

PENNSYLVANIA COMMUNITY SERVICES BLOCK GRANT CARES ACT

SUPPLEMENTAL STATE PLAN | AUGUST 2020



DCED will devote the remainder of the CSBG Discretionary (\$1,616,608) to Innovative programs and Activities by eligible entities. These activities will likely include creative and new ways of serving individuals and families with rapidly changing needs, new partnerships with local governments and other service providers to develop strategies to help communities recover from economic damage from the COVID-19 pandemic, and overhaul agency operations to successfully adapt to a new environment of social service provision.

7.7. Summary of State Allocations: 90% Funds: \$38,098,949; Administrative funds: \$2,116,608; Discretionary Funds: \$2,116,608; Total: \$42,332,166.

8.1. Training and Technical Assistance Plan: Describe the state's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan.

During the duration of this plan, both training and technical assistance for eligible entities in the topic of Strategic Planning. This will be done through the efforts of the CAAP to provide resources and education on topics of social justice to assist the agencies with developing solutions to social issues in their communities, and Whole Family case management, and operational change management.

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.6): \$100,000

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance.

DCED will collaborate with the CAAP to provide training and technical assistance to the CSBG network. The CAAP and DCED will continue to conduct bi-weekly network wide calls to discuss current circumstances and problems the agencies may be experiencing. During these calls we will encourage sharing of solutions and resources among the agencies as well as offering assistance from our agencies as needed. Throughout the duration of this plan, DCED and CAAP will collaborate during monthly meetings to discuss feed back from the agencies regarding problems they are facing, and coordinate training or technical assistance to assist with these issues. As necessary we will plan remote training sessions and provide resources that will be helpful. DCED and CAAP will also collaborate to provide one-on-one assistance as needed by individual agencies. CAAP will also be hiring new staff to help implement the training and technical assistance efforts we have outlined. These staff members will also be utilized to help collaborate with DCED and communicate with the agencies as plans are implemented.

8.2. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state plans to provide training and/or technical assistance as described in Item 8.1.

The State Community Action Association will provide training and/or technical assistance.

9.1. State Linkages and Coordination at the State Level: Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [Check all that apply from the list below and provide a Narrative, 5000 Characters]

- State Low Income Home Energy Assistance Program (LIHEAP) office
- State Weatherization office
- State Temporary Assistance for Needy Families (TANF) office
- State Head Start office
- State public health office
- State education department

- ✘ State Workforce Innovation and Opportunity Act (WIOA) agency
- ✘ State budget office
- ✘ Supplemental Nutrition Assistance Program (SNAP)
- State child welfare office
- ✘ State housing office
- ✘ Emergency Management
- Public Health/Disease Control
- Other

DCED Staff and CAAP staff participated in several task forces and special meetings throughout the pandemic and currently during recovery with the offices noted. Special participation occurred as members of Emergency Feeding Task Force and Housing Task Force as well collaboration meetings with Budget offices, Emergency Management and Departments of Human Services and Agriculture.

DCED staff also participates in a bi-weekly workforce call with the local CareerLinks and the Department of Labor and Industry. Collaborative work focused on solidifying local relationships between Community Action Agencies and CareerLink staff so that smooth partnerships exist as people seek help from their workforce development or community action resources. DCED and the PA Department of Labor & Industry are partnering and communicating to resolve any local issues and technical assistance needs that should be enhanced due to the pandemic and regarding the Workforce Innovation and Opportunity Act (WIOA) program.

9.2. Communication with Eligible Entities and the State Community Action Association: Detail how the state intends to communicate with eligible entities, the State Community Action Association and other partners identified under this state plan on the topics listed below.

- State Monitoring Plans and Policies, as needed by phone calls, and email.
- Training and Technical Assistance plans, twice-monthly by phone calls.
- State Interagency Coordination, twice-monthly by phone calls.
- CSBG CARES funding and Activities, twice-monthly and as needed by phone calls and emails.

10.1. CSBG CARES Supplemental Monitoring Schedule: provide how the state plans to monitor as it specifically relates to the CSBG CARES Supplemental.

The CSBG agencies will be monitored according to the already established schedule submitted in the FFY 2019-2021 CSBG State Plan. Monitoring on CSBG CARES funding will be incorporated in to the regular monitoring process. As we operate under travel restrictions and work-from-home mandates, the monitoring schedule will be adjusted as we proceed through the program year to accommodate these circumstances.

10.2. CSBG CARES Supplemental Monitoring Approach: Describe how the state intends to implement monitoring policies and procedures as it relates directly to the CSBG CARES Supplemental.

The State will develop a special section to be added to the current monitoring tool that specifically examines the use of CSBG CARES funding.

10.3. CSBG CARES Supplemental Initial Monitoring Reports: If the state monitors for CSBG CARES Supplemental only, provide the number of calendar days by which the state must disseminate an initial CSBG CARES Supplemental monitoring reports to local entities?

The state is integrating all CSBG CARES supplemental monitoring into the regular CSBG full on-site monitoring so the policy of 30 days to issue a report applies to CARES as well.

10.4. Closing Findings: Is the state adding additional provisions to state monitoring procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings as it specifically relates to the CSBG CARES Supplemental? **Yes**

10.4a. Closing Findings Procedures: If yes, describe the additional provisions here.

DCED will add a section to the current monitoring tool to review CSBG CARES funding uses which will include a separate section to delineate findings/deficiencies that are specific to CSBG CARES. The agencies will be required to describe and implement corrective actions for these findings separately from any similar findings in the review of traditional CSBG funding.

10.5. Fiscal Controls and Accounting: As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to the state's fiscal controls and accounting procedures that will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

The DCED Fiscal Compliance and Monitoring office has created separate funding line codes, specific invoices and fiscal status reports for the CARES funding to allow their reviews and tracking to be separate from those of regular CSBG funding.

10.6. Single Audit Management Decisions: As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

DCED has not created any additional provisions to the state procedures for issuing management decisions.

10.7. Assurance on Federal Investigations: The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. **Yes**

Section 11: Eligible Entity Tripartite Board

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 11 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information now or at a later date.

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state.

200% of the HHS poverty line

12.1a. Describe any changes to the state policy and/or procedures for income eligibility, such as treatment of income and family/household composition as originally described in your FFY2020 CSBG State Plan.

Yes, there are changes to state policy and/or procedures for income eligibility as described below:

The State office has revised the policy and procedures for income eligibility to increase the threshold of eligibility to 200% of the HHS poverty line. We have also modified the verification procedures to allow for agencies to utilize remote methods of documentation and verification for the safety of their staff and clients.

12.1b. The change in the income eligibility threshold will apply to:

CSBG CARES Supplemental AND regular CSBG funds

12.2. Income Eligibility for General/Short Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

Yes, there are changes to income eligibility verification as described below:

We have adapted the procedures for verifying income to allow agencies to review documentation or certify eligibility remotely to maintain safer operations for staff and clients.

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

No changes were made targeting services that provide community-wide benefit.

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

For the purposes of the CARES Act, the Office of Community Services accepts the information on the ROMA system submitted by the state in Section 13 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information on the state's ROMA system. Please note that the state may describe state discretionary expenditures or additional training and technical assistance related to documentation and performance management for CSBG CARES Supplemental funding in Sections 7 and 8 of this Supplemental State Plan.

Section 14: CSBG Programmatic Assurances and Information Narrative

(Section 676(b) of the CSBG Act)

14.1. Use of Funds Supporting Local Activities

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

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

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to –

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below:

Needs of Youth

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

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

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

(ii) after-school child care programs.

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below.

Coordination of Other Programs

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

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

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below:

State Use of Discretionary Funds

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

Note: Any information provide in previous sections of this application will be considered to be a supplementary description of how the state plans to use funds as necessary for this assurance. Additional information does not need to be provided here.

Eligible Entity Service Delivery System

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

