,540	\$683
Indiana	32,923	\$823
Jefferson	15,729	\$678
Juniata	6,230	\$622
Lackawanna	97,898	\$735
Lancaster	227,371	\$790
Lawrence	29,872	\$712
Lebanon	48,899	\$721
Lehigh	181,976	\$926
Luzerne	141,742	\$751
Lycoming	53,813	\$789
McKean	15,916	\$751
Mercer	48,146	\$727
Mifflin	15,678	\$684
Monroe	52,594	\$740
Montgomery	472,950	\$1,133
Montour	15,370	\$1,305
Northampton	106,058	\$824
Northumberland	28,610	\$683
Perry	7,805	\$584
Philadelphia	645,320	\$1,125
Pike	10,820	\$596
Potter	5,352	\$718
Schuylkill	50,159	\$719
Snyder	15,555	\$625
Somerset	24,463	\$713
Sullivan	1,757	\$615
Susquehanna	9,326	\$713
Tioga	13,148	\$746
Union	16,784	\$780
Venango	19,452	\$693
Warren	14,935	\$699
Washington	88,120	\$939
State of Pennsylvania	5,198,233	\$926

Source: [United States Department of Labor, Bureau of Labor Statistics, Quarterly Census of Employment and Wages.](#)

Living Wages

The living wage shown is the hourly rate that an individual must earn 40 hours a week in order to meet the basic living expenses of their family. The living wage for a family of three (one adult, two children) for the reporting areas ranges from \$20.99 in Armstrong County to \$24.79 in Bucks County. The Minimum Hourly Wage for Pennsylvania is \$7.25. In the table below, for families with two adults the assumptions are that one adult is staying home with the children so there are no child care costs, and the family has access to only one vehicle.

County Hourly Living Wage

County	One Adult	One Adult, One Child	One Adult, Two Children	One Adult, Three Children	Two Adults*	Two Adults, One Child*	Two Adults, Two Children*	Two Adults, Three Children*
Adams	\$8.20	\$16.86	\$21.96	\$28.63	\$12.56	\$15.44	\$16.83	\$20.08
Allegheny	\$8.29	\$17.01	\$22.10	\$28.27	\$12.68	\$15.59	\$16.98	\$19.72
Armstrong	\$7.75	\$15.90	\$20.99	\$27.06	\$12.04	\$14.48	\$15.87	\$18.51
Beaver	\$8.29	\$17.01	\$22.10	\$28.27	\$12.68	\$15.59	\$16.98	\$19.72
Bedford	\$7.45	\$15.90	\$20.99	\$26.70	\$11.88	\$14.48	\$15.87	\$18.15
Berks	\$8.25	\$17.20	\$22.30	\$29.04	\$12.71	\$15.78	\$17.17	\$20.49
Blair	\$7.63	\$16.17	\$21.27	\$27.54	\$11.94	\$14.75	\$16.14	\$18.99
Bradford	\$6.99	\$15.90	\$20.99	\$26.94	\$11.91	\$14.48	\$15.87	\$18.39
Bucks	\$10.09	\$19.68	\$24.79	\$31.43	\$14.91	\$18.27	\$19.64	\$22.88
Butler	\$8.29	\$17.01	\$22.10	\$28.27	\$12.68	\$15.59	\$16.98	\$19.72
Cambria	\$7.61	\$15.90	\$20.99	\$26.97	\$11.66	\$14.48	\$15.87	\$18.42
Cameron	\$7.77	\$15.91	\$21.01	\$27.27	\$11.89	\$14.49	\$15.89	\$18.72
Carbon	\$8.58	\$17.95	\$23.05	\$29.77	\$13.53	\$16.53	\$17.92	\$21.22
Centre	\$8.88	\$17.78	\$22.88	\$28.94	\$13.41	\$16.36	\$17.75	\$20.39
Chester	\$10.09	\$19.68	\$24.79	\$31.43	\$14.91	\$18.27	\$19.64	\$22.88
Clarion	\$7.74	\$15.90	\$20.99	\$27.04	\$12.04	\$14.48	\$15.87	\$18.50
Clearfield	\$7.45	\$15.90	\$20.99	\$27.71	\$11.78	\$14.48	\$15.87	\$19.16
Clinton	\$8.04	\$16.28	\$21.38	\$27.16	\$12.05	\$14.86	\$16.25	\$18.61
Columbia	\$7.64	\$16.23	\$21.32	\$27.48	\$11.96	\$14.81	\$16.20	\$18.93
Crawford	\$7.60	\$15.90	\$20.99	\$27.26	\$11.96	\$14.48	\$15.87	\$18.71
Cumberland	\$8.39	\$17.66	\$22.76	\$29.21	\$12.98	\$16.25	\$17.63	\$20.66
Dauphin	\$8.39	\$17.66	\$22.76	\$29.21	\$12.98	\$16.25	\$17.63	\$20.66
Delaware	\$10.09	\$19.68	\$24.79	\$31.43	\$14.91	\$18.27	\$19.64	\$22.88
Elk	\$7.75	\$15.90	\$20.99	\$27.12	\$11.91	\$14.48	\$15.87	\$18.58
Erie	\$7.58	\$16.56	\$21.65	\$27.49	\$12.01	\$15.14	\$16.53	\$18.94
Fayette	\$8.29	\$17.01	\$22.10	\$28.27	\$12.68	\$15.59	\$16.98	\$19.72
Forest	\$7.75	\$15.90	\$20.99	\$27.12	\$11.96	\$14.48	\$15.87	\$18.58
Franklin	\$7.52	\$16.39	\$21.49	\$27.86	\$11.96	\$14.97	\$16.36	\$19.31
Fulton	\$7.05	\$15.90	\$20.99	\$26.86	\$11.82	\$14.48	\$15.87	\$18.31
Greene	\$7.74	\$15.90	\$20.99	\$26.70	\$11.96	\$14.48	\$15.87	\$18.15

Huntingdon	\$6.98	\$15.90	\$20.99	\$27.11	\$11.63	\$14.48	\$15.87	\$18.56
Indiana	\$7.99	\$16.20	\$21.29	\$27.05	\$12.14	\$14.78	\$16.17	\$18.50
Jefferson	\$7.11	\$15.90	\$20.99	\$27.25	\$11.78	\$14.48	\$15.87	\$18.70
Juniata	\$7.49	\$15.91	\$21.01	\$27.42	\$11.75	\$14.49	\$15.89	\$18.87
Lackawanna	\$7.49	\$16.34	\$21.43	\$27.56	\$12.11	\$14.92	\$16.31	\$19.01
Lancaster	\$8.11	\$17.34	\$22.44	\$28.84	\$12.83	\$15.92	\$17.31	\$20.29
Lawrence	\$7.31	\$16.39	\$21.49	\$27.29	\$12.23	\$14.97	\$16.36	\$18.75
Lebanon	\$7.47	\$16.65	\$21.75	\$28.40	\$12.09	\$15.23	\$16.62	\$19.85
Lehigh	\$8.58	\$17.95	\$23.05	\$29.77	\$13.53	\$16.53	\$17.92	\$21.22
Luzerne	\$7.49	\$16.34	\$21.43	\$27.56	\$12.11	\$14.92	\$16.31	\$19.01
Lycoming	\$7.52	\$16.21	\$21.31	\$27.61	\$11.99	\$14.79	\$16.19	\$19.07
McKean	\$7.78	\$15.94	\$21.03	\$27.37	\$11.96	\$14.51	\$15.91	\$18.82
Mercer	\$7.64	\$16.02	\$21.11	\$26.97	\$11.79	\$14.59	\$15.99	\$18.42
Mifflin	\$7.21	\$15.90	\$20.99	\$27.14	\$11.67	\$14.48	\$15.87	\$18.59
Monroe	\$8.56	\$18.35	\$23.45	\$30.16	\$13.56	\$16.93	\$18.31	\$21.61
Montgomery	\$10.09	\$19.68	\$24.79	\$31.43	\$14.91	\$18.27	\$19.64	\$22.88
Montour	\$8.01	\$16.67	\$21.77	\$27.62	\$12.56	\$15.25	\$16.64	\$19.07
Northampton	\$8.58	\$17.95	\$23.05	\$29.77	\$13.53	\$16.53	\$17.92	\$21.22
Northumberland	\$7.14	\$15.90	\$20.99	\$26.88	\$12.01	\$14.48	\$15.87	\$18.34
Perry	\$8.39	\$17.66	\$22.76	\$29.21	\$12.98	\$16.25	\$17.63	\$20.66
Philadelphia	\$10.09	\$19.68	\$24.79	\$31.43	\$14.91	\$18.27	\$19.64	\$22.88
Pike	\$10.15	\$18.82	\$23.93	\$31.32	\$14.40	\$17.41	\$18.79	\$22.77
Potter	\$7.74	\$15.90	\$20.99	\$27.25	\$12.04	\$14.48	\$15.87	\$18.70
Schuylkill	\$7.05	\$15.90	\$20.99	\$26.93	\$11.90	\$14.48	\$15.87	\$18.38
Snyder	\$7.17	\$16.21	\$21.30	\$27.32	\$12.08	\$14.78	\$16.18	\$18.77
Somerset	\$7.74	\$15.90	\$20.99	\$26.85	\$11.74	\$14.48	\$15.87	\$18.30
Sullivan	\$7.02	\$15.96	\$21.05	\$27.02	\$11.96	\$14.53	\$15.93	\$18.48
Susquehanna	\$7.66	\$16.05	\$21.15	\$26.91	\$11.96	\$14.63	\$16.03	\$18.37
Tioga	\$7.85	\$16.10	\$21.19	\$27.46	\$12.21	\$14.67	\$16.07	\$18.91
Union	\$8.29	\$16.56	\$21.65	\$28.07	\$12.45	\$15.14	\$16.53	\$19.52
Venango	\$7.48	\$15.90	\$20.99	\$26.99	\$11.77	\$14.48	\$15.87	\$18.44
Warren	\$6.98	\$15.90	\$20.99	\$27.14	\$11.75	\$14.48	\$15.87	\$18.59
Washington	\$8.29	\$17.01	\$22.10	\$28.27	\$12.68	\$15.59	\$16.98	\$19.72
Wayne	\$8.33	\$16.86	\$21.96	\$28.13	\$12.35	\$15.44	\$16.83	\$19.58
Westmoreland	\$8.29	\$17.01	\$22.10	\$28.27	\$12.68	\$15.59	\$16.98	\$19.72
Wyoming	\$7.49	\$16.34	\$21.43	\$27.56	\$12.11	\$14.92	\$16.31	\$19.01
York	\$7.93	\$17.06	\$22.15	\$28.15	\$12.47	\$15.64	\$17.03	\$19.60
State of Pennsylvania	\$8.00	\$16.76	\$21.86	\$28.09	\$12.49	\$15.34	\$16.73	\$19.54

Source: [*Poverty in America, Living Wage Calculator, June 2012.*](#)

As can be seen from the preceding tables the family sustainable wage needed in Pennsylvania far exceeds the current minimum wage level.

Adult Literacy

The National Center for Education Statistics (NCES) produces estimates for adult literacy based on educational attainment, poverty, and other factors in each county. As can be seen from the following table adults lacking basic literacy skills is an identified problem in several areas throughout Pennsylvania. This lack of basic literacy is reflected in both the poverty and unemployment rates in numerous areas.

Persons Lacking Basic Prose Literacy Skills

County	Estimated Population over 16	Lacking Literacy Skills %
Adams	73,875	13%
Allegheny	993,511	10%
Armstrong	57,608	13%
Beaver	142,145	10%
Bedford	39,943	14%
Berks	296,164	14%
Blair	100,266	13%
Bradford	48,835	13%
Bucks	477,041	9%
Butler	137,996	9%
Cambria	117,222	14%
Cameron	4,628	14%
Carbon	48,752	14%
Centre	106,701	11%
Chester	345,597	7%
Clarion	32,288	14%
Clearfield	65,500	14%
Clinton	29,037	14%
Columbia	50,941	13%
Crawford	69,023	13%
Cumberland	168,272	10%
Dauphin	195,129	13%
Delaware	421,634	10%
Elk	27,348	13%
Erie	213,185	12%
Fayette	116,412	14%
Forest	3,872	16%
Franklin	103,549	13%
Fulton	11,547	15%
Greene	30,430	15%
Huntingdon	33,956	15%
Indiana	70,273	14%
Jefferson	36,553	14%

Juniata	17,917	16%
Lackawanna	166,138	12%
Lancaster	362,124	15%
Lawrence	73,367	13%
Lebanon	95,086	14%
Lehigh	247,470	13%
Luzerne	249,872	12%
Lycoming	91,854	12%
McKean	34,310	13%
Mercer	91,766	12%
Mifflin	36,197	15%
Monroe	117,782	12%
Montgomery	593,540	8%
Montour	13,735	11%
Northampton	215,755	12%
Northumberland	73,804	15%
Perry	34,763	13%
Philadelphia	1,109,795	22%
Pike	40,914	10%
Potter	14,053	13%
Schuylkill	117,041	14%
Snyder	28,657	15%
Somerset	62,827	15%
Sullivan	5,136	14%
Susquehanna	33,125	13%
Tioga	32,289	13%
Union	28,154	15%
Venango	44,245	14%
Warren	33,735	12%
Washington	162,934	10%
Wayne	38,151	12%
Westmoreland	296,111	9%
Wyoming	21,930	12%
York	308,030	12%
State of Pennsylvania	9,561,840	13%

Source: [*United States Department of Education, Institute of Education Sciences, National Center for Education Statistics, State and County Estimates of Low Literacy.*](#)

Housing Cost Burden – Renters

The 2009 - 2013 American Community Survey (ACS) shows for the study area, 45.98 percent of occupied units paying rent have a housing cost burden. 30 percent or more of income spent on housing costs is considered a "housing-cost burden".

Housing-Cost Burden (Renters), 2009 - 2013

County	Total Housing Units	Occupied Units Paying Rent	30 Percent or More of Income Paying Rent	Percent of Renters Spending 30 Percent or More of Income with Rent
Adams	40,927	8,883	3,912	44.04%
Allegheny	588,644	181,386	79,572	43.87%
Armstrong	32,406	6,697	2,539	37.91%
Beaver	78,199	18,849	7,899	41.91%
Bedford	23,953	4,072	1,506	36.98%
Berks	164,617	43,033	21,356	49.63%
Blair	56,122	14,201	6,203	43.68%
Bradford	29,972	6,071	2,212	36.44%
Bucks	245,811	50,721	25,093	49.47%
Butler	78,455	16,960	7,360	43.40%
Cambria	65,483	15,194	5,779	38.03%
Cameron	4,420	611	216	35.35%
Carbon	34,279	5,464	2,521	46.14%
Centre	63,562	23,127	12,405	53.64%
Chester	193,086	44,973	19,935	44.33%
Clarion	19,905	4,593	2,114	46.03%
Clearfield	38,570	7,469	3,118	41.75%
Clinton	19,018	4,264	1,772	41.56%
Columbia	29,468	7,962	3,710	46.60%
Crawford	44,534	9,161	3,732	40.74%
Cumberland	100,504	27,492	11,012	40.06%
Dauphin	120,688	38,752	16,308	42.08%
Delaware	222,471	60,300	30,611	50.76%
Elk	17,576	2,657	1,027	38.65%
Erie	119,175	35,696	17,240	48.30%
Fayette	62,702	14,803	5,524	37.32%
Forest	8,719	339	101	29.79%
Franklin	63,405	15,706	6,558	41.75%
Fulton	7,107	1,350	429	31.78%
Greene	16,427	3,891	1,754	45.08%
Huntingdon	22,348	4,036	1,372	33.99%

Indiana	38,212	9,761	4,518	46.29%
Jefferson	22,426	4,726	1,675	35.44%
Juniata	10,968	2,178	692	31.77%
Lackawanna	96,649	28,491	11,628	40.81%
Lancaster	203,673	59,235	28,955	48.88%
Lawrence	40,863	9,112	4,118	45.19%
Lebanon	55,625	14,584	6,159	42.23%
Lehigh	142,681	43,323	22,615	52.20%
Luzerne	148,412	42,136	18,115	42.99%
Lycoming	52,470	13,817	5,802	41.99%
McKean	21,149	4,677	2,139	45.73%
Mercer	51,645	11,788	5,027	42.65%
Mifflin	21,532	4,945	1,883	38.08%
Monroe	80,417	11,746	6,038	51.40%
Montgomery	325,712	82,349	36,941	44.86%
Montour	7,998	1,894	555	29.30%
Northampton	120,423	30,147	14,666	48.65%
Northumberland	45,013	11,308	4,269	37.75%
Perry	20,358	3,731	1,230	32.97%
Philadelphia	668,806	271,086	141,678	52.26%
Pike	38,414	3,407	1,939	56.91%
Potter	12,903	1,641	667	40.65%
Schuylkill	69,147	14,871	5,636	37.90%
Snyder	16,052	3,360	1,191	35.45%
Somerset	38,000	6,293	2,217	35.23%
Sullivan	6,296	406	170	41.87%
Susquehanna	22,942	3,738	1,527	40.85%
Tioga	21,339	4,378	1,856	42.39%
Union	16,982	4,028	1,806	44.84%
Venango	27,376	5,729	2,354	41.09%
Warren	23,465	3,977	1,498	37.67%
Washington	93,112	20,125	8,118	40.34%
Wayne	31,699	3,977	1,822	45.81%
Westmoreland	168,084	36,109	13,648	37.80%
Wyoming	13,236	2,463	936	38.00%
York	179,021	41,666	18,917	45.40%
Pittsburgh City	156,224	68,048	31,856	46.81%
State of Pennsylvania	5,565,653	1,495,915	687,895	45.98%

Source: [United States Census Bureau, American Community Survey, 2013 Data Release, December 2014.](#)

The 2013 American Community Survey 5-year data is a 5-year average of data collected from 2009 through 2013.

Housing Cost Burden – Owners

Homeowners in Pennsylvania are experiencing a similar situation in regards to the level of income being spent on housing costs as can be seen in the 2009 - 2013 American Community Survey (ACS) which shows that 31.49 percent of owners with mortgages and 16.36 percent of owners without mortgages spend 30 percent or more of their income on housing costs in the report area. 30 percent or more of income spent on housing costs is considered a "housing-cost burden".

Housing-Cost Burden (Owners), 2009 - 2013

County	Total Housing Units	Owners with Mortgages	30 Percent or More of Income with Mortgage	Percent of Owners Spending 30 Percent or More of Income with Mortgage	Owners without Mortgages	30 Percent or More of Income without Mortgage	Percent of Owners Spending 30 Percent or More of Income without Mortgage
Adams	40,927	19,305	6,761	35.02%	9,953	1,587	15.94%
Allegheny	588,644	213,694	54,560	25.53%	130,924	19,413	14.83%
Armstrong	32,406	11,223	2,736	24.38%	10,605	1,367	12.89%
Beaver	78,199	30,801	7,893	25.63%	21,217	3,036	14.31%
Bedford	23,953	8,118	2,363	29.11%	8,008	1,018	12.71%
Berks	164,617	74,449	25,260	33.93%	36,415	7,220	19.83%
Blair	56,122	20,327	5,164	25.40%	16,905	1,915	11.33%
Bradford	29,972	8,859	2,448	27.63%	9,283	1,386	14.93%
Bucks	245,811	125,898	46,533	36.96%	53,747	11,454	21.31%
Butler	78,455	35,227	8,979	25.49%	21,026	2,631	12.51%
Cambria	65,483	21,621	5,060	23.40%	21,393	2,998	14.01%
Cameron	4,420	746	153	20.51%	787	77	9.78%
Carbon	34,279	12,399	4,552	36.71%	8,040	1,442	17.94%
Centre	63,562	21,384	5,471	25.58%	12,686	1,507	11.88%
Chester	193,086	103,082	34,191	33.17%	36,733	7,128	19.40%
Clarion	19,905	5,242	1,232	23.50%	5,941	562	9.46%
Clearfield	38,570	12,244	3,679	30.05%	12,479	1,996	15.99%
Clinton	19,018	5,923	1,824	30.80%	4,880	855	17.52%
Columbia	29,468	10,114	2,685	26.55%	8,149	1,279	15.70%
Crawford	44,534	14,056	4,333	30.83%	11,614	1,688	14.53%
Cumberland	100,504	44,622	11,835	26.52%	23,172	3,257	14.06%
Dauphin	120,688	46,158	13,296	28.81%	23,921	3,325	13.90%
Delaware	222,471	99,731	35,712	35.81%	44,740	9,963	22.27%
Elk	17,576	5,014	1,158	23.10%	5,807	664	11.43%
Erie	119,175	45,566	12,151	26.67%	28,413	3,782	13.31%
Fayette	62,702	19,117	5,282	27.63%	20,443	2,651	12.97%
Forest	8,719	599	206	34.39%	1,063	121	11.38%
Franklin	63,405	25,838	8,014	31.02%	16,729	2,024	12.10%
Fulton	7,107	2,409	831	34.50%	2,206	264	11.97%

Greene	16,427	5,088	1,070	21.03%	5,438	693	12.74%
Huntingdon	22,348	7,074	1,913	27.04%	6,083	729	11.98%
Indiana	38,212	12,100	2,861	23.64%	12,449	1,531	12.30%
Jefferson	22,426	6,718	1,801	26.81%	7,059	748	10.60%
Juniata	10,968	3,760	1,225	32.58%	3,310	256	7.73%
Lackawanna	96,649	32,957	10,619	32.22%	24,321	5,129	21.09%
Lancaster	203,673	87,408	27,945	31.97%	47,439	6,985	14.72%
Lawrence	40,863	15,801	4,527	28.65%	11,910	1,668	14.01%
Lebanon	55,625	22,950	6,722	29.29%	14,489	1,887	13.02%
Lehigh	142,681	60,527	21,482	35.49%	29,439	5,010	17.02%
Luzerne	148,412	51,066	15,438	30.23%	37,678	6,749	17.91%
Lycoming	52,470	18,790	5,577	29.68%	13,439	2,249	16.73%
McKean	21,149	6,897	1,553	22.52%	5,876	631	10.74%
Mercer	51,645	19,172	5,367	27.99%	15,227	1,919	12.60%
Mifflin	21,532	7,385	2,247	30.43%	6,381	959	15.03%
Monroe	80,417	33,885	15,591	46.01%	13,244	2,929	22.12%
Montgomery	325,712	160,831	52,547	32.67%	64,308	12,509	19.45%
Montour	7,998	2,776	616	22.19%	2,563	274	10.69%
Northampton	120,423	55,418	19,163	34.58%	26,624	5,051	18.97%
Northumberland	45,013	14,481	3,845	26.55%	13,559	2,023	14.92%
Perry	20,358	8,870	2,636	29.72%	5,572	611	10.97%
Philadelphia	668,806	186,585	73,043	39.15%	122,346	25,967	21.22%
Pike	38,414	13,216	5,443	41.18%	4,958	899	18.13%
Potter	12,903	2,768	838	30.27%	2,668	401	15.03%
Schuylkill	69,147	23,614	6,782	28.72%	21,173	3,898	18.41%
Snyder	16,052	6,062	1,801	29.71%	4,975	573	11.52%
Somerset	38,000	12,027	3,564	29.63%	11,471	1,711	14.92%
Sullivan	6,296	941	327	34.75%	1,055	146	13.84%
Susquehanna	22,942	6,857	2,048	29.87%	6,568	1,084	16.50%
Tioga	21,339	6,467	2,075	32.09%	6,213	1,008	16.22%
Union	16,982	6,613	2,138	32.33%	4,421	420	9.50%
Venango	27,376	8,773	2,320	26.44%	8,045	763	9.48%
Warren	23,465	6,866	1,806	26.30%	6,414	613	9.56%
Washington	93,112	37,287	9,058	24.29%	26,686	3,039	11.39%
Wayne	31,699	8,648	3,703	42.82%	6,933	1,124	16.21%
Westmoreland	168,084	66,472	16,972	25.53%	49,528	6,589	13.30%
Wyoming	13,236	4,807	1,531	31.85%	3,722	639	17.17%
York	179,021	86,216	28,216	32.73%	39,710	6,692	16.85%
Pittsburgh City	156,224	38,528	9,871	25.62%	26,429	4,465	16.89%
State of Pennsylvania	5,565,653	2,161,939	680,772	31.49%	1,300,573	212,716	16.36%

[See Source on Next Page]

Service to Youth

CSBG Agencies submit an application specifically designed to implement the assurance of service to youth. The DCED staff reviews each application for adherence to and conformance with these provisions. Activities eligible for funding consideration include, but are not limited to: intensive case management; employment and training programs as well as necessary support services; education initiatives and referrals that will enable low-income, chronically unemployed individuals to participate in job training programs (including locally initiated Title 1 or PA CareerLink sponsored job training programs); budget counseling, consumer education, credit counseling and weatherization services; home repair services, housing counseling and housing rehabilitation; emergency assistance programs, including loans and grants to meet the immediate and urgent individual and family needs; health services, nutritious food, and housing; and those geared toward achieving greater participation in the affairs of the community through the development of linkages and partnerships with local law enforcement agencies, local housing authorities, governmental employment and training agencies, educational institutions and other public and private resources in the community.

During program year 2014-2015 several Community Action Agencies administered youth development programs that give priority to the prevention of youth problems and crime and provide for increased community involvement. Among those was the following program operated by the Community Action Agency in Erie County. In Erie County, there are 15,878 children under the age of 18 living in poverty. Additionally, most inner city parents report they are unable to afford financial counseling due to income constraints. The Money Works for You Youth program provides youth with basic financial education to help them to manage the limited funds available to them in order to avoid large amounts of debt, repair bad credit, resist pressures to make unneeded purchases, find “hidden” money in their budgets, and in the process improve their quality of life.

Through this program, low-income, at-risk youth are identified through local partner organizations, such as the Erie School District Homeless program, Family Services and the Quality of Life Learning Center. Individuals recruited into the program are required to attend five basic financial literacy classes covering budgeting and developing a savings plan, savings and taxes, responsible use of credit, housing rights and responsibilities and banking services. Additionally, resume development and interview skills are offered as a sixth class to these students. All workshops are designed with the youth-aged participant in mind. Any youth participating in the program who attends all five mandatory classes and passes an exam on demonstrating their comprehension of the material presented is eligible to participate in a matched saving account program. Individuals in the matched savings account program can save up to \$500 and have those funds matched dollar for dollar. They then are able to use those funds towards one of several predefined goals, such as paying first month’s rent/ security deposit, buying a car, or purchasing books or a laptop to attend post-secondary education. This combination of financial literacy education and matched savings account program is a proven strategy for adults to improve their savings habits. One of the points which is stressed to the participants is that it does not matter the amount that you save; it is the consistency of your savings plan that is important. Many believe they do not have enough to start a decent savings plan. The match money received at the end of the program serves as the reward for the desired behavior, hopefully starting a pattern of savings that will endure through their lifetime.

Coordination with other Programs

CSBG and the Provision of Food Supply Services

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.

All of the State's eligible entities either directly operate or work in cooperation with food pantries in their service area to counteract conditions of starvation and malnutrition among low-income individuals. The CAA and food pantry network also provides clients with assistance on food preparation and food budget management.

Community Partnerships

CSBG network continue to be strongly encouraged to develop partnerships and linkages with social service providers and other organizations and institutions in their service areas that allow them to fill identified gaps in services. During the 2014-2015 program year several partnerships in support of CSBG were developed by Pennsylvania's CSBG network. These linkages and partnerships will be maintained, increased and/or expanded as CSBG network work to serve families with incomes up to 125% of the federal poverty guidelines.

All CSBG network are required to describe, in their CSBG application, how they coordinate services and establish linkages with other social service agencies and local governments to assure the effective delivery of services to low-income individuals and avoid duplication of services.

Several executive directors of the CSBG network, as mandatory partners, sit on local Workforce Investment Boards. Several CSBG network have strong relationships with the Workforce Investment Boards, including acting as the PA CareerLink and/or sharing facilities. DCED staff are also representatives to the Statewide HUD Continuum of Care Committee, and the Weatherization Assistance Program Taskforce.

The Annual Report submitted to the federal Office of Community Services via the National Association for State Community Services Programs (NASCS), each year documents, to a greater extent, the extensive services and activities that CSBG network in Pennsylvania provide, and includes client success stories that provide specific examples of how individuals and families achieve the specified objectives. In the year-end CSBG Report, eligible entities are required to report the number of partnerships their agency has established with other organizations serving low-income residents in their service area. All of the State's eligible entities have established these partnerships within their service areas. Currently, over 10,451 partnerships have been documented with various social service organizations, other state, federal and local government agencies, and faith-based organizations.

Fiscal Controls and State Program Monitoring

All CSBG eligible entities will undergo a full on-site review at least once every other calendar year period. Eligible entities are also subject to desk monitoring and fiscal monitoring throughout the course of the year. More frequent on-site visits will also be scheduled as needed when performance and/or risk factors are identified. Monitoring procedures shall include an on-site monitoring visit conducted for the following purposes:

- ensure programmatic and contractual compliance through the review of agency records and interviews with agency personnel, board members and clients;
- clarify discrepancies that cannot be resolved from the program report review;
- follow-up on program and personnel complaints; and
- comply with an agency's request for an on-site visit; and
- assist agencies in achieving and maintaining compliance with the Organizational Standards for CSBG Eligible Entities published by the Office of Children's Services Center of Excellence

Following the on-site visit, a report of the monitoring review may be given to the agency during the exit interview and will be mailed to the grantee within 30 days. It shall identify strengths and weaknesses of the program and any required remedial actions. Should a formal Technical Assistance (TAP) or Quality Improvement Plan (QIP) be necessary OCS staff will be notified in writing within fifteen days.

In an effort to provide consistency in monitoring throughout the commonwealth, DCED plans to enhance the approach to monitoring. This new approach will be comprehensive and will include a review of all agencies initial Self-Assessment regarding Management Standards and assisting the eligible entities in designing methodologies to remain in compliance with the standards.

In conjunction with this program monitoring approach, the Center for Community Services will increase accountability by working in conjunction with the DCED Monitoring and Reporting Division within the Financial Management Center and the Center of Community Financing's Bureau for Program Monitoring Compliance and Training to ensure that fiscal and program reviews are regularly conducted. In addition CSBG staff will ensure that the Monitoring and Reporting Division provides fiscal training and technical assistance to CAAs on various requirements and approaches, based on findings and best practices.

To ensure that DCED provides on-going oversight and technical assistance, during the time between comprehensive on-site monitoring visits, several tools will be used to continually assess and assist the Community Action Agencies. Such tools include risk assessments, desk audits, data collection analysis (CSBG IS and COPOS), fiscal reporting analysis, etc.

The agency may request a conference with DCED's Center for Community Services to discuss the report and/or the Center may request a conference with the agency to discuss the report and provide technical assistance.

If there are any newly designated agencies, monitoring will be conducted immediately after the completion of the first year in which CSBG funds are received.

If, after receiving technical assistance and implementing corrective action procedures or the approved Quality Improvement Plan (QIP), any agency that continues to fail to meet the standards and requirements as determined during an on-site monitoring visit will receive an on-site follow-up review.

The Department will review any entities that have other federal, state or local grants (other than CSBG) terminated for cause. Although the Center for Community Services will no longer partner with the Pennsylvania Office of the Budget to conduct fiscal reviews of selected agencies, the Department has created a Monitoring and Reporting Division within the Financial Management Center. That Division will provide fiscal monitoring/reviews of grantees, as well as provide some guidance as to what we should look for in our monitoring process.

Corrective Action, Termination and Reduction of Funding

In the case of violations or discrepancies of Federal and State laws governing CSBG programs discovered through the Department's monitoring and auditing activities, the agency shall be notified of the violation or discrepancy immediately. Detailed below is Pennsylvania's eleven (11) step corrective action process should an eligible entity be determined non-compliant.

Step 1: State conducts review pursuant to section 678B.

Step 2: Based on routine State monitoring, reviews, or investigations related to specific complaints or allegations, the State CSBG office may determine that an eligible entity has failed to comply with the terms of an agreement or a State plan, or to meet a State requirement. The State's determination may be based on the agency's failure to provide CSBG services, or to meet appropriate standards, goals, and other requirements established by the State, including performance objectives. The State will document the basis for such determination and the specific deficiency or deficiencies that must be corrected.

Step 3: When a State CSBG Lead Agency has determined that an eligible entity has a specific deficiency, the State will communicate the deficiency to the eligible entity and require the eligible entity to correct the deficiency. To establish compliance with the requirements of the CSBG Act, records of correspondence or other communications related to an enforcement action against an eligible entity will be maintained.

Step 4: State requires the entity to correct the deficiency.

Step 5: The State will offer training and technical assistance, directly or indirectly through the State Association, if appropriate, to help an eligible entity correct identified deficiencies or failures to meet State requirements. Technical assistance may be offered concurrently with the notification of a deficiency or deficiencies and should focus on the specific issues of the eligible entity to the extent possible.

Step 7: If the State determines that training and technical assistance are not appropriate, the State will prepare and submit a report to the Secretary stating the reasons that technical assistance is not appropriate.

Some examples of situations in which a State may determine that technical assistance is not appropriate may include, but are not limited, to the following:

- A deficiency for which the eligible entity has the expertise and skills available within the organization to make corrective actions without assistance;
- A deficiency for which the State has previously provided technical assistance and the eligible entity has failed to institute corrective actions;

- Multiple, widespread, and/or repeated deficiencies that cannot feasibly be addressed through technical assistance;
- A deficiency that involves evidence of fraudulent reporting or use of funds, or other evidence of criminal wrongdoing.

Step 8: At the discretion of the State (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), the State allows the entity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan (QIP), to correct such deficiency within a reasonable period of time, as determined by the State. the State will review and issue a decision on whether to approve the plan not later than 30 days after receiving the plan from an eligible entity. If the State does not accept the plan, the State will specify the reasons why the proposed plan cannot be approved. Should an eligible entity enter into a Quality Improvement Plan (QIP) the State will notify OCS of this action within fifteen days.

Step 9: Should the eligible entity not comply with corrective action steps, State will provide adequate notice and an opportunity for a hearing prior to terminating organizational eligibility for CSBG funding or otherwise reducing the proportional share of funding to an entity for cause. The CSBG Act does not include any State or Federal authority to waive the requirement of an opportunity for a hearing. Hearing procedures will be consistent with applicable State policies, rules or statutory requirements.

Step 10: After providing an opportunity for a hearing, if the State finds cause for termination or reduction in funding, the State may initiate proceedings to terminate the designation of or reduce the funding to an eligible entity unless the entity corrects the deficiency. If a State CSBG Lead Agency determines that funding will be reduced or that eligibility for CSBG funds will be terminated, the State must notify both the eligible entity and the OCS of the decision.

Step 11: A Federal review of the State decision to reduce or terminate funding may be initiated through a request from the affected organization. In accordance with 45 CFR §96.92, an eligible entity has 30 days following notification by the State of its final decision to request a review by the Secretary of the Department of Health and Human Services (HHS).

If a request for a review has been made, the State will not discontinue present or future funding until the Department responds to the request. Requests for Federal review must be received by OCS within 30 days of notification of a State decision. If no request for review is made within the 30-day limit, the State's decision will be effective at the expiration of the time.

A review by the Department of Health and Human Services shall be completed no later than 90 days after the Department receives from the State all necessary documentation relating to the determination to terminate the designation or reduce the funding. If the review is not completed within 90 days, the determination of the State shall become final at the end of the 90th day.

Accountability and Reporting Requirements

Beginning with the 1998-99 program year; Pennsylvania required all of its eligible entities to collect data to report on the six (6) National ROMA Goals. Also during that year, a ROMA Task Force was developed consisting of representatives from the CSBG network, the Executive Director of the Community Action Association of Pennsylvania, a consultant and DCED staff to develop a ROMA reporting format.

This format was implemented beginning in State Fiscal Year 1998-99 (July 1, 1998-June 30, 1999) and subsequently revised. All eligible entities were required to report on this particular report format. This tool was reconstituted in 2010 and re-deployed as the Community Organization Performance Outcomes System (COPOS) to better match the CSBG Information Survey (IS) report and as a means to reinforce the National Performance Indicators and ROMA details to the CSBG network. This report requires details on the National Association for State Community Services Program's (NASCP) CSBG Information Systems Survey (CSBG/IS) and includes the six (6) national goals and selected outcome measures as determined by the State in conjunction with the Task Force. It also includes a section for: client characteristics; outcome measures and results and program and management accomplishments. This data is required to be input into the electronic system (COPOS) on a quarterly basis.

Beginning in 2014, all eligible entities were also required to complete a Self-Assessment dealing with the new national CSBG Organizational Standards included as Attachment 4. These standards were re-created in the COPOS system so that agencies can easily track their compliance or non-compliance with the standards. The system has also been configured with a countdown calendar function to alert agency directors if a compliance time line is drawing to a close. Moving forward, the agencies' responses to these questions will be used to assist them in meeting all of the mandated performance standards or will act as a framework for providing training or technical assistance.

The annual report for the activities for each fiscal year (CSBG IS) will be submitted to the U.S. Department of Health and Human Services via the National Association of State Community Services Programs (NASCP), by March 31st, as directed.

Attachments

1. Statement of Federal and CSBG Assurances
2. Eligible Entities
3. CSBG Agency Allocations
4. CSBG Organizational Standards

[Left Intentionally Blank]
[Please See Next Page for Attachment 1]

**Pennsylvania Department of Community and Economic Development
Community Services Block Grant State Plan**

I. Federal Fiscal Years Covered by this State Plan

This State Plan is for the Federal Fiscal Year (FFY) 2016 and FFY 2017.

II. Letter of Transmittal to the Office of Community Services

A letter of transmittal addressed to the Director, Office of Community Services, is submitted with the Pennsylvania Department of Community and Economic Development's State Plan. It includes the CSBG program contact Lynette Praster, Director Center for Community Services, DCED and the Commonwealth's CSBG Dennis Davin, Secretary, DCED who is to receive the CSBG Grant Award, complete with the address, telephone number and fax number.

III. Executive Summary

As a result of the Omnibus Budget Reconciliation Act of 1981, the Commonwealth of Pennsylvania accepted the Community Services Block Grant (CSBG) for the purpose of providing a full range of services and activities having a measurable and potentially major impact on the causes of poverty in a community or those areas of a community where poverty is a particularly acute problem.

Recognizing the importance of a commitment by the state, the Pennsylvania General Assembly, as a matter of public policy, affirmed the commitment of the Commonwealth to eliminating the causes and effects of poverty by enacting the Community Services Act of July 2, 2014 (P.L. 834, No. 90) which replaces The Community Services Block Grant Act of May 16, 2002 (P.L. 315, No. 46 as amended). The Act is also intended to stimulate a better focusing of human and financial resources on the goal of eliminating poverty by providing for the continuity of programs that presently exist throughout the Commonwealth for this purpose, and delineates the activities for which the federal funds can be used. The current Act is effective to December 31, 2017.

The Department of Community and Economic Development (DCED) has been designated, under Act 116, as amended (Act 2002-46), by the Governor of the Commonwealth, to be the lead agency for the administration of the CSBG. The current secretary of the Department is Dennis M. Davin.

A public hearing will be held on **July 29, 2015**. Notice of the hearing on the State Plan will be published in the Pennsylvania Bulletin on **July 18, 2015**. Copies of the plan were distributed to the CSBG network for review and comment prior to the hearing. The Plan will be available on the Department's website for public review (www.newPA.com) on July 18, 2015.

A Legislative hearing is planned to be held during the Federal Fiscal Year (FFY) 2017 and FFY 2018 to remain in compliance with legislation.

IV. Statement of Federal and CSBG Assurances

(1) Funds made available through this grant or allotment will be used:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

- (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency 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) secure and retain meaningful employment;
- (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
- (iv) make better use of available income;
- (v) obtain and maintain adequate housing and a suitable living environment;
- (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
- (vii) 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(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 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 after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [‘676(b)(1)]

- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant program; [‘676(b)(2)]
- (3) To provide information provided by eligible entities in the State, including:
 - (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the state:
 - (b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
 - (c) a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
 - (d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant, which may include fatherhood initiatives and other programs with the goal of strengthening families and encouraging effective parenting.[‘676(b)(3)]
 - (e) a description of how the eligible entities will achieve and maintain compliance with the Organizational Management Standards set forth by the Office of Community Services.
- (4) To ensure 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. [‘676(b)(4)]
- (5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs including faith-based organizations to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; [‘676(b)(5)]
- (6) To 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 communities. [‘676(b)(6)]

- (7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. [‘676(b)(7)]

- (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the Community Services Block Grant program 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) of the Act. ['676(b)(8)]
- (9) 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 faith-based organizations, charitable groups, and community organizations. ['676(b)(9)]
- (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, faith-based 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. ['676(b)(10)]
- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, 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; ['676(b)(11)]. The Needs Assessment should also include an Executive Summary of the most pressing needs in an agency's coverage area as well as any plans to address those needs which will be carried out with CSBG funding.
- (12) That the State and all eligible entities in the State will continue to participate in the Results Oriented Management and Accountability System as it has since fiscal year 2001. And any other performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act .['676(b)(12)], and will design methodology to insure that all entities remain current on changes to the accountability system. The State and all eligible entities will participate in the Performance Management System no later than December 31, 2015.
- (13) To provide information describing how the State will carry out these assurances. ['676(b)(13)]

The State further agrees to the following, as required under the Act:

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. ['675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year,

subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [‘675C(a)(1) and (2)]. Funds shall be distributed via the formula identified in the state’s CSBG legislation (P.L 834, No. 90 of 2014).

- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [‘675C (a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [‘675C(b)(2)]
- (5) In operating the State’s charity tax credit under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 125 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [‘675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or ‘675B for the period covered by the State plan. [‘676(a)(2)(B)]
- (7) That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State community services block grant program activities. [‘676(a)(1)]
- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan [‘676(a)(3)]. The State’s most recent legislative hearing was conducted in Federal Fiscal Year 2014.
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [‘676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
 - (a)The State proposes a full onsite review of each entity at least once during each three-year period; in those cases where an agency does not undergo an on-site monitoring during the calendar year are subject to any or all of the following; desk side review of work documents, progress reports, and/or fiscal monitoring
 - (b)an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;

- (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [‘678B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
- (a) inform the entity of the deficiency to be corrected;
 - (b) require the entity to correct the deficiency, by establishing and submitting a Quality Improvement Plan which must be approved by the State;
 - (c) the State will offer training and technical assistance as appropriate to help correct the deficiency under an approved Technical Assistance Plan, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678C(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program .[‘678D(a)(3)]
- (14) To ensure that all eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System. [‘678E(a)(1)].and will design methodology to insure that all entities remain current on changes to the accountability system. The State and all eligible entities will participate in the Performance Management System no later than December 31, 2015. All eligible entities have already completed a preliminary self-evaluation based on the Performance Management Tool in order to identify strengths and weaknesses and to establish areas requiring more training or technical assistance.
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ‘678E(a)(2) of the Act. This report is

compiled through the submission of quarterly data into the State's computerized reporting system, the Community Organization Planning and Outcome System (COPOS).

- (16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
 - (17) To ensure that programs assisted by community services block funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]
 - (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole in or part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1974 (U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F (c)]
 - (19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance, under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program.
- [‘679]. As part of the State's goals for the operation of CSBG funded programs eligible entities are strongly encouraged to form partnerships with other service delivery providers including faith based organizations in an attempt to increase both the leveraging of CSBG funds and the role of CSBG network as community catalytic agents of change.

Administrative Certifications

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circulars A-110, A-122 and IM 138 shall apply to a recipient of community services block grant program funds.
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity

and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children's services and that shall be certified accordingly be all sub-grantees.

[Left Blank Intentionally]
[See Attachment 2 on Next Page]

DRAFT

June 30, 2015

COMMUNITY SERVICES BLOCK GRANT AGENCIES**AGENCY NAME****COUNTY****ALLEGHENY COUNTY DEPARTMENT OF HUMAN SERVICES****ALLEGHENY**

One Smithfield Street

Suite 400

Pittsburgh, PA 15222-2221

Phone: (412) 350-5701 FAX: (412) 350-3414

Mr. Marc Cherna, Director c/o Reginald Young

E-MAIL: marc.cherna@allegchenycounty.usContact Person – John Litz – jlitz@dhs.county.allegcheny.pa.us**Southwest Region****ARMSTRONG COUNTY COMMUNITY ACTION AGENCY****ARMSTRONG**

705 Butler Road

Kittanning, PA 16201-1946

Phone: (724) 548-3417 FAX: (724) 548-3413

Kenneth L. Heilman, Executive Director

E-MAIL – kenh@armstrongcap.com**Southwest Region****BEAVER COUNTY COMMUNITY SERVICES PROGRAM****BEAVER**1013 8th Avenue

Beaver Falls, PA. 15010-4505

Lisa Signore, Executive Director

Phone: (724) 847-3889 FAX: (724) 847-3861

E-MAIL – lsignore@beavercountypa.gov**Southwest Region****BERKS COMMUNITY ACTION PROGRAM, INC.****BERKS**YMCA - 3rd Floor

518 Washington Street

Reading, PA 19603-0022

Phone: (610) 376-6571 FAX: (610) 376-6575

Larry Berringer, Executive Director

E-MAIL- lberringer@bcapberks.org**Northeast Region****BLAIR COUNTY COMMUNITY ACTION Agency****BLAIR**

2100 Sixth Avenue

Altoona, PA 16602-2234

Phone: (814) 946-3651 FAX: (814) 946-5451

Bill Hunter, Executive Director

E-MAIL bill.hunter@blaircap.org

Central Region

BUCKS COUNTY OPPORTUNITY COUNCIL, INC.

BUCKS

100 Doyle Street

Doylestown, PA 18901-3750

Phone: (215) 345-8175 ext.206 FAX: (215) 345-8573

Allen Childs, Executive Director

E-MAIL elukoss@bcoc.org

Southeast Region

BUTLER COUNTY COMMUNITY ACTION AND DEVELOPMENT

BUTLER

P.O. Box 1208

124 West Diamond Street

Butler, PA 16003-1208

Contact: Janine Kennedy, Director

Phone: (724) 284-5125 FAX: (724)284-1063

E-MAIL – akennedy@co.butler.pa.us

Southwest Region

CARBON COUNTY ACTION COMMITTEE FOR HUMAN SERVICES

CARBON

267 South Second Street

Lehighon, PA 18235-2175

Phone: (610) 377-6400 FAX: (610)377-3431

Kimberley Miller, Executive Director

E-MAIL: ccachs@verizon.net

Northeast Region

CENTER FOR COMMUNITY ACTION

**BEDFORD, FULTON &
HUNTINGDON**

195 Drive In Lane

Everett, PA 15537-6368

Wendy Melius, Executive Director

Phone: (814) 623-9129 Fax: (814) 623-7187

E-Mail – wmelius@centerforcommunityaction.org

Central Region

CENTRAL PENNSYLVANIA COMMUNITY ACTION, INC. CENTRE, CLEARFIELD

P.O. Box 792

207 E. Cherry Street

Clearfield, PA 16830-2316

Phone: (814) 765-1551 FAX: (814) 765-4306

William Zupich, Executive Director

E-Mail – wzupich@cpcaa.net

Central Region

CENTRAL SUSQUEHANNA OPPORTUNITIES, INC.

**NORTHUMBERLAND, COLUMBIA &
MONTAUR**

2 East Arch Street

Shamokin, PA 17872-5600

Barry McLaughlin, Executive Director, CSBG

Phone: (570)644-6575, ext. 121 Fax: (570)644-6580

E-MAIL – bmclaughlin@censop.com

Central Region

COMMISSION ON ECONOMIC OPPORTUNITY

LUZERNE COUNTY

P. O. Box 1127

Wilkes-Barre, PA 18703-1127

Phone: (570) 826-0510

FAX: (570) 829-1665

Eugene M. Brady, Executive Director

E-MAIL: hebegebe@sunlink.net

Northeast Region

COMMUNITY ACTION AGENCY OF DELAWARE COUNTY

DELAWARE

Government Center

201 West Front Street

Media, PA 19063-2619

Phone: (610) 891-5101 FAX: (610) 565-9332

Edward T. Coleman, Executive Director

E-MAIL – colemane@co.delaware.pa.us

Southeast Region

COMMUNITY ACTION ASSOCIATION OF PENNSYLVANIA (CAAP)

DAUPHIN

222 Pine Street (Statewide)

Harrisburg, PA 17101-1350

Contact: Susan Moore, Chief Executive Officer

Phone: (717) 233-1075 FAX: (717) 232-1014

E-MAIL – susan@thecaap.org

Central Region (Limited Purpose Agency)

TRI-COUNTY COMMUNITY ACTION COMMISSION

**CUMBERLAND, DAUPHIN,
PERRY**

1514 Derry Street

Harrisburg, PA 17104-3326

Phone: (717) 232-9757 FAX: (717) 234-2227

Kathy A. Possinger, Executive Director

E-MAIL- kpossinger@cactricounty.org

Central Region

**COMMUNITY ACTION COMMITTEE OF THE LEHIGH LEHIGH/NORTHAMPTON
VALLEY, INC**

1337 East 5th Street

Bethlehem, PA 18015-2103

Phone: (610) 691-5620 FAX: (610) 691-6582

Alan Jennings, Executive Director

E-MAIL – ajennings@caclv.org

Northeast Region

COMMUNITY ACTION, INC.

JEFFERSON & CLARION

105 Grace Way

Punxsutawney, PA 15767-1209

Phone: (814) 938-3302 FAX: (814) 938-7596

Robert A. Cardamone, Executive Director

E-Mail – rcardamone@jccap.org

Northwest Region

COMMUNITY ACTION PARTNERSHIP OF CAMBRIA COUNTY

CAMBRIA

The Landmark Building

516 Main Street

Johnstown, PA 15901-2025

Phone: (814) 536-9031

FAX: (814) 539-5813

Jeffrey L. Vaughn, Executive Director

E-MAIL – jvaughn@capcc.us

Central Region

COMMUNITY ACTION PARTNERSHIP OF MERCER

MERCER

75 South Dock Street

Sharon, PA 16146-1860

Phone: (724) 342-6222

FAX: (724) 342-6301

Ronald J. Errett, Executive Director

E-MAIL – rje@capmercer.org

Northwest Region

COMMUNITY ACTION PROGRAM OF LANCASTER COUNTY

LANCASTER

601 South Queen Street

P.O. Box 599

Lancaster, PA 17608-0599

Phone: (717) 299-7301

FAX: (717) 299-9341

Dan Jurman Chief Executive Officer

E-MAIL: djurman@caplanc.org

Central Region

COMMUNITY ACTION SOUTHWEST

WASHINGTON, GREENE

150 West Beau Street, Suite 304

Washington, PA 15301-4425

Phone: (724) 225-9550

FAX: (724) 228-9966

Darlene Bigler, Executive Director

E-MAIL – dbigler@caswg.org

Southwest Region

COMMUNITY PROGRESS COUNCIL, INC.

YORK

226 East College Avenue

York, PA 17403-2344

Phone: (717) 846-4600

FAX: (717) 854-8658

Robin Rohrbaugh, President/CEO

E-MAIL – rrohrbaugh@yorkcpc.org

Central Region

CHESTER COUNTY COMMISSIONERS**CHESTER****P. O. Box 2747, Suite 365****West Chester, PA 19380-0990****Contact: Mr. Patrick Bokovitz, Executive Director****Phone: (610) 344-6900 FAX: (610) 344-6925****E-MAIL – pbokovitz@chesco.org****Call Janice Boyle for status of contracts (610) 344-5410****Southeast Region****FAYETTE COUNTY COMMUNITY ACTION AGENCY****FAYETTE****108 North Beeson Avenue****Uniontown, PA 15401-7401****Phone: (724) 437-6050 ext. 4223 FAX: (724) 437-4418****James Stark, Chief Executive****E-MAIL – jstark@fccaa.org****Southwest Region****GREATER ERIE COMMUNITY ACTION COMMITTEE****ERIE****18 West Ninth Street****Erie, PA 16501-1343****Phone: (814) 459-4581****FAX: (814) 456-0161****Ronald A. Steele, Chief Executive Officer****E-MAIL – rsteale@gecac.org****Northwest Region****INDIANA COUNTY COMMUNITY ACTION PROGRAM****INDIANA****P.O. Box 187****827 Water Street****Indiana, PA 15701-1755****Phone: (724) 465-2657****FAX: (724) 465-6562****Michelle Faught, Executive Director****E-MAIL – mfaught@iccap.net****Southwest Region****LAWRENCE CO. COM. ACTION PARTNERSHIP****LAWRENCE****241 West Grant Street****P. O. Box 189****New Castle, PA 16103-0189****Thomas Scott, Executive Director****Phone: (724) 658-7258 FAX: (724) 658-7664****E-MAIL – tscott@lccap.org****Northwest Region**

LEBANON COUNTY COMMUNITY ACTION PARTNERSHIP
503 Oak Street
Lebanon, PA 17042-6246
Phone: (717) 273-9328 FAX: (717)675-2129
Contact: Phyllis Holtry, Administrator
E-MAIL – pholtry@lebcnty.org
Central Region

LEBANON

LYCOMING-CLINTON COUNTIES COMMISSION
P.O. Box 3568 Lincoln Street
Williamsport, PA 17701-8568
Phone: (570) 326-0587 FAX: (570) 322-2197
Terry E. Roller, President/CEO
E-Mail – teroller@stepcorp.org
Central Region

**LYCOMING/CLINTON
FOR COMMUNITY
ACTION**

MAYOR'S OFFICE OF COMMUNITY Empowerment & Opportunity
City of Philadelphia
1234 Market Street
16th Floor
Philadelphia, PA 19107
Eva Gladstein, Executive Director
E-Mail: eva.gladstein@phila.gov
Phone: (215) 685-3602 FAX: (215) 685-3601
1401 JFK Blvd.
Municipal Services Bldg., 14th Floor
Philadelphia, PA 19102-1683
Phone: (215) 686-9009 FAX: (215) 685-3601
Southeast Region

(1st Contact)

(2ND Contact)

MONROE COUNTY COMMISSIONERS
Monroe County Grants Office
1 Quaker Plaza
Room 204
Stroudsburg, PA 18360-2164
Contact: Karen Ezzo, Grants Manager
Phone: (570) 517-3129 Fax No.: (570) 420-3751
E-MAIL – kezzo@co.monroe.pa.us.
Northeast Region

**MONTGOMERY COUNTY COMMUNITY ACTION
DEVELOPMENT COMMISSION (CADCOM)**
113 East Main Street
Norristown, PA 19401-4916
Phone: (610) 277-6363 or 6367

Rick Beaton, Executive Director Adm. Ofc. -FAX: (610) 277-7399
E-Mail -rbeaton@cadcom.org Com.Serv.Center -FAX: (610) 277-2123
Southeast Region

NORTHERN TIER COMMUNITY ACTION CORPORATION
P.O. Box 389
Emporium, PA 15834-0389
Phone: (814) 486-1161
David Greene, Executive Director
E-MAIL – david.greene@ntcac.org
Northwest Region

**CAMERON, ELK,
POTTER & MCKEAN**

PATHSTONE CORPORATION
1625 North Front Street
Harrisburg, PA 17102-2414
Contact: Kay Laracuenta-Washington, Executive Director
Wendy Carter, wcarter@pathstone.org
Phone: (717) 234-6616 FAX: (717) 234-6692
E-MAIL – kwashington@ruralinc.org
Central Region

STATEWIDE

(Limited Purpose Agency)

PITTSBURGH COMMUNITY SERVICES, INC.
249 North Craig Street, Suite 110
Pittsburgh, PA 15213-1577
Phone: (412) 904-4700
Cecelia Jenkins, Executive Director
Southwest Region

SCRANTON-LACKAWANNA HUMAN DEVELOPMENT AGENCY
321 Spruce Street, 1st Floor)
Scranton, PA 18503-1400
Phone: (570) 963-6836
Sam Ceccacci, Executive Director

**SCRANTON/
LACKAWANNA**

SCHUYLKILL COMMUNITY ACTION
206 North Second Street
Pottsville, PA 17901-2511
Phone: (570) 622-1995 FAX: (570) 622-0429
Theodore R.Dreisbach, Executive Director
Northeast Region

SCHUYLKILL

SOUTH CENTRAL COMMUNITY ACTION PROGRAMS, INC.
153 North Stratton Street
Gettysburg, PA 17325-1822
Phone: (717) 334-7634 FAX: (717) 334-6921

Central Region

TABLELAND SERVICES, INC.
D/b/a/Community Action Partnership of Somerset Co.
535 E. Main Street
Somerset, PA 15501-2163
Phone: (814) 445-9628 FAX: (814) 443-3690
Dave Mrozowski Executive Director
Central Region

SOMERSET

TREHAB, INC
36 Public Avenue
P.O. Box 366
Phone: (570) 278-3338 FAX: (570) 278-1889
Dennis Phelps, Executive Director
Northeast Region

**BRADFORD, TIOGA
SUSQUEHANNA &
Montrose, PA 18801-1220**

UNION-SNYDER COMMUNITY ACTION AGENCY
713 Bridge Street
Suite 10
Selinsgrove, PA 17870-1250
Phone: (570) 374-8938 FAX: (570) 374-6144
Harry Adrian, Executive Director
Central Region

UNION/SNYDER

**VENANGO COUNTY COMMISSIONERS –
D/b/a COUNTY OF VENANGO
VENANGO/CRAWFORD COUNTIES OFFICE OF ECONOMIC OPPORTUNITY**
1 Dale Avenue
Franklin, PA 16323- 2301
Phone: (814) 432-9767 FAX: (814) 432-9771
Kit Woods, Program Specialist
Jennifer Kennedy – Fiscal person jkennedy@co.venango.pa.us
Marie Plumer – mplumer@co.venango.pa.us
Northwest Region

WARREN-FOREST COUNTIES ECONOMIC
1209 Pennsylvania Avenue West
P.O. Box 547
Warren, PA 16365-1841
Phone: (814) 726-2400, Ext. 3021 FAX: (814) 723-0510
Robert Raible, Executive Director
Toll Free Phone: 1-800-231-1797
Northwest Region

WARREN/FOREST COUNCIL
OPPORTUNITY

WESTMORELAND COMMUNITY ACTION
Avenue 154 South Greengate Road
Greensburg, PA 15601
Phone (724) 832-9460 Fax (724) 832-9569
Mr. Tay R. Waltenbaugh, Executive Director
Phone: (724) 834-1260 Fax: (724) 838-9563
Southwest Region

WESTMORELAND

[Chart to Follow on Next Page]
[Left Intentionally Blank]

CSBG PROJECTED ALLOCATION 2015	
Allegheny County Department of Human Services	\$1,124,855
Armstrong County Community Services Program	\$250,000
Beaver County Community Services Program	\$312,795
Berks County Community Action Program, Inc.	\$783,039
Blair County Community Action Agency	\$250,000
Bucks County Opportunity Council, Inc.	\$681,572
Butler County Community Action and Development	\$265,893
Carbon County Action Committee for Human Services	\$250,000
Central Pennsylvania Community Action, Inc.	\$496,689
Central Susquehanna Opportunities, Inc.	\$371,810
Center for Community Action	\$250,000
Commission on Economic Opportunity of Luzerne County	\$719,802
Community Action Agency of Delaware County	\$869,936
Community Action Association of Pennsylvania (CAAP)	\$250,000
Community Action Commission	\$867,254
Community Action Committee of the Lehigh Valley, Inc.	\$1,149,160
Community Action, Inc.	\$250,000
Community Action Partnership of Cambria County	\$292,568
Community Action Partnership of Mercer	\$250,000
Community Action Program of Lancaster County	\$799,022
Community Action Southwest	\$430,593
Community Progress Council, Inc.	\$679,373
County of Chester, Department of Community Development	\$552,041
Fayette County Community Action	\$352,081
Greater Erie Community Action Committee	\$611,586
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	\$329,182
Mayor's Office of Community Services, City of Philadelphia	\$4,909,226
Monroe County Commissioners	\$420,160
Montgomery County Community Action Development Commission	\$887,563
Northern Tier Community Action Corporation	\$250,000
PathStone Corporation	\$250,000
Pittsburgh Community Services, Inc.	\$1,080,737
Scranton Lackawanna Human Development Agency	\$437,070
Schuylkill Community Action	\$289,444
South Central Community Action Program, Inc.	\$387,041
Community Action Partnership of Somerset County (Tableland)	\$250,000
Trehab	\$469,369
Union/Snyder Community Action Agency	\$556,189
Venango/Crawford Counties Office of Economic Opportunity	\$324,066
Warren/Forest Counties Economic Opportunity Council	\$250,000
Westmoreland Community Action	\$606,886

STANDARDS



CENTER OF EXCELLENCE DEVELOPED CSBG ORGANIZATIONAL STANDARDS

Community Action Partnership
1140 Connecticut Avenue, NW, Suite 1210
Washington, DC 20036
202.265.7546 | FAX 202.265.5048
WWW.COMMUNITYACTIONPARTNERSHIP.COM

Table of Contents

Introduction.....	2
MAXIMUM FEASIBLE PARTICIPATION	2
category one: Consumer Input and Involvement	4
category two: Community Engagement.....	5
category three: Community Assessment.....	6
VISION AND DIRECTION.....	7
category four: Organizational Leadership.....	7
category five: Board Governance	9
category six: Strategic Planning.....	11
OPERATIONS AND ACCOUNTABILITY	12
category seven: Human Resource Management	12
category eight: Financial Operations and Oversight	14
category nine: Data and Analysis.....	16

Introduction

In 2012, the Federal Office of Community Services (OCS) provided funding to establish the CSBG Organizational Standards Center of Excellence (COE). The COE was charged with developing a set of organizational standards designed to ensure that CSBG Eligible Entities (CEEs) have the capacity to provide high-quality services to low-income families and communities. The Community Action Partnership received this funding and engaged and expanded the existing CSBG Working Group to spearhead these efforts. The Partnership and the CSBG Working Group involved the breadth of CSBG Network including CSBG Eligible Entities/Community Action Agencies, CSBG State Lead Agencies/Offices, Community Action State Associations, National CSBG Partners (CAPLAW, NASCSP, NCAF), content experts, and others to develop this comprehensive set of CSBG organizational standards.

The initial effort included an intensive 9-month process of listening sessions, literature reviews, surveys, and field testing that resulted in a draft of the CSBG organizational standards being provided to OCS in July 2013. Readers of this document are encouraged to access the July 2013 submission to review the project's full background, standards development process, and implementation recommendations. In March 2014, OCS published a draft information memorandum (IM) including the proposed organizational standards, providing potential implementation recommendations and seeking additional input from the Network.

In January 2015, OCS released [IM 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act, 42.U.S.C. § 9914](#). IM 138 provides direction to States, the District of Columbia, U.S. Territories, and CEEs on establishing organizational standards by FY 2016 and includes the final wording of the standards developed by the Organizational Standards COE.

The Standards were developed in three thematic groups, comprising nine categories with the final set including 58 Standards for private/nonprofit CEEs and 50 for public/governmental entity CEEs. These categories include:

Maximum Feasible Participation

- Consumer Input and Involvement
- Community Engagement
- Community Assessment

Vision and Direction

- Organizational Leadership
- Board Governance
- Strategic Planning

Operations and Accountability

- Human Resource Management
- Financial Operations and Oversight
- Data and Analysis

The COE-developed organizational standards work together to characterize an effective and healthy organization. Some of the Standards have direct links to the CSBG Act, such as the standards on the tripartite board structure and the democratic selection process. Some Standards link with U.S. Office of Management and Budget (OMB) guidance, such as the standards on audits. As a whole, the standards reflect many of the requirements of the CSBG Act, applicable Federal laws and regulations, good management practices, and the values of Community Action.

This document provides the final language for the final COE-developed organizational standards. Additional resources can be found on the Partnership's website at www.communityactionpartnership.com and include Assessment Tools and a Glossary of Terms. These resources are designed to assist CEEs and States with assessing

CEEs against the organizational standards, provide clarity as to terms and activities, and offer non-binding guidance as to the intent of individual standards and how to demonstrate meeting them.

This document and other tools referenced are the work of the Organizational Standards Center of Excellence and the Community Action Partnership. Readers are encouraged to refer to IM 138 for OCS-guidance regarding the CSBG Organizational standards.

If you have questions about this document, please contact:

- Denise Harlow at dhazlow@communityactionpartnership.com
- Jarle Crocker at jcrocker@communityactionpartnership.com
- Cashin Yin at cym@communityactionpartnership.com

For the purposes of this document, the following definitions apply:

Private CSBG-Eligible Entity - Nonprofit 501(c) (3) organizations serving local communities that are eligible to receive Community Services Block Grant funding. These nonprofit entities are governed by a tripartite board of directors, run operationally by an Executive Director or CEO, and may receive funding from a variety of public and private sources.

Public CSBG-Eligible Entity - Units of local governmental entities, such as a county or city government, eligible to receive Community Services Block Grant funding. Many “Public CEEs” operate programs directly out of the government/municipal department while others subcontract to nonprofits in their communities to provide services. They are advised by a tripartite board/advisory body.

This publication was created by National Association of Community Action Agencies – Community Action Partnership in the performance of the U.S. Department of Human Services, Administration for Children and Families, Office of Community Services Grant Number 90ET0445. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the authors and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.

MAXIMUM FEASIBLE PARTICIPATION

CATEGORY ONE: Consumer Input and Involvement

Community Action is rooted in the belief that people with low incomes are in the best position to express what they need to make a difference in their lives. CSBG eligible entities work in partnership with the people and communities they serve. Community Action works in a coordinated and comprehensive manner to develop programs and services that will make a critical difference in the lives of participants. Individuals and families are well attuned to what they need, and when Community Action taps into that knowledge, it informs our ability to implement high-impact programs and services.

Research shows that through engagement in community activities such as board governance, peer to peer leadership, advisory bodies, volunteering, and other participatory means, the poor build personal networks and increase their social capital so that they are able to move themselves and their families out of poverty. Community Action is grounded in helping families and communities build this social capital for movement to self-sufficiency.

Standard 1.1 Private	The organization demonstrates low-income individuals' participation in its activities.
Standard 1.1 Public	The department demonstrates low-income individuals' participation in its activities.
Standard 1.2 Private	The organization analyzes information collected directly from low-income individuals as part of the community assessment.
Standard 1.2 Public	The department analyzes information collected directly from low-income individuals as part of the community assessment.
Standard 1.3 Private	The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.
Standard 1.3 Public	The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

CATEGORY TWO: Community Engagement

No CSBG eligible entity can meet all of a community's needs independently. Through formal and informal partnerships, ongoing community planning, advocacy, and engagement of people with low incomes, partners ranging from community and faith-based organizations, educational institutions, government, and business work together with Community Action Agencies and other CSBG eligible entities to successfully move families out of poverty and revitalize communities.

Community Action is often the backbone organization of community efforts to address poverty and community revitalization: leveraging funds, convening key partners, adding the voice of the underrepresented, and being the central coordinator of efforts. It is not an easy role to play, but a vital one for families and communities.

Standard 2.1 Private	The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.
Standard 2.1 Public	The department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.
Standard 2.2 Private	The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.
Standard 2.2 Public	The department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.
Standard 2.3 Private	The organization communicates its activities and its results to the community.
Standard 2.3 Public	The department communicates its activities and its results to the community.
Standard 2.4 Private	The organization documents the number of volunteers and hours mobilized in support of its activities.
Standard 2.4 Public	The department documents the number of volunteers and hours mobilized in support of its activities.

CATEGORY THREE: Community Assessment

Local control of Federal CSBG resources is predicated on regular comprehensive community assessments that take into account the breadth of community needs as well as the partners and resources available in a community to meet these needs. Regular assessment of needs and resources at the community level is the foundation of Community Action and a vital management and leadership tool that is used across the organization and utilized by the community to set the course for both CSBG and all agency resources.

Standard 3.1 Private	The organization conducted a community assessment and issued a report within the past 3 years.
Standard 3.1 Public	The department conducted or was engaged in a community assessment and issued a report within the past 3 years, if no other report exists.
Standard 3.2 Private	As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).
Standard 3.2 Public	As part of the community assessment, the department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).
Standard 3.3 Private	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
Standard 3.3 Public	The department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
Standard 3.4 Private	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
Standard 3.4 Public	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
Standard 3.5 Private	The governing board formally accepts the completed community assessment.
Standard 3.5 Public	The tripartite board/advisory body formally accepts the completed community assessment.

VISION AND DIRECTION

CATEGORY FOUR: Organizational Leadership

Community Action leadership is exemplified at all levels across the organization and starts with a mission that clarifies Community Action's work on poverty. A well-functioning board, and a focused chief executive officer (CEO)/executive director, well-trained and dedicated staff, and volunteers giving of themselves to help others will establish Community Action as the cornerstone and leverage point to address poverty across the community. Ensuring strong leadership both for today and into the future is critical.

This category addresses the foundational elements of mission as well as the implementation of the Network's model of good performance management (ROMA). It ensures CAAs have taken steps to plan thoughtfully for today's work and tomorrow's leadership.

Standard 4.1 Private	The governing board has reviewed the organization's mission statement within the past 5 years and assured that:
-------------------------------	---

1. The mission addresses poverty; and
2. The organization's programs and services are in alignment with the mission.

Standard 4.1 Public	The tripartite board/ advisory body has reviewed the department's mission statement within the past 5 years and assured that:
------------------------------	---

1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

Standard 4.2 Private	The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.
-------------------------------	---

Standard 4.2 Public	The department's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.
------------------------------	---

Standard 4.3 Private	The organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.
-------------------------------	--

Standard 4.3 Public	The department's Community Action plan and strategic plan document the continuous use of the full Result Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the department documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.
------------------------------	---

Standard 4.4 Private	The governing board receives an annual update on the success of specific strategies included in the Community Action plan.
-------------------------------	--

Standard 4.4 Public	The tripartite board/ advisory body receives an annual update on the success of
------------------------------	---

specific strategies included in the Community Action plan.

Standard 4.5 Private	The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.
Standard 4.5 Public	The department adheres to its local government's policies and procedures around interim appointments and processes for filling a permanent vacancy.
Standard 4.6 Private	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.
Standard 4.6 Public	The department complies with its local government's risk assessment policies and procedures.

CATEGORY FIVE: Board Governance

Community Action boards are uniquely structured to ensure maximum feasible participation by the entire community, including those the network serves. By law, Community Action boards are comprised of at least 1/3 low-income consumers (or their representatives), 1/3 elected officials (or their appointees), and the remainder private-sector community members. To make this structure work as intended, CAAs must recruit board members thoughtfully, work within communities to promote opportunities for board service, and orient, train, and support them in their oversight role. Boards are foundational to good organizational performance and the time invested to keep them healthy and active is significant, but necessary.

Standard 5.1 Private	<p>The organization's governing board is structured in compliance with the CSBG Act:</p> <ol style="list-style-type: none"> 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.
-------------------------------	--

Standard 5.1 Public	<p>The department's tripartite board/advisory body is structured in compliance with the CSBG Act, by either:</p> <ol style="list-style-type: none"> 1. Selecting the board members as follows: <ul style="list-style-type: none"> • At least one third are democratically-selected representatives of the low-income community; • One-third are local elected officials (or their representatives); and • The remaining members are from major groups and interests in the community; or 2. Selecting the board through another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.
------------------------------	--

Standard 5.2 Private	<p>The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.</p>
-------------------------------	---

Standard 5.2 Public	<p>The department's tripartite board/advisory body either has:</p> <ol style="list-style-type: none"> 1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or 2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.
------------------------------	---

Please note under IM 82 for Public Entities the law also requires that a minimum of 1/3 of tripartite board membership be comprised of representatives of low-income individuals and families who reside in areas served.

Standard 5.3 Private	The organization's bylaws have been reviewed by an attorney within the past 5 years.
Standard 5.3 Public	Not applicable: Review of bylaws by an attorney is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 5.4 Private	The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.
Standard 5.4 Public	The department documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past 2 years.
Standard 5.5 Private	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.
Standard 5.5 Public	The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents.
Standard 5.6 Private	Each governing board member has signed a conflict of interest policy within the past 2 years.
Standard 5.6 Public	Each tripartite board/advisory body member has signed a conflict of interest policy, or comparable local government document, within the past 2 years.
Standard 5.7 Private	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.
Standard 5.7 Public	The department has a process to provide a structured orientation for tripartite board/advisory body members within 6 months of being seated.
Standard 5.8 Private	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.
Standard 5.8 Public	Tripartite board/advisory body members have been provided with training on their duties and responsibilities within the past 2 years.
Standard 5.9 Private	The organization's governing board receives programmatic reports at each regular board meeting.
Standard 5.9 Public	The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.

CATEGORY SIX: Strategic Planning

Establishing the vision for a Community Action Agency is a big task and setting the course to reach it through strategic planning is serious business. CSBG eligible entities take on this task by looking both at internal functioning and at the community's needs. An efficient organization knows where it is headed, how the board and staff fit into that future, and how it will measure its success in achieving what it has set out to do. This agency-wide process is board-led and ongoing. A "living, breathing" strategic plan with measurable outcomes is the goal, rather than a plan that gets written but sits on a shelf and stagnates. Often set with an ambitious vision, strategic plans set the tone for the staff and board and are a key leadership and management tool for the organization.

Standard 6.1 Private	The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.
Standard 6.1 Public	The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan.
Standard 6.2 Private	The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.
Standard 6.2 Public	The approved strategic plan, or comparable planning document, addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.
Standard 6.3 Private	The approved strategic plan contains family, agency, and/or community goals.
Standard 6.3 Public	The approved strategic plan, or comparable planning document, contains family, agency, and/or community goals.
Standard 6.4 Private	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.
Standard 6.4 Public	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.
Standard 6.5 Private	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.
Standard 6.5 Public	The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.

OPERATIONS AND ACCOUNTABILITY

CATEGORY SEVEN: Human Resource Management

The human element of Community Action's work is evident at all levels of the organization and the relationship an organization has with its staff often reflects the organization's values and mission. Oversight of the chief executive officer (CEO)/executive director and maintaining a strong human resources infrastructure are key responsibilities of board oversight. Attention to organizational elements such as policies and procedures, performance appraisals, and training lead to strong organizations with the capacity to deliver high quality services in low-income communities.

Standard 7.1 Private	The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.
Standard 7.1 Public	Not applicable: Local governmental personnel policies are outside of the purview of the department and the tripartite board/ advisory body, therefore this standard does not apply to public entities.
Standard 7.2 Private	The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.
Standard 7.2 Public	The department follows local governmental policies in making available the employee handbook (or personnel policies in cases without a handbook) to all staff and in notifying staff of any changes.
Standard 7.3 Private	The organization has written job descriptions for all positions, which have been updated within the past 5 years.
Standard 7.3 Public	The department has written job descriptions for all positions. Updates may be outside of the purview of the department.
Standard 7.4 Private	The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.
Standard 7.4 Public	The department follows local government procedures for performance appraisal of the department head.
Standard 7.5 Private	The governing board reviews and approves CEO/executive director compensation within every calendar year.
Standard 7.5 Public	The compensation of the department head is made available according to local government procedure.
Standard 7.6 Private	The organization has a policy in place for regular written evaluation of employees by their supervisors.
Standard 7.6 Public	The department follows local governmental policies for regular written evaluation of employees by their supervisors.

Standard 7.7	Private	The organization has a whistleblower policy that has been approved by the governing board.
Standard 7.7	Public	The department provides a copy of any existing local government whistleblower policy to members of the tripartite board/advisory body at the time of orientation.
Standard 7.8	Private	All staff participate in a new employee orientation within 60 days of hire.
Standard 7.8	Public	The department follows local governmental policies for new employee orientation.
Standard 7.9	Private	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.
Standard 7.9	Public	The department conducts or makes available staff development/training (including ROMA) on an ongoing basis.

CATEGORY EIGHT: Financial Operations and Oversight

The fiscal bottom line of Community Action is not isolated from the mission, it is a joint consideration. Community Action boards and staff maintain a high level of fiscal accountability through audits, monitoring by State and Federal agencies, and compliance with Federal Office of Management Budget circulars. The management of Federal funds is taken seriously by CSBG eligible entities and the Standards specifically reflect the board's oversight role as well as the day-to-day operational functions.

Standard 8.1 Private	The Organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.
-------------------------------	---

Standard 8.1 Public	The department's annual audit is completed through the local governmental process in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements. This may be included in the municipal entity's full audit.
------------------------------	--

Standard 8.2 Private	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.
-------------------------------	---

Standard 8.2 Public	The department follows local government procedures in addressing any audit findings related to CSBG funding.
------------------------------	--

Standard 8.3 Private	The organization's auditor presents the audit to the governing board.
-------------------------------	---

Standard 8.3 Public	The department's tripartite board/advisory body is notified of the availability of the local government audit.
------------------------------	--

Standard 8.4 Private	The governing board formally receives and accepts the audit.
-------------------------------	--

Standard 8.4 Public	The department's tripartite board/advisory body is notified of any findings related to CSBG funding.
------------------------------	--

Standard 8.5 Private	The organization has solicited bids for its audit within the past 5 years.
-------------------------------	--

Standard 8.5 Public	Not applicable: The audit bid process is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.
------------------------------	--

Standard 8.6 Private	The IRS Form 990 is completed annually and made available to the governing board for review.
-------------------------------	--

Standard 8.6 Public	Not applicable: The Federal tax reporting process for local governments is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.
------------------------------	--

Standard 8.7 Private	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.
Standard 8.7 Public	The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.
Standard 8.8 Private	All required filings and payments related to payroll withholdings are completed on time.
Standard 8.8 Public	Not applicable: The payroll withholding process for local governments is outside of the purview of the department, therefore this standard does not apply to public entities.
Standard 8.9 Private	The governing board annually approves an organization-wide budget.
Standard 8.9 Public	The tripartite board/advisory body has input as allowed by local governmental procedure into the CSBG budget process.
Standard 8.10 Private	The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.
Standard 8.10 Public	Not applicable: The fiscal policies for local governments are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 8.11 Private	A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.
Standard 8.11 Public	Not applicable: Local governmental procurement policies are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 8.12 Private	The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.
Standard 8.12 Public	Not applicable: A written cost allocation plan is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 8.13 Private	The organization has a written policy in place for record retention and destruction.
Standard 8.13 Public	The department follows local governmental policies for document retention and destruction.

CATEGORY NINE: Data and Analysis

The Community Action Network moves families out of poverty every day across this country and needs to produce data that reflect the collective impact of these efforts. Individual stories are compelling when combined with quantitative data: *no data without stories and no stories without data*. Community Action needs to better document the outcomes families, agencies, and communities achieve. The Community Services Block Grant funding confers the obligation and opportunity to tell the story of agency-wide impact and community change, and in turn the impact of the Network as a whole.

Standard 9.1 Private	The organization has a system or systems in place to track and report client demographics and services customers receive.
Standard 9.1 Public	The department has a system or systems in place to track and report client demographics and services customers receive.
Standard 9.2 Private	The organization has a system or systems in place to track family, agency, and/or community outcomes.
Standard 9.2 Public	The department has a system or systems in place to track family, agency, and/or community outcomes.
Standard 9.3 Private	The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.
Standard 9.3 Public	The department has presented to the tripartite board/advisory body for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.
Standard 9.4 Private	The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.
Standard 9.4 Public	The department submits its annual CSBG Information Survey data report and it reflects client demographics and CSBG-funded outcomes.