



Maryland

Maryland Department of Housing and Community Development

DRAFT FFY 2023/2024

CSBG State Plan

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Kenneth C. Holt, Secretary
Owen McEvoy, Deputy Secretary



dhcd.maryland.gov

Maryland Department of Housing and Community Development DRAFT FFY 2023 / 2024 Community Services Block Grant (CSBG) State Plan

CSBG Cover Page (SF-424M)

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is 08/31/2024. If you have any comments on this collection of information, please contact M. Monique Alcantara at melania.alcantara@acf.hhs.gov.

SECTION 1: CSBG Administrative Information

1.1. Identify whether this is a one-year or a two-year plan. Two-Year

1.1a. Provide the federal fiscal years this plan covers: **Year One** 2023
Year Two 2024

1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan? Yes No

If yes, select the fields that have changed.

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

1.2a. Lead agency [Department of Housing and Community Development \(DHCD\)](#)

1.2b. Cabinet or administrative department of this lead agency

- Community Affairs Department
- Community Services Department
- Governor’s Office
- Health Department
- [Housing Department](#)
- Human Services Department
- Social Services Department
- Other, describe:

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official [Department of Housing and Community Development](#)

1.2d. Authorized Official of the Lead Agency: The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements.

Name [Kenneth C. Holt](#)

Title [Secretary](#)

1.2e. Street Address [7800 Harkins Road](#)

- 1.2f. City [Lanham](#)
- 1.2g. State [Maryland](#)
- 1.2h. Zip Code [21108](#)
- 1.2i. Telephone Number [301-429-7452](#)
- 1.2j. Fax Number
- 1.2k. Email Address Kenneth.holt@maryland.gov
- 1.2l. Lead Agency Website dhcd.maryland.gov

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

- 1.3. **Designation Letter:** Attach the state’s official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed. [[Attach a document.](#)]
- 1.4. **CSBG Point of Contact:** Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has information regarding the state point of contact changed since the last submission of the State Plan? Yes No

If yes, select the fields that have changed.

- Agency Name
- Point of Contact
- Street Address
- City
- State
- Zip Code
- Office Number
- Fax Number
- Email Address
- Website

1.4a. **Agency Name** [Department of Housing and Community Development](#)

1.4b. **Point of Contact Name**

Name [Stuart Campbell](#)

Title [Deputy Director of Federal Resources](#)

1.4c. **Street Address** [7800 Harkins Road](#)

1.4d. **City** [Lanham](#)

1.4e. **State** [Maryland](#)

1.4f. **Zip Code** [20706](#)

1.4g. **Telephone Number** [301-429-7522](#)

1.4h. **Fax Number**

1.4i. **Email Address** stuart.campbell@maryland.gov

1.4j. **Agency Website** dhcd.maryland.gov

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

There is currently a state Community Action Association within the state.

Yes No

Has information regarding the state Community Action Association changed since the last submission of the State Plan?

Yes No

If yes, select the fields that have changed.

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

1.5a. **Agency name** [Maryland Community Action Partnership](#)

1.5b. **Executive Director or Point of Contact**

Name [Angela Martin](#)

Title [Executive Director](#)

1.5c. **Street Address** [420 Chinguapin Round Road, Suite 2-I](#)

1.5d. **City** [Annapolis](#)

1.5e. **State** [Maryland](#)

1.5f. **Zip Code** [20401](#)

1.5g. **Telephone Number** [443-482-5169](#)

1.5h. **Fax Number**

1.5i. **Email Address** amartin@maryland-cap.org

1.5j. **State Association Website** Maryland-cap.org

1.5k. **State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead**

Yes No

SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. Yes No
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. Yes No
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. [Attach a document and/or provide a link, 1500 characters]
- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year. Yes No
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year. Yes No

SECTION 3: State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency.

The Maryland Department of Housing and Community Development works with partners to finance housing opportunities and revitalize great places for Maryland citizens to live, work, and prosper. The mission of the Department's Division of Neighborhood Revitalization is to revitalize and strengthen Maryland communities by focusing on local needs, defining opportunity, and building on assets through efficient and caring teamwork.

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

The Office of Community Services Programs (OCSP) within the Division of Neighborhood Revitalization, is responsible for the administration of the CSBG program. OCSP will: 1) meet all federal and state requirements related to the administration of CSBG; 2) support and build the capacity of the seventeen Eligible Entities in Maryland so they more effectively meet the letter and intent of the CSBG Act; 3) facilitate linkages between Eligible Entities and other State and local agencies serving Maryland's most vulnerable populations; and 4) strengthen and improve communication between the State Lead Agency and Eligible Entities in Maryland.

Instructional Note: For examples of "goals," see State Accountability Measure 1Sa(i).

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

- 3.3. State Plan Development:** Indicate the information and input the state accessed to develop this State Plan.

3.3a. Analysis of state-level tools

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census data
- State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- Monitoring Visits/Assessments
- Tools Not Identified Above (specify)

3.3b. Analysis of local-level tools

- Eligible Entity Community Needs Assessments
- Eligible Entity Community Action Plans
- Public Hearings/Workshops
- Tools Not Identified Above (e.g., state required reports) The Lead Agency conducted listening sessions with Eligible Entities prior to creating a preliminary draft of the 23/24 State Plan.

3.3c. Consultation with

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

3.4. Eligible Entity Involvement

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

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

On May 5, 2022 and June 28, 2022, the Lead Agency held listening sessions for Eligible Entities to provide input on each section of the State Plan. On July 5, 2022 a draft State Plan was provided to Eligible Entities for review and feedback. The Plan was also posted on the Lead Agency's website to make it available to the general public. An announcement and link to the draft plan was published in the the Lead Agency's Community Services newsletter, and in the Maryland Register. This Maryland Register announcement included the date of the public hearing on the Plan and formally began the 30-day public comment period. A public hearing was held on July 18, 2022 at the Lead Agency's offices in Lanham, MD.

3.4b. Performance Management Adjustment: Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

The Lead Agency held one in-person listening session and one virtual listening session to give Eligible Entities opportunities to participate in the way that was most feasible for them. The goals of both listening sessions were to review key

sections of the plan with CEEs and to collect input that would be incorporated into the final plan.

- 3.5. Eligible Entity Overall Satisfaction:** Provide the state’s target for eligible entity Overall Satisfaction during the performance period. **Year One 77** **Year Two 79**

Instructional Note: The state’s target score will indicate improvement or maintenance of the states’ Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state’s eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state’s annual report form.

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SECTION 4: CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

The Lead Agency placed a notice in the July 1, 2022 issue of the Maryland Register announcing the public hearing on July 18, 2022 and officially starting the 30-day comment period. The draft plan was posted on the Lead Agency’s website and emailed to Eligible Entities on July 5, 2022. An announcement about the draft plan and the public hearing was included in the Lead Agency’s newsletter on July 8, 2022.

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act.

The draft plan was posted on the Lead Agency's website on July 5, 2022 along with the public hearing notice. Eligible Entities were provided with a copy of the draft plan and information about the public hearing on this date as well. The State Lead Agency placed a notice in the July 1, 2022 issue of the Maryland Register announcing the July 18, 2022 public hearing. All notices included details about how to submit comments on the plan between July 18, 2022 and August 17, 2022.

- 4.3. Public and Legislative Hearings:** In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date <i>[Select a Date]</i>	Location <i>[Provide the facility and city – Narrative 100 characters]</i>	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirmed that the public was invited.
2/14/2022	Maryland General Assembly, Annapolis, MD	Legislative	<input type="checkbox"/>
7/18/2022	Maryland Department of Housing and Community Development, Lanham, MD	Public	<input type="checkbox"/>

- 4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings. *[Attach supporting documentation or provide a hyperlink(s), 500 characters]*

SECTION 5: CSBG Eligible Entities

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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Allegany County Human Resources Development Commission Inc.	Allegany County	Nonprofit	Community Action Agency
Anne Arundel County Community Action Agency Inc.	Anne Arundel County	Nonprofit	Community Action Agency
City of Frederick	Frederick County	Public	Community Action Agency
Community Action Council of Howard County MD Inc.	Howard County	Nonprofit	Community Action Agency
Community Assistance Network Inc.	Baltimore County	Nonprofit	Community Action Agency
Delmarva Community Services Inc.	Dorchester County	Nonprofit	Community Action Agency
Garrett County Maryland Community Action Committee Inc.	Garrett County	Nonprofit	Community Action Agency
Harford Community Action Agency Inc.	Harford County	Nonprofit	Community Action Agency
Human Services Programs of Carroll County Inc.	Carroll County	Nonprofit	Community Action Agency
Maryland Rural Development Corporation	Caroline County, Cecil County, Kent County	Nonprofit	Community Action Agency
Mayor and City Council of Baltimore	Baltimore City	Public	Community Action Agency
Montgomery County, Maryland	Montgomery County	Public	Community Action Agency
Neighborhood Service Center Inc.	Talbot County	Nonprofit	Community Action Agency
Shore Up Inc.	Somerset County, Queen Anne's County, Wicomico County, Worcester County	Nonprofit	Community Action Agency
Southern Maryland Tri-County Community Action Committee	Calvert County, Charles County, St. Mary's County	Nonprofit	Community Action Agency
United Communities Against Poverty Inc.	Prince George's County	Nonprofit	Community Action Agency
Washington County Community Action Council Inc.	Washington County	Nonprofit	Community Action Agency

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

5.2. Total number of CSBG eligible entities: **17**

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

One or more of the following changes were made to the eligible entity list:

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.	

5.3b. De-Designations and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

CSBG Eligible Entity	Reason
Click or tap here to enter text.	Choose an item.

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

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

SECTION 6: Organizational Standards for Eligible Entities

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

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

- COE CSBG Organizational Standards**
- Modified Version of COE CSBG Organizational Standards
- Alternative Set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

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

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

6.1c. Alternative Organizational Standards: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards.

- There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

6.2. Implementation: Check the box that best describes how the state officially adopted organizational standards for eligible entities in a manner consistent with the state’s administrative procedures act. If “Other” is selected, provide a timeline and additional information, as necessary.

- Regulation
- Policy
- Contracts with Eligible Entities
- Other, describe:

6.3. Organizational Standards Assessment: Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s).

- Peer-to-Peer Review (with validation by the state or state-authorized third party)
- Self-Assessment (with validation by the state or state-authorized third party)
- Self-Assessment/Peer Review with State Risk Analysis
- State-Authorized Third-Party Validation
- Regular On-Site CSBG monitoring
- Other

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

Eligible Entities complete their self-assessment through an online portal. The Lead Agency reviews the self-assessment and supporting documentation to validate results. An overview of trends is presented to Eligible Entities during the State Association’s annual conference.

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

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards and provide a description and a justification for each exemption. Total Number of Exempt Entities: 0

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. **Year One 30 % Year Two 30 %**

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

SECTION 7: State Use of Funds

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

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

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

Using the FFY2020 allocation as a base, individual awards for the current year are adjusted based on poverty, unemployment, and whether the agency serves a rural community.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating “not less than 90 percent” funds among eligible entities?

Yes No

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance to the “not less than 90 percent funds” requirement as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. Year One 90% Year Two 90%

Planned CSBG 90 Percent Funds – Year One

CSBG Eligible Entity	Funding Amount (\$)
Allegany County Human Resources Development Commission	\$291,702.00
Anne Arundel County Community Action Agency Inc.	\$460,325.00
City of Frederick	\$280,669.00
Community Action Council of Howard County Maryland	\$239,497.00
Community Assistance Network, Inc.	\$770,974.00
Delmarva Community Services Inc.	\$327,207.00
Garrett County Community Action Committee, Inc.	\$297,346.00
Harford Community Action Agency, Inc.	\$325,277.00
Human Services Programs of Carroll County, Inc.	\$260,012.00
Maryland Rural Development Corporation	\$337,084.00
Mayor and City Council of Baltimore	\$2,440,396.00
Montgomery County Community Action Agency	\$676,402.00
Neighborhood Services Center, Inc.	\$297,737.00

Shore Up Inc.	\$547,220.00
Southern Maryland Tri-County Community Action Committee	\$438,468.00
United Communities Against Poverty, Inc.	\$787,031.00
Washington County Community Action Council	\$327,430.00
Total	\$9,104,776.00

Planned CSBG 90 Percent Funds – Year Two

CSBG Eligible Entity	Funding Amount (\$)
Allegany County Human Resources Development Commission	\$291,702.00
Anne Arundel County Community Action Agency Inc.	\$460,325.00
City of Frederick	\$280,669.00
Community Action Council of Howard County Maryland	\$239,497.00
Community Assistance Network, Inc.	\$770,974.00
Delmarva Community Services Inc.	\$327,207.00
Garrett County Community Action Committee, Inc.	\$297,346.00
Harford Community Action Agency, Inc.	\$325,277.00
Human Services Programs of Carroll County, Inc.	\$260,012.00
Maryland Rural Development Corporation	\$337,084.00
Mayor and City Council of Baltimore	\$2,440,396.00
Montgomery County Community Action Agency	\$676,402.00
Neighborhood Services Center, Inc.	\$297,737.00
Shore Up Inc.	\$547,220.00
Southern Maryland Tri-County Community Action Committee	\$438,468.00
United Communities Against Poverty, Inc.	\$787,031.00
Washington County Community Action Council	\$327,430.00
Total	\$9,104,776.00

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

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

Step 1: Funds are encumbered by grant agreement prior to receiving HHS Notice of Grant Award. Award amounts are based on the prior years allocation. (Duration: 4 Weeks) Step 2: Upon receipt of the Notice of Grant Award letter from HHS, the Lead Agency's Division of Finance and Administration (DFA) is notified that disbursements will be processed under this notice. (Duration: 1 Day) Step 3: Actual award amounts are determined by applying the States funding formula to the annual allocation. Agreements are amended, if needed. (Duration: 4 Weeks) Step 4: Payment requests are processed and approved through the Departments online Community Development and Services (CDS) project portal, then forwarded to DFA. (Duration: 1 Day) Step 5: DFAs

Grant Accounting unit reviews payment requests and confirms availability of funds, then posts the payment to the States Financial Management Information System (FMIS). Payments are authorized at this point. (Duration: 5 Days) Step 6: Authorized payment requests are forwarded to the State Comptrollers Office and are reviewed and finalized by that Office. Payments are issued by check or Electronic Funds Transfer to Eligible Entities. (Duration: 10 Days)

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

- Reimbursement
- Advance
- Hybrid
- Other

7.4. Distribution Timeframe: Does the state intend to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award?

Yes No

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

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

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

The Lead Agency uses an online project portal to organize and store documentation related to administering grant awards, e.g., applications, contracts, reports, and payment requests. Tools for tracking and reporting award data are built into the system which helps ensure that grant agreements, reports and payments are reviewed and processed efficiently. Enhancements to the project portal will be completed in FFY23 to improve the system's functionality for internal and external users.

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

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

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

Year One 5 % Year Two 5 %

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

7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan.

Year One 8 Year Two 8

7.8. State FTEs: Provide the number of state Full Time Equivalent (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan?

Year One 4 Year Two 4

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

7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds as described in Section 675C(b) of the CSBG Act? Yes No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One 5 % Year Two 5 %**

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

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the Annual Report, Module 1, Table E.7.

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$20,831.00	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	Click or tap here to enter text.	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication among eligible entities	\$75,000.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	\$250,000.00	To support activities aimed at establishing and increasing savings of low-income households. Examples include VITA tax preparation services and financial education classes
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$130,000.00	To support projects that alleviate poverty, e.g., employing of a whole family approach, jobs initiatives,

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
		outreach programs, and homelessness services.
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	\$30,000.00	To support activities that address documented gaps in services to low-income households.
Total	\$505,831.00	

Use of Remainder/Discretionary Funds – Year Two

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$20,831.00	These planned services/activities will be described in State Plan Item 8.1
7.9b. Coordination of state-operated programs and/or local programs	Click or tap here to enter text.	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication
7.9c. Statewide coordination and communication among eligible entities	\$75,000.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	\$250,000.00	To support activities aimed at establishing and increasing savings of low-income households. Examples include VITA tax preparation services and financial education classes
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$130,000.00	To support projects that alleviate poverty, e.g., employing of a whole family approach, jobs initiatives, outreach programs, and homelessness services.
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	\$30,000.00	To support activities that address documented gaps in services to low-income households.
Total	\$505,831.00	

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9.

- The State Directly Carries Out All Activities (No Partnerships)
- The State Partially Carries Out Some Activities
- CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) 10
- Other Community-based Organizations
- State Community Action Association
- Regional CSBG Technical Assistance Provider(s)
- National Technical Assistance Provider(s)
- Individual Consultant(s)
- Tribes and Tribal Organizations
- Other

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

7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:

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

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

The Lead Agency will continue to set aside funding for the State Association to lead communication and coordination among Eligible Entities. The Lead Agency will also reserve a small percentage of funds for training and technical assistance. Remaining funds will be distributed across three categories: Innovative Programs to Alleviate Poverty, Asset Building Programs, and Programs to Fill Gaps in Service. Proposals from Eligible Entities will continue to receive preference over those from other non-profit community-based organizations.

SECTION 8: State Training and Technical Assistance

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 by completing the table below. The T/TA plan should include all planned CSBG-funded T/TA activities funded through the administrative or remainder/discretionary funds of the CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

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

Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY1 Q1	Training	Organizational Standards - General	
FY1 Q1	Technical Assistance	Community Assessment	
FY1 Q1	Technical Assistance	Strategic Planning	
FY1 Q2	Training	Reporting	
FY1 Q2	Training	Monitoring	
FY1 Q3	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
FY1 Q3	Training	Other	Application Training – Discretionary Round
FY1 Q4	Training	Other	Community Action Plan
Ongoing/Multiple Quarters	Technical Assistance	Technology	

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
FY1 Q1	Training	Organizational Standards - General	
FY1 Q1	Technical Assistance	Community Assessment	
FY1 Q1	Technical Assistance	Strategic Planning	
FY1 Q2	Training	Reporting	
FY1 Q2	Training	Monitoring	
FY1 Q3	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
FY1 Q3	Training	Other	Application Training – Discretionary Round
FY1 Q4	Training	Other	Community Action Plan
Ongoing/Multiple Quarters	Technical Assistance	Technology	

8.1a. Training and Technical Assistance Budget: The planned budget for all training and technical assistance:

Year One \$20,831.00 Year Two \$20,831.00

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

The Lead Agency funds and works with the State Association to coordinate training and technical assistance activities for Eligible Entities. An annual plan is developed based on the results of the State Associations annual survey of its members and the Lead Agency’s monitoring activities. Depending on the topic, available resources, and staff expertise, either the Lead Agency or the State Association will conduct training and/or technical assistance. Lead Agency staff participate in the State Association’s annual conference as panelists or presenters on a range of topics related to the administration of the CSBG program. The Lead Agency also participates in the RPIC for Region 3, which is led by the State Association.

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

Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

8.2a. Address Unmet Organizational Standards: Describe the state’s plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards.

The Lead Agency provides one-on-one technical assistance to each Eligible Entity with unmet standards. The Lead Agency also monitors the Entity’s progress with meeting standards and provides additional guidance as needed. The Lead Agency and the State Association work together to provide training for the entire network on standards that are consistently unmet.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.)

- All T/TA is conducted by the state
- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- Other community-based organizations
- State Community Action Association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

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

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

The Lead Agency will continue to collaborate with the State Association to provide customized training and technical assistance to Eligible Entities, as well as comprehensive training for the entire network. The Lead Agency will support ongoing

peer learning opportunities for Eligible Entities to share best practices and lessons learned as they relate to operating as a Community Action Agency.

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SECTION 9: State Linkages and Communication

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

9.1. State Linkages and Coordination at the State Level: Describe the linkages and coordination at the state level that the state 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.

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

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

9.2. State Linkages and Coordination at the Local Level: Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)).

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

The Lead Agency participates in interagency work groups with the Departments of Labor, Health, and Human Services. The Lead Agency also facilitates information sharing between state agencies and Eligible Entities when new initiatives are being implemented that will benefit the families and communities served by Eligible Entities.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Note: This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

Eligible Entities discuss partnerships, linkages, and collaboration efforts in their annual Community Action Plans (CAP). The Lead Agency reviews these Plans before issuing new contracts and includes a sample review of MOUs and Resource Sharing Agreements in its annual monitoring activities. Annual contracts for CSBG funding include provisions for carrying out the activities included in an Entity's CAP.

9.3b. State Assurance of Eligible Entity Linkages to Fill Service Gaps: Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

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

Eligible Entities work closely with public and nonprofit providers in their service area to establish a "no wrong door" approach to accessing services. Information sharing, referrals, and case management occur routinely so that the Eligible Entity and its partners are effectively meeting the needs of their common customers. By implementing a Whole Family Approach, Eligible Entities also help ensure that the needs of parents and children are addressed holistically by their agency and their partners.

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

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

Yes No

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

9.4a. WIOA Combined Plan: If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and

activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

Eligible entities coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems as follows: The Community Services Block Grant (CSBG) was a new addition to Maryland's 2018 WIOA State Plan. However, the OJT and the State's 17 local CAAs have been partners in the state workforce system for some time. Recognizing both agencies' common customer, Maryland's CAAs have been instrumental in referring clients to Local Areas for training. CAAs have entered into Memoranda of Understanding with Local Area WIOA partners and have built relationships with DORS to enhance access to VR services.

CAAs in Maryland have also led innovations in 2Gen service delivery. Specifically, Garrett County Community Action Committee, Inc. and the Allegany County Human Resources Development Commission are recognized as national leaders in 2Gen implementation. At the state level, representatives of DHCD, the lead CSBG State Agency, and the Maryland Community Action Partnership, Maryland's CAA State Association, sit on Governor Hogan's Two Generation Family Economic Security Commission. As a combined plan partner, DHCD is included on the state's WIOA Alignment Group and this participation since 2018 has led to enhanced coordination between CAAs and local workforce systems.

The inclusion of the CSBG program in Maryland's Workforce Plan opens new opportunities for CAAs to be integrated into local workforce services delivery. As a result of this integration, all Local Areas are required to address how they work with these entities in a more systematic way in local plan formulation and through the execution of WIOA compliant Memoranda of Understanding and Resource Sharing Agreements. Additionally, by July 2020, CAAs will be participating on all Local Boards.

DHCD has been recognized by the U.S. Department of Housing and Urban Development as the Balance of State Continuum of Care (CoC) for seven counties in Maryland (Allegany, Calvert, Cecil, Charles, Garrett, St. Mary's, and Washington). In that role, DHCD will serve as the CoC Lead in the submission of the annual CoC application; coordinate the annual Point in Time Count; and has responsibility for all data collection requirements. This transition will allow DHCD to take on the administrative portion of CoC governance, allowing the seven largely rural counties to focus more time and energy on providing services to individuals experiencing or at risk of homelessness.

Since 2017, DHCD has promoted collaboration between Community Action Agencies and the workforce system in Maryland. Representatives of DHCD have met with MWA, provided opportunities for representatives of MD Labor to meet with the CAA network; encouraged the Maryland Community Action Partnership, the statewide association for CAA organizations, to include MD Labor representatives to present during their annual conference; and worked with the

GWDB to develop regulations that require all Local Boards in Maryland include a representative from the local CAA.

The following are examples of innovative employment and training programs and activities conducted by eligible entities or other neighborhood-based organizations as part of a community anti-poverty strategy:

- A new Adult Literacy Program is being developed for adults who cannot read or write utilizing the Laubach Reading System. Through this system volunteers will work one-on-one with participating adults.
- A CAA is providing training scholarships for skills training in occupations that are in high demand in respective jurisdictions.
- Adult literacy activities will take place with the parents of the agency's Department of Children and Family Services throughout the year through Parent Meetings and Socializations.
- In rural areas where transportation challenges exist, CAAs refurbish used vehicles and provide them to customers upon the completion of agreed upon goals.
- One Maryland CAA has established a partnership with a large hotel. Employment staff and job developers work with hotel employees to collaboratively develop training experiences. Participants are offered job training by hotel employees in many departments and are supported by a job developer or Job Coach through the experience.
- Another Maryland CAA provides Commercial Driver's License (CDL) training as possession of the Class B license can lead to higher earnings and advanced career opportunities. The training is conveniently offered in the evening, so it is more accessible to participants.
- The same CAA also established a Student Intern Program that provides students with opportunities for training and employment. Area undergraduate and graduate students are selected and provided with a rich employment experience. Stipends and scholarships are made available to assist with the high cost of higher education and reduce the financial need for student loans.

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

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

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

The Maryland Department of Human Services (DHS) through the Office of Home Energy Programs (OHEP) is responsible for administering the Low-Income Home Energy Assistance Program in the State of Maryland. DHS contracts with public and non-profit organizations to administer federal energy assistance benefits to low-income households. In Maryland, half of the local energy assistance offices are housed within Eligible Entities. Eligible Entities have also established partnerships in jurisdictions where they are not the local energy program office. The State Lead Agency also works with DHS to educate Eligible Entities as needed on statewide changes and developments related to OHEP policies and programs.

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

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

Eligible Entities discuss their coordination and partnership activities in their annual Community Action Plans and the Lead Agency includes a sample review of MOUs and Resource Sharing Agreements when conducting monitoring. Additionally, the Lead Agency shares information about the activities of its community partners through newsletters and other communication channels to encourage coordination and partnership.

- 9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:** Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

Note: This response will link to the corresponding assurance, Item 14.3c.

Public and private resources are leveraged with CSBG funds to support emergency services and programs that meet the basic needs of families served. Examples of these services include eviction prevention, utility assistance, and food distribution. Resources are also coordinated to support broader efforts involving the Eligible Entity and its partners. Examples of these efforts include affordable housing, entrepreneurship programs for youth, and transportation services for the elderly.

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

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

All seventeen Eligible Entities are members of the State Association. The Lead Agency annually sets aside a portion of discretionary funds to support the State Association’s statewide coordination and communication efforts with Eligible Entities. Additionally, the State sponsors and actively participates in the State Association’s annual conference and attends all State Association board meetings. The State Association currently leads the RPIC for this region and the Lead Agency participates in RPIC meetings and work groups.

9.9. Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief Description of “Other”
Upcoming Public and/or Legislative Hearings	Biannual	Newsletters Meetings/Presentation Email Website Webinar Public Notice	
State Plan Development	Annually	Newsletters Meetings/Presentation Email Website Webinar	
Organizational Standards Progress	As needed	Meetings/Presentation Email Webinar	
State Accountability Measures Progress	As needed	Meetings/Presentation Email Webinar	
Community Needs Assessments/Community Action Plans	Semi-Annually	Meetings/Presentation Email Webinar 1:1 Letters/Hard Copies	

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
State Monitoring Plans and Policies	Annually	Meetings/Presentation Email Webinar 1:1	
Training and Technical Assistance (T/TA) Plans	Upon Request	Meetings/Presentation Email Webinar 1:1 Letters/Hard Copies	
ROMA and Performance Management	Quarterly	Meetings/Presentation Email Webinar 1:1	
State Interagency Coordination	Annually	Newsletters Meetings/Presentation Email Website Webinar	
CSBG Legislative/Programmatic Updates	Monthly	Meetings/Presentation Webinar	
Tripartite Board Requirements	Annually	Meetings/Presentation Email Webinar 1:1 Letters/Hard Copies	

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

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

The Lead Agency provides feedback on State Accountability Measures during meetings with the State Association; during the annual CSBG Directors meeting; and during the State Association’s annual conference. ACSI results are initially shared by email and then discussed during meetings with Eligible Entities and the State Association.

9.11. Communication Plan Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other

sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

Lead Agency staff are assigned geographic regions of the state and work with Eligible Entities in those regions. This provides each Entity with a point of contact who assists with the day-to-day administration of their grant award; provides training and technical assistance, as needed; and facilitates communication between the Department and the Eligible Entity. The State works closely with the State Association by participating in regular meetings about individual and joint efforts to support Eligible Entities. The State also distributes a biweekly newsletter with program updates, guidance, and relevant resource information.

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SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Allegany County Human Resources Development Commission	No Review					
Anne Arundel County Community Action Agency Inc.	No Review					
City of Frederick	No Review					
Community Action Council of Howard County Maryland	No Review					
Community Assistance Network, Inc.	Full On-Site	Onsite Review	FY1 Q3	4/3/2023	4/3/2023	
Delmarva Community Services Inc.	No Review					
Garrett County Community	No Review					

Action Committee, Inc.						
Harford Community Action Agency, Inc.	No Review					
Human Services Programs of Carroll County, Inc.	Full On-Site	Onsite Review	FY1 Q3	4/17/2023	4/17/2023	
Maryland Rural Development Corporation	No Review					
Mayor and City Council of Baltimore	Full On-Site	Onsite Review	FY1 Q3	5/1/2023	5/1/2023	
Montgomery County Community Action Agency	No Review					
Neighborhood Services Center, Inc.	Full On-Site	Onsite Review	FY1 Q3	5/15/2023	5/15/2023	
Shore Up Inc.	No Review					
Southern Maryland Tri-County Community Action Committee	No Review					
United Communities Against Poverty, Inc.	Full On-Site	Onsite Review	FY1 Q3	6/5/2023	6/5/2023	
Washington County Community Action Council	No Review					

Monitoring Schedule – Year Two

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Allegany County Human Resources Development Commission	Full On-Site	Onsite Review	FY2 Q3	4/1/2024	4/1/2024	
Anne Arundel County Community Action Agency Inc.	Full On-Site	Onsite Review	FY2 Q3	4/15/2024	4/15/2024	
City of Frederick	Full On-Site	Onsite Review	FY2 Q3	4/29/2024	4/29/2024	
Community Action Council of Howard County Maryland	No Review					
Community Assistance Network, Inc.	No Review					
Delmarva Community Services Inc.	Full On-Site	Onsite Review	FY2 Q3	5/13/2024	5/13/2024	
Garrett County Community Action Committee, Inc.	Full On-Site	Onsite Review	FY2 Q3	6/3/2024	6/3/2024	
Harford Community Action Agency, Inc.	Full On-Site	Onsite Review	FY2 Q3	6/17/2024	6/17/2024	
Human Services Programs of Carroll County, Inc.	No Review					
Maryland Rural Development Corporation	No Review					

Mayor and City Council of Baltimore	No Review					
Montgomery County Community Action Agency	No Review					
Neighborhood Services Center, Inc.	No Review					
Shore Up Inc.	No Review					
Southern Maryland Tri-County Community Action Committee	No Review					
United Communities Against Poverty, Inc.	No Review					
Washington County Community Action Council	No Review					

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. [\[Attach a document or add a link\]](#)

10.3. Initial Monitoring Reports: According to the state’s procedures, by how many calendar days must the state disseminate initial monitoring reports to local entities? **60**

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

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

10.4. Closing Findings: Are state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings included in the state monitoring policies attached under 10.2? Yes No

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

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. 0

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

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

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

Deficiencies identified through monitoring are addressed by a QIP. After the Lead Agency and Eligible Entity have reviewed and agreed upon action items to correct deficiencies and a timeline for those items to be completed, the QIP will be forwarded to the Office of Community Services.

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

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

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

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

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Annotated Code of Maryland, Housing and Community Development Article, Section 8-104](#)

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

10.9. Eligible Entity Termination: Does the state CSBG statute and/or regulations provide for termination of eligible entities? Yes No

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. [Annotated Code of Maryland, Housing and Community Development Article, Section 8-104](#)

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

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? Yes No

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

The State does not currently have procedures in place for re-designation but will follow guidance outlined in IM116 when developing these procedures.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting: Describe how the state’s fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

The Lead Agency's Division of Finance and Administration posts and tracks expenditures of CSBG funds through a statewide Financial Management Information System (FMIS). Non-discretionary, discretionary, and administrative funds are coded and tracked separately to ensure funds are used appropriately. FMIS reports are used to complete the SF-425 on an annual basis. Additionally, Eligible Entities are required to submit periodic reports showing expenditures of CSBG funds. Any requests for modification to the Entity’s budget must be reviewed and approved by the Lead Agency.

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

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

The Lead Agency, with assistance from its Internal Auditing staff, reviews Eligible Entity single audit reports and issues management decisions on any findings resulting from the audit. Management decisions state whether audit findings are sustained, the reasons for the decision, and the expected corrective action to be taken by the Eligible Entity, which may include repayment of disallowed costs, financial adjustments, or other action. Management decisions are issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Eligible Entities are required to proceed with corrective actions upon their receipt of the audit report.

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

Yes No

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

10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?

Yes No

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

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

The Lead Agency will refine its monitoring procedures so that our review of CAPs, Needs Assessments, Strategic Plans, and Organizational Standards assessments are incorporated into the triennial monitoring visit. This will help the state provide more comprehensive feedback to Eligible Entities.

DRAFT

SECTION 11: Eligible Entity Tripartite Board

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

- Attend Board meetings
- Organizational Standards Assessment
- Monitoring
- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other

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

- Annually
- Semiannually
- Quarterly
- Monthly
- As It Occurs
- Other

11.3. Tripartite Board Representation Assurance: Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act.

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

[The State reviews by-laws, policies, and relevant board minutes of Eligible Entities during desk and on-site monitoring.](#)

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

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

SECTION 12: Individual and Community Income Eligibility Requirements

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

- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold): 200%
- Varies by eligible entity

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

Between FY20 and FY22, the Lead Agency elected to increase income eligibility to 200% of the federal poverty level, consistent with the CARES Act. The Lead Agency also clarified that eligible entities were encouraged to adjust their policies regarding income determination, consistent with CSBG Information Memorandum 154. The Lead Agency will continue to allow these flexibilities in FY23 and FY24 consistent with federal law.

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 intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

During on-site monitoring visits, the State reviews the Eligible Entity's policies to ensure income eligibility requirements are clearly outlined for frontline staff. The State also reviews sample client files to ensure income eligibility requirements are met in relation to the services provided.

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).

Eligible Entities include narrative descriptions of these activities in their Community Action Plans which identify how services target and benefit low-income communities. An entity's policies regarding these types of services are also reviewed during monitoring.

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

- 13.1. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

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

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

- 13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

Sections 678E(a) and 676(b)(12) of the CSBG Act require the State Office and all eligible entities within the state to participate in a performance management system. The Department elects to participate in the Results Oriented Management and Accountability / ROMA Next Generation performance management system. Annually, eligible entities submit a Community Action Plan (CAP) that outlines the services and strategies to be implemented and includes applicable National Performance Indicator targets. During the grant performance period, eligible entities report on their progress toward meeting performance targets and use of CSBG funds. Annual report data is collected after the end of the performance period and compared with performance targets provided with the eligible entities CAP.

- 13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

- 13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

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

- [CSBG National Performance Indicators \(NPIs\)](#)
- NPIs and others
- Others

13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using ROMA or an alternative performance management system.

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

The Lead Agency utilizes discretionary funds to provide Eligible Entities with training and technical assistance in areas such as board governance, community needs assessment and strategic planning.

13.4. Eligible Entity Use of Data: Describe how the state intends to validate that the eligible entities are using data to improve service delivery.

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

During on-site and desk monitoring, the Lead Agency looks for evidence that qualitative and quantitative data are used in program development and evaluation, as well as, in the development of the Eligible Entities community needs assessment and strategic plan.

Community Action Plans and Needs Assessments

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

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

The CSBG grant agreement includes a requirement that Eligible Entities meet all federal and State requirements of the award, including submission of reports and data. Annually, the Lead Agency provides Eligible Entities with forms and instructions for submitting their CAP. The State will also provide training and technical assistance to assist Eligible Entities with completing their Plans by the established deadline. The State reviews and accepts CAPs before executing grant agreements for CSBG funding.

13.6. Community Needs Assessment: Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity’s Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

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

Eligible Entities are required to submit reports and data as a condition of their CSBG grant agreement. This includes submitting a current community needs assessment with the Entity’s annual Community Action Plan. The Lead Agency will not formally accept an Entity’s CAP if the needs assessment has not been provided. If an Entity fails to submit a CNA, they will be monitored through the TAP process and provided any necessary training and technical assistance.

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

14.1. Use of Funds Supporting Local Activities

CSBG Services

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

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal 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;

The State will assure that funds are used for eligible activities through the evaluation of Eligible Entities’ Community Action Plans, Community Needs Assessments, and through on-site monitoring. These activities are enforced through relevant provisions in the grant agreements between the State and eligible entities.

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;

The State will assure that funds are used for eligible activities through the evaluation of Eligible Entities Community Action Plans, Community Needs Assessments, and through on-site monitoring. These activities are enforced through relevant provisions in the grant agreements between the State and eligible entities.

Coordination of Other Programs

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

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

The State will assure that funds are used for eligible activities through the evaluation of Eligible Entities Community Action Plans, Community Needs Assessments, and through on-site monitoring. These activities are enforced through relevant provisions in the grant agreements between the State and eligible entities.

State Use of Discretionary Funds

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

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

[No response as the state describes this assurance under 7.9 and 7.10.]

Eligible Entity Service Delivery, Coordination, and Innovation

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

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;”

The State will assure that funds are used for eligible activities through the evaluation of Eligible Entities Community Action Plans, Community Needs Assessments, and through on-site monitoring. These activities are enforced through relevant provisions in the grant agreements between the State and eligible entities.

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

[No response as the state describes this assurance under 9.3b.]

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

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

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

[No response as the state describes this assurance under 9.7]

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

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

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using

state remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the state indicates funds allocated for these activities under item 7.9(f).

The State will assure that funds are used for eligible activities through the evaluation of Eligible Entities Community Action Plans, Community Needs Assessments, and through on-site monitoring. These activities are enforced through relevant provisions in the grant agreements between the State and eligible entities.

Eligible Entity Emergency Food and Nutrition Services

- 14.4. 676(b)(4)** Describe how the state will assure “that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

The State will assure that funds are used for eligible activities through the evaluation of Eligible Entities Community Action Plans, Community Needs Assessments, and through on-site monitoring. These activities are enforced through relevant provisions in the grant agreements between the State and eligible entities.

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

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

Note: The state describes this assurance in Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 9.4b]

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 9.2 and 9.5]

Federal Investigations

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

Note: The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 10.13]

Funding Reduction or Termination

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

Note: The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 10.7]

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

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

Note: The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 9.6]

Eligible Entity Tripartite Board Representation

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

Note: The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

Eligible Entity Community Action Plans and Community Needs Assessments

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

Note: The state describes this assurance in Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 13.5 and 13.6]

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Note: The state describes this assurance in Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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

[No response for this item]

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

SECTION 15: Federal Certifications

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

15.1. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.2. Drug-Free Workplace Requirements

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

Place of Performance (Street address, city, county, state, zip code) [Narrative, 2500 characters]

Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)

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

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

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

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

15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

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

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- By checking this box, the state CSBG authorized official is providing the certification set out above.

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15.4. Environmental Tobacco Smoke

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

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

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