



ADMINISTRATION FOR
CHILDREN & FAMILIES
 Office of Community Services

Draft 2022-2023 Community Services Block Grant (CSBG) State Plan

CSBG Cover Page (SF-424M)

SECTION 1: CSBG Administrative Information.....	2
SECTION 2: State Legislation and Regulation	6
SECTION 3: State Plan Development and Statewide Goals	7
SECTION 4: CSBG Hearing Requirements	11
SECTION 5: CSBG Eligible Entities	13
SECTION 6: Organizational Standards for Eligible Entities.....	21
SECTION 7: State Use of Funds	24
SECTION 8: State Training and Technical Assistance	33
SECTION 9: State Linkages and Communication.....	37
SECTION 10: Monitoring, Corrective Action, and Fiscal Controls.....	47
SECTION 11: Eligible Entity Tripartite Board.....	64
SECTION 12: Individual and Community Income Eligibility Requirements	66
SECTION 13: Results Oriented Management and Accountability (ROMA) System	67
SECTION 14: CSBG Programmatic Assurance and Information Narrative.....	71
SECTION 15: Federal Certifications.....	79

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 XX/XX/XXXX. If you have any comments on this collection of information, please contact M. Monique Alcantara at melania.alcantara@acf.hhs.gov.

Instructions

The CSBG State Plan is currently under review through the Office of Management and Budget (OMB) clearance per the requirements of the Paperwork Reduction Act of 1995. OCS created this fillable form as a tool for CSBG grantees as they plan for the administration of CSBG for Fiscal Year (FY) 2022. CSBG grantees can use this tool for planning purposes including, but not limited to: consultation with stakeholders, and meeting public and legislative hearing requirements (Section 676(a)(2)(B) and Section 676(a)(3) of the CSBG Act).

Once the CSBG State Plan receives clearance through OMB and the CSBG State Plan is available through GrantSolutions.gov, CSBG grantees may copy and paste their answers into the online form.

This form allows for the following types of responses:

☐ **Checkbox** – Select the box to choose an option.

Choose an item. **Dropdowns** – Select the box, and then click the down arrow that appears to select an available option.

Click or tap to enter a date. **Date Picker:** Select the box, and then click the down arrow that appears to select an available option.

Click or tap here to enter text. **Narrative Text Field (No Characters Limit).** Click the box to start entering text.

Narrative Text Field (Character Limit). Start typing within the gray square to enter text. These fields only allow for a certain character limit as described in the [blue](#) instructive text.

Tables: Some tables allow you to add additional rows as needed. To add a row within this form: place your cursor within any column of the table, and then select the plus sign (+) at the end of the row.

Please note: There is no requirement for CSBG grantees to use this tool. This tool cannot be submitted in lieu of the CSBG State Plan within GrantSolutions.gov, neither can this tool be attached within GrantSolutions.gov as the official submission.

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** 2022
Year Two 2023

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”.

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. [\[Check all that apply\]](#)

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

1.2a. Lead agency The California Department of Community Services and Development (CSD)

GUIDANCE: Please only provide the exact name of the CSBG state lead agency as designated within the designation letter and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

1.2b. Cabinet or administrative department of this lead agency [\[Check one and provide a narrative where applicable\]](#)

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor’s Office
- ☐ Health Department
- ☐ Housing Department
- ☒ Human Services Department
- ☐ Social Services Department
- ☐ Other, describe: [\[Narrative, 100 characters\]](#)

N/A

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official: The California Department of Community Services and Development (CSD)

- 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 David Scribner

Title Director

- 1.2e. Street Address** 2389 Gateway Oaks Drive, Suite #100

- 1.2f. City** Sacramento

- 1.2g. State** CA

- 1.2h. Zip Code** 95833

- 1.2i. Telephone Number** (916) 576-4383

- 1.2j. Fax Number** (916) 263-1406

- 1.2k. Email Address** David.Scribner@csd.ca.gov

- 1.2l. Lead Agency Website** www.csd.ca.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. [\[To be submitted in final draft.\]](#)

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

INSTRUCTIONAL NOTE: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

- 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. [\[Check all the apply\]](#)

- | | | | |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> Agency Name | <input checked="" type="checkbox"/> Point of Contact | <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 | | |

- 1.4a. Agency Name:** The California Department of Community Services and Development (CSD)

1.4b. Point of Contact Name: Leslie Taylor
Title: Deputy Director, Community Services Division

1.4c. Street Address: 2389 Gateway Oaks, Suite #100

1.4d. City: Sacramento

1.4e. State: CA

1.4f. Zip Code: 95833

1.4g. Telephone Number: (916) 576-5323

1.4h. Fax Number: (916) 263-1406

1.4i. Email Address: Leslie.Taylor@csd.ca.gov

1.4j. Agency Website: www.csd.ca.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. [\[Check all that apply\]](#)

☐ Agency Name ☒ Executive Director ☐ Street Address ☐ City
☐ State ☐ Zip Code ☐ Office Number ☐ Fax Number
☒ Email Address ☐ Website ☐ RPIC Lead

1.5a. Agency name: California Community Action Partnership Association (CalCAPA)

1.5b. Executive Director or Point of Contact: David Knight

Title: Executive Director

1.5c. Street Address: 225 30th Street, Suite #200

1.5d. City: Sacramento

1.5e. State: CA

1.5f. Zip Code: 95816

1.5g. Telephone Number: (916) 498-7541

1.5h. Fax Number: (916) 325-2541

1.5i. Email Address: dknight@calcapa.org

1.5j. State Association Website: <https://calcapa.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. [\[Attach a document and/or provide a link, 1500 characters\]](#)

Legislation document: The California Community Services Block Grant Program, Government Code §12085 et seq., as amended:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=2.&chapter=1.&article=8

California Government Code §§ 12725 – 12729

Regulation Document: Title 22, California Code of Regulations (CCR) §§100601-100795:

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I891249A0D4C011DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I891249A0D4C011DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 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. [\[Narrative, 2500](#)

The mission of the Department of Community Services and Development (CSD) is to reduce poverty for Californians by leading the development and coordination of effective and innovative programs for low-income individuals, families, and their communities. To fulfill this mission, CSD partners with a statewide network of nonprofit, local government, Migrant & Seasonal Farmworker (MSFW), Native American Indian Tribal (NAI), and Limited Purpose Agency (LPA) entities that are eligible to receive Community Services Block Grant funding.

In addition to the Community Services Block Grant, CSD administers the U.S. Department of Energy's Weatherization Assistance Program (WAP) and the U.S. Department of Health and Human Services' Low-Income Home Energy Assistance Program (LIHEAP). CSD also administers the Low-Income Weatherization Program (LIWP), one of California's Climate Investments funded by California's Greenhouse Reduction Fund to provide disadvantaged and low-income communities with energy efficiency upgrades and solar photovoltaic systems.

As the lead agency, CSD administers effective and innovative community services and energy programs that aim to help low-income families, individuals, and communities throughout the state achieve economic security to attain a higher quality of life. CSD helps low-income Californians achieve economic security through a range of services that address housing, employment, education, income support and management, health and nutrition, emergency services, and more. CSD also provides low-income households with utility bill assistance, energy efficiency improvements, and weatherization.

3.2. State Plan Goals: Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan. [\[Narrative, 3000 characters\]](#)

1. **Establish new and maintain existing training and support programs for CSBG eligible entities' (also known as CSBG agencies) support staff.** CSD will leverage its existing partnership with the California Community Action Partnership Association (CalCAPA) to establish new training and support programs and maintain existing programs for CSBG eligible entity executive and support staff.

2. **Assess and evaluate emergent community needs.** CSD will continue to assess and evaluate emergent social issues within CSBG service areas that impact California’s diverse low-income populations, including affordable housing, homelessness, equity, accessible healthcare, education, and disaster relief needs.
3. **Improve and streamline internal business processes.** CSD will identify potential obstacles and update internal operations to streamline business processes, implement automation tools, and improve transparency and accountability between the state and CSBG eligible entities as needed.
4. **Sustain excellence through a highly skilled workforce.** CSD will maintain service level excellence by providing ongoing training and professional development opportunities for staff to maintain a highly skilled workforce.

GUIDANCE: States should consider feedback from OCS, their eligible entities and the ACSI survey completed by eligible entities when creating their State Plan goals.

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 [Check all that applies and provide additional information where applicable]

- ☒ State Performance Indicators and/or National Performance Indicators (NPIs)
- ☒ U.S. Census data
- ☒ State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- ☒ Monitoring Visits/Assessments
- ☐ Tools Not Identified Above (specify) [Narrative, 500 characters]

3.3b. Analysis of local-level tools [Check all that applies and provide additional information where applicable]

- ☒ Eligible Entity Community Needs Assessments
- ☒ Eligible Entity Community Action Plans
- ☒ Public Hearings/Workshops
- ☐ Tools Not Identified Above (e.g., state required reports) [specify] [Narrative, 500 characters]

3.3c. Consultation with [\[Check all that applies and provide additional information where applicable\]](#)

- ☒ Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State Association
- ☒ National Association for State Community Services Programs (NASCS)
- ☐ 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) [\[Narrative, 500 characters\]](#)

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. [\[Narrative, 3000 Characters\]](#)

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

CSD involved the eligible entities in the development of the CSBG State Plan through various engagements. CSD presented the development of the State Plan and identified opportunities for eligible entity participation at two quarterly CSBG Service Provider (CSP) meetings held on February 10, 2021, and May 5, 2021. Additionally, in partnership with CalCAPA, CSD hosted a 2022-2023 CSBG State Plan Town Hall for CSBG eligible entities on June 15, 2021. The Town Hall provided an opportunity for the eligible entities to receive an overview of the state plan development process, review the model state plan template, and learn how information submitted from their Community Action Plans (CAPs) is used in the development of the State Plan.

The 2022-2023 CSBG State Plan draft was released to the eligible entities on [\[Date provided in final draft\]](#) for public review and comment period. Following the release of the draft State Plan, CSD hosted a webinar on [\[Date provided in final draft\]](#) to review the plan's content, answer questions, and capture any feedback.

Eligible entity input was also solicited throughout the year regarding recommendations for the use of discretionary funds, as well as emergent training and technical assistance (T&TA) needs.

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. [\[Narrative, 3000 Characters\]](#)

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

Eligible entities provided feedback to CSD regarding the State Plan process and development at both the CSBG Advisory Council (CSBG AC) and quarterly Community Service Provider (CSP) meetings. The eligible entities shared with CSD that they wanted a separate opportunity to engage with CSD prior to the release of the draft State Plan. In response to this feedback, CSD extended an additional opportunity for the CSBG eligible entities to engage with CSD on the development of the CSBG State Plan by hosting a 2022-2023 CSBG State Plan Town Hall. During the Town Hall on June 15, 2021, CSD provided eligible entities the opportunity to review the model state plan template and provide feedback on the content of the State Plan. Eligible entities also learned how their CAPs are used in the development of the State Plan. For future State Plans, CSD will implement the use of Town Hall meetings specifically for CSBG eligible entities to attend during the development of the CSBG State Plan.

3.5. Eligible Entity Overall Satisfaction: Provide the state's target for eligible entity Overall Satisfaction during the performance period. Year One 75 Year Two 75

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.

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

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. [\[Narrative, 2500 Characters\]](#)

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g. via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

The draft 2022-2023 CSBG State Plan and Application was published on the CSD website at [\[Link provided in final draft\]](#) on [\[Date provided in final draft\]](#). Additionally, CSD transmitted the State Plan to all CSBG eligible entities, the California State Senate and Assembly Human Services Committees and other interested parties. The public was given the opportunity to review and submit comments on the State Plan.

Written comments were accepted until 5:00 p.m. on [\[Date provided in final draft\]](#). Comments were submitted via email to CSBG.Div@csd.ca.gov or mailed to:

Department of Community Services and Development
Attention: Community Services Division
2389 Gateway Oaks Drive, #100
Sacramento, CA 95833

- 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. [\[Narrative, 2500 Characters\]](#)

Public notice was published ten days prior to the public hearing for the 2022/2023 CSBG State Plan and Application using CSD's Public Website: <https://www.csd.ca.gov/Pages/CSBGProgram.aspx> and social media channels to notify internal and external stakeholders, as well as the public. A notice was sent to all CSBG eligible entities through CSD's Local Agencies Portal, which serves as the main communication hub for CSBG eligible entities.

- 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.
8/17/2021	California State Capitol, California State Assembly Chamber, State Senate and Assembly Human Services Committees, Sacramento, CA	Combined	<input checked="" type="checkbox"/>

NOTE: ADD-A-ROW function – States can add rows as needed for each hearing as needed. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

- 4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings.
[To be submitted in final draft.]

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE NAMING CONVENTION: 4.4. Public and Legislative Hearings Agenda 062117

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.

THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST.			
CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (choose all that apply)
Berkeley Community Action Agency	Alameda	Public	Community Action Agency
City of Oakland, Department of Human Services	Alameda	Public	Community Action Agency
Inyo Mono Advocates for Community Action, Inc.	Alpine/Inyo/Mono	Nonprofit	Community Action Agency
Amador-Tuolumne Community Action Agency	Amador/Tuolumne	Public	Community Action Agency
Community Action Agency of Butte County, Inc.	Butte	Nonprofit	Community Action Agency
Calaveras-Mariposa Community Action Agency	Calaveras/Mariposa	Public	Community Action Agency
Contra Costa County Employment & Human Services Department/Community Services Bureau	Contra Costa	Public	Community Action Agency
Del Norte Senior Center, Inc.	Del Norte	Nonprofit	Community Action Agency & Limited Purpose Agency

El Dorado County Health & Human Services Agency	El Dorado	Public	Community Action Agency
Fresno County Economic Opportunities Commission	Fresno	Nonprofit	Community Action Agency
Glenn County Health and Human Services Agency	Glenn/Colusa/Trinity	Public	Community Action Agency
Redwood Community Action Agency	Humboldt	Nonprofit	Community Action Agency
Campesinos Unidos, Inc.	Imperial	Nonprofit	Community Action Agency
Community Action Partnership of Kern	Kern	Nonprofit	Community Action Agency
Kings Community Action Organization, Inc.	Kings	Nonprofit	Community Action Agency
North Coast Opportunities, Inc.	Lake/Mendocino	Nonprofit	Community Action Agency
Plumas County Community Development Commission	Lassen/Plumas/Sierra	Public	Community Action Agency
Foothill Unity Center, Inc.	Los Angeles	Nonprofit	Community Action Agency
Long Beach Community Action Partnership	Los Angeles	Nonprofit	Community Action Agency
County of Los Angeles Department of Public Social Services	Los Angeles	Public	Community Action Agency
City of Los Angeles, Housing & Community Investment Department	Los Angeles	Public	Community Action Agency
Community Action Partnership of Madera County, Inc.	Madera	Nonprofit	Community Action Agency

Community Action Marin	Marin	Nonprofit	Community Action Agency
Merced County Community Action Board	Merced	Nonprofit	Community Action Agency
Modoc-Siskiyou Community Action Agency	Modoc/Siskiyou	Public	Community Action Agency
Monterey County Community Action Partnership	Monterey	Public	Community Action Agency
Community Action Napa Valley	Napa	Nonprofit	Community Action Agency
Nevada County Department of Housing and Community Services	Nevada	Public	Community Action Agency
Community Action Partnership of Orange County	Orange	Nonprofit	Community Action Agency
Project GO, Inc.	Placer	Nonprofit	Community Action Agency
Community Action Partnership of Riverside County	Riverside	Public	Community Action Agency
Sacramento Employment and Training Agency	Sacramento	Public	Community Action Agency
San Benito County Health & Human Services Agency, Community Services & Workforce Development	San Benito	Public	Community Action Agency
Community Action Partnership of San Bernardino County	San Bernardino	Nonprofit	Community Action Agency
County of San Diego, Health and Human Services Agency,	San Diego	Public	Community Action Agency

Community Action Partnership			
Urban Services, YMCA	San Francisco	Nonprofit	Community Action Agency
San Joaquin County Department of Aging & Community Services	San Joaquin	Public	Community Action Agency
Community Action Partnership of San Luis Obispo County, Inc.	San Luis Obispo	Nonprofit	Community Action Agency
San Mateo County Human Services Agency	San Mateo	Public	Community Action Agency
Community Action Commission of Santa Barbara County, Inc.	Santa Barbara	Nonprofit	Community Action Agency
Sacred Heart Community Services	Santa Clara	Nonprofit	Community Action Agency
Community Action Board of Santa Cruz County, Inc.	Santa Cruz	Nonprofit	Community Action Agency
Shasta County Community Action Agency	Shasta	Public	Community Action Agency
Community Action Partnership of Solano, JPA	Solano	Public	Community Action Agency
Community Action Partnership of Sonoma County	Sonoma	Nonprofit	Community Action Agency
Central Valley Opportunity Center, Incorporated	Stanislaus/Madera/Mariposa/Merced/Tuolumne	Nonprofit	Community Action Agency/Migrant or Seasonal Farmworker Organization
Sutter County Community Action Agency	Sutter	Nonprofit	Community Action Agency

Tehama County Community Action Agency	Tehama	Public	Community Action Agency
Community Services & Employment Training, Inc.	Tulare	Nonprofit	Community Action Agency
Community Action of Ventura County, Inc.	Ventura	Nonprofit	Community Action Agency
County of Yolo, Department of Employment and Social Services	Yolo	Public	Community Action Agency
Yuba County Community Services Commission	Yuba	Public	Community Action Agency
Karuk Tribe	Siskiyou/Humboldt	Nonprofit	Limited Purpose Agency, Tribe or Tribal Organization
Northern California Indian Development Council, Inc.	Statewide	Nonprofit	Limited Purpose Agency, Tribe or Tribal Organization
County of Los Angeles Workforce Development, Aging and Community Services	Los Angeles	Public	Tribe or Tribal Organization
California Human Development Corporation	Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou,	Nonprofit	Migrant or Seasonal Farmworker Organization

	Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba		
Proteus, Inc.	Fresno/Kern/Kings/Tulare	Nonprofit	Migrant or Seasonal Farmworker Organization
Center for Employment Training	Alameda, Imperial, Inyo, Los Angeles, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Ventura	Nonprofit	Migrant or Seasonal Farmworker Organization
Community Design Center	San Francisco	Nonprofit	Limited Purpose Agency
Rural Community Assistance Corporation	Statewide	Nonprofit	Limited Purpose Agency

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

NOTE: WITHIN OLDC, you will not be able to add-a-row. Any additions/deletions to the Eligible Entity List should be made within the CSBG Eligible Entity List within OLDC prior to initializing a new CSBG State Plan within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

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

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

NOTE: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

INSTRUCTIONAL NOTE: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

INSTRUCTIONAL NOTE: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state under Section 675A or 675B.

5.2. Total number of CSBG eligible entities: 58

[Within OLDC, this will automatically update based on Table 5.1.]

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

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

- ☐ Designation and/or Re-Designation
- ☐ De-Designations and/or Voluntary Relinquishments
- ☐ Mergers
- ☒ Changes to Eligible Entities List

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3. – no need to respond to any of the questions below.

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.	

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity

consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

- 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.

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

- 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.

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

GUIDANCE: This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.

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. [\[Select one\]](#)

- ☒ 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.

[\[Narrative, 2500 characters\]](#)

N/A

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. [\[Attachment \(as applicable\)\]](#)

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 [\[If not selected, provide a narrative, 2500 characters\]](#)

Provide reason for using alternative standards [\[Narrative, 2500 characters\]](#)

Describe rigor compared to COE-developed Standards [\[Narrative, 2500 characters\]](#)

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. [\[Check all that applies and provide a narrative \(as applicable\)\]](#)

- ☐ Regulation
- ☐ Policy
- ☒ Contracts with Eligible Entities
- ☐ Other, describe: [\[Narrative, 4000 characters\]](#)

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

- ☐ 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. [\[Narrative, 4000 characters\]](#)

CSD will conduct an annual assessment for each CSBG eligible entity to determine if all organizational standards are met. CSD will analyze the information and validate that the required supporting documentation meets the standards. If a standard is not met, CSD will initiate a technical assistance plan (TAP). Upon mutual agreement on the TAP, CSD will provide technical assistance to support eligible entities in meeting the organizational standards. Notification of final organizational standards assessment scores will be sent to all eligible entities through an automated notification from eGov, California’s statewide CSBG reporting system. CSD will also reference an eligible entity’s score in monitoring reports.

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

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

GUIDANCE: You will only need to respond to the following question if you responded “yes” to 6.4.

- 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:** [Auto – calculated] **Note: this form will not auto-calculate, please enter the number of exempt entities:** Click or tap here to enter text.

CSBG Eligible Entity	Exemption Provided	Description/Justification
Community Design Center	Yes	CSD will exempt the Community Design Center (CDC) from meeting the organizational standards. As a designated Limited Purpose Agency, CDC is funded from CSBG discretionary funds and is not required to maintain a tripartite board.
Rural Community Assistance Corporation Click or tap here to enter text.	Yes	CSD will exempt the Rural Community Assistance Corporation (RCAC) from meeting the organizational standards. As a designated Limited Purpose Agency, RCAC is funded from CSBG discretionary funds and is not required to maintain a tripartite board.
Karuk Tribe	Yes	The Karuk Tribe is a Native American Indian (NAI) Tribe that is governed by a nine-member Tribal Council and is not required to administer CSBG through a tripartite board.

NOTE: ADD-A-ROW FUNCTION – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

- 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. [Insert a percentage] **Year One 80 %** **Year Two 80 %**

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

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets

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. [\[Check one\]](#)

- ☐ 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. [\[Narrative, 4000 characters\]](#)

A minimum of 90 percent of California's CSBG award will be distributed to the network of CSBG eligible entities that meet both Federal and State requirements [42 U.S.C. 9902(1)(a) and CA Gov. Code § 12730(g)]. The budgeted distribution of funds estimate is based on the 2021 CSBG allocation.

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 and Year Two

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".

Agency	Estimated 2022 Allocation	Estimated 2023 Allocation
Berkeley Community Action Agency	274,202	274,202
City of Oakland, Human Services Department	1,391,569	1,391,569
Inyo Mono Advocates for Community Action, Inc.	1,344	1,344
Amador-Tuolumne Community Action Agency	268,469	268,469
Community Action Agency of Butte County, Inc.	371,228	371,228

Calaveras-Mariposa Community Action Agency	267,779	267,779
Contra Costa Employment & Human Services Dept/CSB	873,970	873,970
Del Norte Senior Center, Inc.	52,584	52,584
El Dorado County Health and Human Services Agency	293,811	293,811
Fresno County Economic Opportunities Commission	1,905,650	1,905,650
Glenn County Health and Human Services Agency	269,282	269,282
Redwood Community Action Agency	276,589	276,589
Campesinos Unidos, Inc.	321,966	321,966
Inyo Mono Advocates for Community Action, Inc.	265,960	265,960
Community Action Partnership of Kern	1,530,496	1,530,496
Kings Community Action Organization, Inc.	309,457	309,457
North Coast Opportunities, Inc.	561,536	561,536
Plumas County Community Development Commission	267,437	267,437
Foothill Unity Center, Inc.	331,185	331,185
Long Beach Community Action Partnership	808,733	808,733
County of Los Angeles Dept. of Public Social Services	6,239,069	6,239,069
City of Los Angeles Housing + Community Investment Dept.	6,756,987	6,756,987
Community Action Partnership of Madera County, Inc.	286,748	286,748
Community Action Marin	277,112	277,112
Merced County Community Action Agency	513,137	513,137
Modoc-Siskiyou Community Action Agency	269,282	269,282
Monterey County Community Action Partnership	514,145	514,145
Community Action Napa Valley	294,879	294,879
Nevada County Dept. of Housing & Community Services	278,748	278,748
Community Action Partnership of Orange County	2,808,423	2,808,423
Project GO, Inc.	343,522	343,522
Community Action Partnership of Riverside County	2,672,059	2,672,059

Sacramento Employment and Training Agency	1,815,891	1,815,891
San Benito County H&HSA, CS & WD	275,298	275,298
Community Action Partnership of San Bernardino County	2,766,917	2,766,917
County of San Diego, H&HSA, CAP	3,427,251	3,427,251
Urban Services YMCA	878,653	878,653
San Joaquin County Dept. of Aging & Community Services	1,001,853	1,001,853
CAP of San Luis Obispo County, Inc.	305,707	305,707
San Mateo County Human Services Agency	465,921	465,921
Community Action Commission of Santa Barbara County	544,516	544,516
Sacred Heart Community Service	1,454,766	1,454,766
Community Action Board of Santa Cruz County, Inc.	298,195	298,195
Shasta County Community Action Agency	307,734	307,734
Community Action Partnership of Solano, JPA	395,290	395,290
Community Action Partnership of Sonoma County	461,030	461,030
Central Valley Opportunity Center, Inc.	787,054	787,054
Sutter County Community Action Agency	276,561	276,561
Tehama County Community Action Agency	293,419	293,419
Community Services & Employment Training, Inc.	923,427	923,427
Community Action of Ventura County, Inc.	700,758	700,758
County of Yolo Health and Human Services Agency	302,667	302,667
Yuba County Community Services Commission	280,035	280,035
California Human Development Corporation	1,506,947	1,506,947
Proteus, Inc.	2,424,220	2,424,220
Central Valley Opportunity Center, Inc.	589,675	589,675
Center for Employment Training	2,031,103	2,031,103
Karuk Tribe (NAI-LPA) (Core Funding)	42,000	42,000
Karuk Tribe (NAI-LPA)	81,891	81,891
NCIDC, Inc. (NAI-LPA) (Core Funding)	122,000	122,000
NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)	54,250	54,250
NCIDC, Inc. (NAI-LPA)	1,961,865	1,961,865

Co of LA Workforce Dev, Aging & Com Srvc	293,253	293,253
ESTIMATED 90% DISTRIBUTION	58,967,505	58,967,505

Planned CSBG 90 Percent Funds

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".

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).
[Narrative, 4000 characters]

CSD administers contracts on a calendar year, January 1st to December 31st. To ensure timely distribution of CSBG funds, CSD prepares contracts for distribution to CSBG eligible entities prior to the receipt of the CSBG award notification. Contracts are mailed to the eligible entities approximately 60 days before the start of the calendar year, allowing services to begin January 1st to prevent an interruption in services. Depending on the agency type, eligible entities have up to 45 days to return their contracts to CSD. Funding allocations are determined using the prior year's grant award. Upon receipt of the CSBG grant award notification, CSD will adjust the contract allocations distributed to the eligible entity network based on the final notification.

- 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 [Narrative, 4000 characters]

- 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.
[Narrative, 4000 characters]

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. [\[Narrative, 4000 characters\]](#)

Under the 2018/2019 CSBG State Plan, CSD introduced a process to improve contract administration that included delineating the execution process and receipt of contract deliverables. The process was implemented in 2018 and significantly reduced the administrative burden associated with processing contracts for eligible entities.

In 2020, during the COVID-19 pandemic, CSD integrated DocuSign into our contract process. This feature provided eligible entities with a streamlined electronic method to sign and return contracts, resulting in reduced timeframes for contract execution.

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 % **[Numeric response, specify %]**

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 78.5 **Year Two** 78.5 **[Numeric response, 0.00 – 99.99]**

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

Year One 23.2 **Year Two** 23.2 **[Numeric response, 0.00 – 99.99]**

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

GUIDANCE: "No" should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

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.

INSTRUCTIONAL NOTE: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to "support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act]."

Include this description in Item 7.9f of the table below and/or attach the information.

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. – 7.9c. If allocation is not possible, the state may allocate the funds to the primary category with which the activity is associated.

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	550,000	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	505,787	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication amount eligible entities	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]
7.9d. 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)	Click or tap here to enter text.	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	2,031,893	CSD may elect to distribute discretionary funds equally or through a competitive process to CSBG eligible entities to enhance or expand new or existing programs or increase agency capacity. Other options may include making funds available for specific target areas (e.g., homelessness, employment, self-sufficiency, etc.). CSD may elect to set aside funds to support disaster relief or fund state-coordinated activities based on emerging needs.

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
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)	188,292	Annual software costs for reporting through the eGov database. Promotion of economic stability to support bulletin and radio broadcasts for MSFW.
Totals (Auto-Calculated)	\$ 3,275,972	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

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	550,000	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	505,787	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication amount eligible entities	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]
7.9d. 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)	Click or tap here to enter text.	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	2,038,143	CSD may elect to distribute discretionary funds equally or through a competitive process to CSBG eligible entities to enhance or expand new or existing programs or increase agency capacity. Other options may include making funds available for specific target areas (e.g., homelessness, employment, self-sufficiency, etc.). CSD may elect to set aside funds to support disaster relief or fund state-coordinated activities based on emerging needs.

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
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)	182,042	Annual software costs for reporting through the eGov database. Promotion of economic stability to support bulletin and radio broadcasts providing MSFW with timely information about farmworker issues, programs, and services.
Totals (Auto-Calculated)	\$ 3,275,972	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

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. [\[Check all that applies and narrative where applicable\]](#)

- ☐ 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) [\[Numeric response, 0 – 100\]](#) 58
- ☒ 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 [\[Narrative, 2500 characters\]](#)

CSD will seek to work with organizations that provide benefits to CSBG eligible entities in part or as a whole. For example, CSD may continue to partner with Community Economic Development Association (CCEDA) to provide training and technical assistance to eligible entities for community economic development. In addition, a portion of these funds will be used to support the statewide database annual renewal.

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. [\[Narrative, 4000 characters\]](#)

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

Modifications to the proposed plan distribution may occur because of a decrease in the final CSBG allocation received from the Office of Community Services. If there is a decrease, CSD will backfill using discretionary funds to keep CSBG eligible entities funded at the prior year allocation amount. Absent a reduction in the annual CSBG grant, CSD will monitor emergent needs in the state and make discretionary funds available as needed. CSD will modify its planned activities, which may reduce the amount allocated to innovative projects or statewide initiatives.

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 whether 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”
Ongoing/Multiple Quarters	Both	Fiscal	
Ongoing/Multiple Quarters	Both	Governance/Tripartite Boards	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - General	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
Ongoing/Multiple Quarters	Technical Assistance	Reporting	
Ongoing/Multiple Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Strategic Planning	
Ongoing/Multiple Quarters	Technical Assistance	Monitoring	
Ongoing/Multiple Quarters	Both	Other	Community Economic Development
Ongoing/Multiple Quarters	Both	Other	New Executive Director and employee onboarding

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Both	Fiscal	

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Ongoing/Multiple Quarters	Both	Governance/Tripartite Boards	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - General	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
Ongoing/Multiple Quarters	Technical Assistance	Reporting	
Ongoing/Multiple Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Strategic Planning	
Ongoing/Multiple Quarters	Technical Assistance	Monitoring	
Ongoing/Multiple Quarters	Both	Other	Community Economic Development
Ongoing/Multiple Quarters	Both	Other	New Executive Director & employee onboarding

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 500 characters.

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

Year One 550,000 **Year Two** 550,000

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance. [\[Narrative, 2500 characters\]](#)

Training and technical assistance is provided to eligible entities in partnership with the California Community Action Partnership Association (CalCAPA). Training needs are identified through ongoing communication with state staff, on-site monitoring, desk reviews, review of Organizational Standards, and communication with eligible entities.

CSD reviews training requests received on an ongoing basis. Depending on the training need, CSD staff will either conduct the training or refer the agency to CalCAPA. CalCAPA delivers training and technical assistance to agencies in a broad range of topical areas, including but not limited to: deficiencies arising out of monitoring, capacity building needs, board management, strategic planning, Results Oriented Management and Accountability (ROMA), and other elements.

In partnership with CalCAPA, CSD also hosts quarterly CSBG Service Provider (CSP) meetings. The CSP meeting is an opportunity to update eligible entities on CSBG related topics, statewide updates, and proposed program changes that have an impact on the CSBG Network, and to share experiences and innovations.

Additionally, CSD facilitates the CSBG Advisory Council (CSBG AC), a group comprised of CalCAPA and select executive directors of CSBG eligible entities. The CSBG AC serves as a consultative body on elements of policies and planning pertinent to the administration of CSBG funds, and other general CSBG related issues and work products impacting programs administered by CSD's Community Services Division. The CSBG AC meets as needed and provides participants with a forum to make recommendations to CSD regarding potential policy changes and engage in peer-to-peer networking with other agencies.

CalCAPA is the lead agency administering the Administration for Children and Families, Region IX Regional Performance & Innovation Consortia (RPIC). The RPIC serves as a comprehensive training and technical assistance system providing services to California's CSBG eligible entities. CSD will partner with CalCAPA and RPIC to ensure that eligible entities in California meet operational and organizational needs. Through ongoing collaboration, CSD and CalCAPA will increase capacity and identify exemplary CSBG eligible entity network practices.

CSD also partners with the California Community Economic Development Association (CCEDA), an organization with expertise in community economic development. CCEDA provides training and technical assistance to CSBG eligible entities to achieve results through a full range of economic and community development strategies.

- 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. [\[Narrative, 2500 characters\]](#)

The state addresses unmet Organizational Standards through ongoing training and technical assistance provided by CSD and the state association through multiple portals (i.e., open-source learning platforms, staff, webinars, etc.). CSD will continue to monitor and aid eligible entities with resources to assist in resolving unmet organizational standards. CSD will monitor the progress and status of technical assistance plans through the statewide Organizational Standards automated system.

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.)
[Check all that applies and narrative where applicable]

- ☐ All T/TA is conducted by the state
- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [\[Numeric response, 0 – 100\]](#) Click or tap here to enter text.
- ☐ 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 [\[Narrative, 1000 characters\]](#)

CSD may contract with the California Community Economic Development Association (CCEDA), an organization with expertise in community economic development. CCEDA provides training and technical assistance to CSBG eligible entities to achieve results through a full range of economic and community development strategies. CSD will continue to identify key partners to provide training and technical assistance to meet the needs of the Network.

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. [\[Narrative, 2500 Characters\]](#)

CSD administered its annual training and technical assistance survey of eligible entities to assess and identify strategies to address emerging training needs. CSD partnered with CalCAPA and CCEDA, its training and technical assistance providers, to identify ways to improve the quality and type of training and technical assistance made available to eligible entities.

Based on feedback from the eligible entities, CSD adjusted the training and technical assistance survey process by partnering with the CSBG Advisory Council to review the survey questions prior to release to the entire network. This collaboration provided an opportunity for CSBG Executive Directors to ensure the survey included questions aligned with emerging training needs in the network and afforded the appropriate amount of feedback from the eligible entities to the training and technical assistance providers.

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

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. [\[Check all that apply from the list below and provide a Narrative, 4000 characters\]](#)

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

To support state efforts to reduce poverty, CSD administers the federal Low-Income Home Energy Assistance Program (LIHEAP) and Weatherization Assistance Program (WAP) programs. CSD participates in the Human Capacity and Community Transformation Center of Excellence (HCCT COE) Steering Committee and in the Essentials for Childhood (EfC) Initiative led by the California Department of Public Health, Injury and Violence Prevention Branch and the California Department of Social Services, Office of Child Abuse Prevention. CSD also partners with Limited Purpose Agencies designed to serve rural communities.

LIHEAP and WAP Programs

CSD administers key energy efficiency and weatherization programs for low-income Californians. CSD serves as the State administrator for LIHEAP and WAP services in California. LIHEAP and WAP services include utility bill assistance, emergency assistance with home heating and cooling repairs, home energy crisis intervention including emergency energy disconnection assistance, and weatherization measures

including weather stripping, caulking, energy-efficient lighting, and thermostat repair/replacement. Approximately 50 percent of CSBG agencies manage both the LIHEAP and CSBG programs.

Human Capacity and Community Transformation Center of Excellence

CSD participates in the HCCT COE Steering Committee. The role of the HCCT COE is to provide coordination to identify, highlight, and support multi-year community transformation efforts that move individuals, families, and communities towards improving human capacity, reducing dependency, and sustaining self-sufficiency. CSD staff participates in quarterly coordination calls with other state, local, and national partners to further the efforts and goals of community transformation in low-income communities.

Essentials for Childhood Initiative

CSD participates in the EfC Initiative, a coalition of public and private entities lead by the California Department of Public Health, Injury and Violence Prevention Branch, and the California Department of Social Services, Office of Child Abuse Prevention. The EfC Initiative's mission is to support and participate in reinforcing activities and strategies across multiple agencies and stakeholders to optimize the health and well-being of all children in California. The EfC Initiative's efforts are focused on promoting safe, stable, nurturing relationships and communities for all California children. The EfC Initiative utilizes a prevention approach to stop child abuse and neglect from occurring in the first place. To do this work, the EfC Initiative is comprised of five subcommittees: Data, Equity, Trauma-Informed Practices, Policy, and Strengthening Economic Supports. CSD participates in all five subcommittees.

Limited Purpose Agencies

Limited Purpose Agencies (LPAs) are community-based nonprofit organizations that are funded from CSBG discretionary funding. LPAs provide training, technical assistance, rural economic development, special support programs, or other activities supporting low-income Californians. Section 5 "CSBG Eligible Entities" identifies five designated LPAs in the state: Del Norte Senior Center, Inc., Karuk Tribe, Northern California Indian Development Council, Inc. (NCIDC), Community Design Center, and Rural Community Assistance Corporation. Karuk Tribe and NCIDC are designated NAI/LPAs however, these agencies are funded solely out of the Native American Indian set-aside (3.9%) of the general eligible entity CSBG award (90 percent funds). These agencies hold the joint designation of NAI/LPA to denote the accurate status for the historical NAIs that are also eligible entity LPAs.

- 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)). [\[Narrative, 4000 characters\]](#)

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.

In support of the mission to reduce poverty in California, CSD continues to lead the State Interagency Team Reducing Poverty Workgroup and the CSBG Advisory Council. Additionally, CSD participates in the NASCSP Racial Equity Work Group and the Impact Community of Practice led by the National Community Action Partnership.

State Interagency Team (SIT) Reducing Poverty Workgroup

The SIT Reducing Poverty Workgroup is comprised of participants from state and federal agencies, and local non-profit and government organizations. The goal of the workgroup is to reduce poverty in California by increasing the number Earned Income Tax Credits (EITC) claimed by eligible low-to-moderate income individuals and families, and to increase awareness and outreach for the state EITC program, Young Child Tax Credit, and Golden State Stimulus.

The Reducing Poverty Workgroup, led by CSD, is one element of our effort to increase utilization of the tax credits to help low-to-moderate income people achieve economic security. The workgroup compiles information from members that will assist with outreach to target populations identified as eligible, but who are not currently claiming the credits. The networking opportunities provided through the workgroup have proven to be very beneficial to members in creating collaborative opportunities that help fill gaps and prevent duplication of outreach strategies, as well as helping to identify additional partners. CSD's recruitment of new partners, agencies, and departments to the workgroup is ongoing.

California Earned Income Tax Credit and Young Child Tax Credit

The EITC is widely recognized as one of the nation's most powerful resources for lifting low-to-moderate income people out of poverty. In 2015, California established the California Earned Income Tax Credit (CalEITC), extending a cashback credit to the poorest working families in the state. To further reach eligible Californians and ensure that they file their taxes and claim the EITC, the Franchise Tax Board (FTB) and CSD developed a strategic partnership to support education and outreach activities for the CalEITC. Through the efforts of the Reducing Poverty Workgroup, FTB elected to partner with CSD to make grant funds available for community-based outreach efforts.

Since its inception, California continues to fund CalEITC education and outreach activities in the state and expand eligibility guidelines. In 2019, California implemented a Young Child Tax Credit (YCTC), awarding families with children under six years old a \$1,000 tax credit. In 2020, individuals holding an Individual Tax Identification Number (ITIN) became eligible for CalEITC and YCTC. The 2021-2022 Budget Act appropriates \$15 million to FTB to continue increasing awareness of CalEITC, YCTC, Golden State Stimulus relief payments, and ITIN filer eligibility for the 2021 tax season. CSD will continue to

partner with FTB to make grant funds available to community-based or non-profit organizations to support outreach for California's tax credits.

CSBG Advisory Council

CSD facilitates the CSBG Advisory Council (CSBG AC), which is a group comprised of the California Community Action Partnership Association (CalCAPA) and select CSBG agencies. The CSBG AC meets on an ad hoc basis to provide participants a forum to present ideas and make recommendations to CSD regarding potential policy changes and engage in peer-to-peer networking with other agencies.

NASCSP Racial Equity Workgroup

CSD is one of the state administrators participating on NASCSP's Racial Equity Workgroup (REWG). REWG was organized to be a catalyst for change by focusing on the root causes of inequitable practices and policies in the CSBG Network. The workgroup was formed in February 2021 and is charged with identifying strategies that increase the understanding of racism, train and empower members of the CSBG and WAP Networks to recognize and dismantle racism, and build a network that is equitable and inclusive in practice and policy. REWG will complete its work in 2023.

Impact Community of Practice

In March 2021, with funding from the Kresge Foundation, the National Community Action Partnership (NCAP) launched a new initiative, Transforming Leadership and Local Human Services Ecosystems. The NCAP initiative supports organizational, systems, and policy change at the local and state levels that is informed by the contextual expertise of persons with lived poverty experience. The Impact Community of Practice (ICOP) explores and tests new strategies for achieving systems-level changes co-created with individuals who, through their own experiences, know the barriers to opportunity. CSD, the Community Action Partnership of Sonoma, and the Community Action Board of Santa Cruz County, Inc. are participating in this cohort comprised of other states and associations.

California's organizations will serve as examples to local and state-level peers on successfully shifting to more generative business models with equity- and person-centered approaches. The engagement of local leaders and state partners provides essential opportunities for increasing understanding of the challenges to achieving social and economic mobility and joint creative problem solving that creates change across local and state systems. ICOP will continue its work until 2022.

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)). [\[Narrative, 4000 characters\]](#)

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

CSD requires CSBG eligible entities to establish collaborative efforts and coordinate with public and private service providers and local community organizations to avoid duplication of services and assure the effective delivery and coordination of services to communities and low-income individuals within their service area. CSD ensures eligible entities maximize leveraging of CSBG funds by reviewing annual report data, ensuring contract compliance, and conducting a comprehensive review of the eligible entities' biennial CAP. It is a requirement of the CAP that each eligible entity provide a description of efforts made to coordinate and establish linkages within their service area. Additionally, each eligible entity conducts a community needs assessment, which identifies gaps in services and potential linkages to fill those gaps. Examples of linkages found within the California CSBG network are coordination with other CSBG funded agencies, federal EITC and CalEITC Education and Outreach funded organizations, healthcare providers, local law enforcement, local housing authorities, health and human services departments, Workforce Investment Boards, housing and homeless coalitions, First 5, adult and aging programs, early childhood and special needs collaborative, CalWORKs (California's TANF program), and employment development departments.

- 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. [\[Narrative, 4000 characters\]](#)

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

CSBG eligible entities collaborate with trusted local community organizations, service providers, and public and private organizations to ensure delivery of effective services to low-income recipients in California. By establishing contractual relationships and informal agreements with trusted subcontractors, eligible entities are able to enhance services provided to low-income residents within the entity's service area.

Eligible entities use data collected via their Community Needs Assessment (CNA) to identify and remedy service gaps and enhance current programs. Creating client referrals is a common practice. Through participation in local area commissions, eligible entities are equipped to share information about supplemental resources available in their service area for low-income recipients.

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 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. [\[Narrative, 4000 characters\]](#)

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. [\[Narrative, 4000 characters\]](#)

Through program performance monitoring, oversight of CSBG contractual requirements, and review of each eligible entity's CAP, CSD will ensure that the coordination and established linkages between governmental and social services programs are effective in addressing the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, CalWORKS, Welfare to Work programs, CalFresh, Veteran's services, Association of Farmworker Opportunity Programs, social services departments, centralized service centers, community health and childcare centers, faith-based organizations, educational institutions, and other community-based organizations.

CSBG eligible entities and community partners coordinate diverse employment training programs that target low-income individuals including youth, migrant, seasonal, and displaced agricultural workers, and other low-income individuals. Eligible entities coordinate direct services, joint case management, shared use of space to deliver services, service referrals, and subcontractor agreements with their community partners. Employment training services include but are not limited to: language courses, high school diploma or GED completion, computer skills training, interview skills workshops, life skills and financial literacy training, and job placement programs that focus on preparing low-income individuals to enter or reenter the workforce.

- 9.5. Emergency Energy Crisis Intervention:** Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act). [\[Narrative, 4000 characters\]](#)

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

CSD coordinates with antipoverty programs throughout California, including with LIHEAP. CSD administers LIHEAP which provides energy crisis intervention and weatherization services for low-income Californians. Local LIHEAP service providers provide energy outreach, education, utility assistance, energy-efficient appliance repair and replacement, California Alternative Rates for Energy application assistance and enrollment, and overall Energy Savings Assistance Program services.

The remaining CSBG eligible entities that do not receive LIHEAP funds directly work in collaboration with the local LIHEAP service provider in their service area and utilize the linkage to serve the low-income individuals and families in their community through direct referrals. CSD ensures the coordination of energy services by reviewing CAPs, monitoring agency performance, and ensuring compliance with CSBG contract provisions throughout the contract term.

- 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. [\[Narrative, 4000 characters\]](#)

CSD will assure that eligible entities coordinate programs and develop partnerships with local community organizations that serve low-income families and individuals including faith-based and charitable organizations through program performance monitoring, review of annual programmatic reports, and responses submitted in the CAPs.

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

- 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. [\[Narrative, 4000 characters\]](#)

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

Eligible entities coordinate funds and resources with an extensive network of public and private sector partners including, but not limited to, faith-based organizations, local governmental agencies, advisory boards, tax preparation and education programs, educational institutions, medical and mental health providers, and housing resource services agencies. Additionally, eligible entities partner with many community-based agencies that provide other services such as emergency food, rapid rehousing, homeless outreach, homeless shelters, and other safety net services. The eligible entities'

coordination efforts include information sharing, direct referrals, MOUs and subcontract agreements to ensure delivery of services to low-income individuals.

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. [\[Narrative, 4000 characters\]](#)

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

CSD provides training and technical assistance to eligible entities in partnership with CalCAPA. Training needs are discovered through on-site monitoring, desk reviews, review of Organizational Standards, review of monthly expenditures, and communication with eligible entities.

Training requests are submitted to CSD on an ongoing basis. Upon review of a training request, CSD will either conduct the training or refer the eligible entity to CalCAPA. Training topics may include but are not limited to: deficiency identified in monitoring activities, capacity building needs, board management and involvement, strategic planning, and Results Oriented Management and Accountability (ROMA).

Additionally, in partnership with CalCAPA, CSD hosts quarterly CSP meetings. The CSP meeting is an opportunity to engage with eligible entities regarding CSBG related topics and issues and provide a forum for peer-to-peer interaction amongst eligible entity staff. Agenda topics may include policy implementation, best practices, and training and technical assistance.

CSD also facilitates the CSBG AC, a group comprised of CalCAPA and select Executive Directors from eligible entities. The CSBG AC meets as needed to discuss program and policy implementation and provides a forum for participants to offer CSD recommendations on potential policy changes.

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	As needed	Other	Meetings, Email, Website, Public Notice
State Plan Development	Quarterly	Meetings/Presentations	
Organizational Standards Progress	Semi-Annually	Other	Meetings, Email, 1:1, Webinar, Letters
State Accountability Measures Progress	Annually	Meetings/Presentations	
Community Needs Assessments/Community Action Plans	As needed	Other	Meetings, Email, Website, Webinar, 1:1, Letters

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
State Monitoring Plans and Policies	Annually	Meetings/Presentations	
Training and Technical Assistance (T/TA) Plans	Annually	Other	Meetings, Email, Webinar, 1:1
ROMA and Performance Management	Quarterly	Meetings/Presentations	
State Interagency Coordination	Quarterly	Other	Meetings, Email, Newsletter
CSBG Legislative/Programmatic Updates	As needed	Other	Meetings, Email, Newsletter, Letters
Tripartite Board Requirements	As needed	Other	Meetings, Email, 1:1, Letters
Click or tap here to enter text.	Choose an item.	Choose an item.	

Note: ADD-A-ROW FUNCTION – States can add rows for each additional communication topic. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 250 characters.

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. [Narrative, 4000 characters]

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

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

CSD will use various communication methods to engage both eligible entities and CalCAPA on overall performance, possible funding opportunities, and best practices for service delivery. These communication methods may include emails, postings on CSD's Local Agencies Portal website, webinars, and roundtable discussions and presentations during the CSP and CSBG AC meetings. CSD field representatives may host regular coordination calls with eligible entities to review contract deliverables, organizational standards, expenditure status, annual reports, close outs, and technical assistance plans.

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. [Narrative, 4000 characters]

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

In response to feedback received from eligible entities, CSD modernized its service provider website and created a new website, known as the Local Agencies Portal (LAP). The LAP is frequently used by eligible entities to access necessary programmatic documents, training materials, and notifications. Compared to the previous website, the LAP is easier to navigate and search for content. CSD partnered with eligible entity staff during the development of the new site to ensure that the site would provide the necessary functionality for end-users.

Additionally, based on recent feedback received through the American Customer Survey Index survey, CSD will streamline all future communication and notification emails to reduce the number of notifications being sent to eligible entities. CSD will strive to create a standardized process to distribute all pertinent program notices and updates, rather than emailing each notice separately to the network.

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.

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule – Year One

Monitoring Schedule – Fiscal Year 2022						
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”
County of Los Angeles Workforce Development, Aging and Community Services	Other	Desk Review	FY1 Q3	8/15/2021	8/18/2021	
Sacramento Employment and Training Agency	Other	Desk Review	FY1 Q3	5/19/2021	5/21/2021	
Modoc-Siskiyou Community Action Agency	Other	Desk Review	FY1 Q3	5/25/2021	6/1/2021	
Community Action Marin	Other	Desk Review	FY1 Q3	6/08/2021	6/11/2021	
Sutter County Community Action Agency	Other	Desk Review	FY1 Q3	5/15/2021	5/21/2021	

Yuba County Community Services Commission	Other	Desk Review	FY1 Q4	7/15/2021	7/20/2021	
Inyo Mono Advocates for Community Action, Inc.	Other	Desk Review	FY1 Q3	6/15/2021	6/17/2021	
Nevada County Department of Housing and Community Services	Other	Desk Review	FY1 Q3	5/05/2021	5/06/2021	
Shasta County Community Action Agency	Other	Desk Review	FY1 Q3	6/23/2021	6/25/2021	
Center for Employment Training	Other	Desk Review	FY1 Q3	5/19/2021	5/20/2021	
Fresno County Economic Opportunities Commission	Other	Desk Review	FY1 Q4	7/13/2021	7/15/2021	
San Joaquin County Department of Aging and Community Services	Other	Desk Review	FY1 Q3	6/16/2021	6/18/2021	
County of San Diego, Health and Human Services Agency, Community Action Partnership	Other	Desk Review	FY1 Q3	8/9/2021	8/10/2021	
Del Norte Senior Center	Other	Desk Review	FY1 Q1	7/21/2021	7/23/2021	
El Dorado County Health	Other	Desk Review	FY1 Q3	6/15/2021	6/17/2021	

& Human Services Agency						
CAP of San Luis Obispo County, Inc.	Other	Desk Review	FY1 Q1	7/14/2021	7/16/2021	
County of Los Angeles Department of Public Social Services	Other	Modified On-site	FY1 Q4	4/16/2019	4/18/2019	
Community Action Partnership of Madera County, Inc.	Other	Modified On-Site	FY1 Q3	3/14/2019	3/15/2019	
Contra Costa Employment & Human Services	Other	Modified On-Site	FY1 Q3	3/14/2019	3/15/2019	
Berkeley Community Action Agency	Other	Modified Onsite	FY1 Q3	3/25/2019	3/26/2019	
Community Design Center	Other	Modified On-Site	FY1 Q3	4/2/2019	4/3/2019	
San Mateo County HSA	Other	Modified On-Site	FY1 Q3	4/15/2019	4/15/2019	
Los Angeles Housing + Community Investment Department	Other	Modified On-Site	FY1 Q3	4/16/2019	4/17/2019	
Merced County Community Action Agency	Other	Modified On-Site	FY1 Q3	4/22/2019	4/23/2019	

Amador-Tuolumne Community Action Agency	Other	Modified On-Site	FY1 Q4	8/6/2019	8/7/2019	
Community Action Agency of Butte County	Other	Modified On-Site	FY1 Q3	5/8/2019	5/9/2019	
County of Yolo, Dept of Employment & Social Services	Other	Modified On-Site	FY1 Q3	5/14/2019	5/15/2019	
Plumas County Community Development Commission	Other	Modified On-Site	FY1 Q3	5/21/2019	5/22/2019	
Community Action Partnership of Sonoma County	Other	Modified On-Site	FY1 Q4	9/12/2019	9/13/2019	
Calaveras-Mariposa Community Action Agency	Other	Modified On-Site	FY1 Q3	5/28/2019	5/29/2019	
Northern California Indian Development Council, Inc.	Other	Modified On-Site	FY1 Q4	7/09/2019	7/09/2019	
Redwood Community Action Agency	Other	Modified On-Site	FY1 Q4	9/05/2019	9/05/2019	
Tehama County CAA	Other	Modified On-Site	FY1 Q4	7/10/2019	7/11/2019	
Central Valley Opportunity Center, Inc. MSFW	Other	Modified On-Site	FY1 Q4	7/23/2019	7/24/2019	

Community Action Partnership of Solano	Other	Modified On-Site	FY1 Q4	8/27/2019	8/28/2019	
City of Oakland, Dept. of Human Services	Other	Modified On-Site	FY1 Q4	8/13/2019	8/14/2019	
Glenn County Human Resource Agency	Other	Modified On-Site	FY1 Q4	10/16/2019	10/17/2019	
Urban Services YMCA	Other	Modified On-Site	FY1 Q4	9/10/2019	9/11/2019	
Community Services & Employment Training, Inc.	Other	Desk Review	FY1 Q3	3/12/2020	3/13/2020	
Proteus, Inc.	Other	Desk Review	FY1 Q4	9/22/2020	9/24/2020	
San Benito, County of	Other	Desk Review	FY1 Q4	10/05/2020	10/7/2020	
Rural Community Assistance Corporation	Other	Desk Review	FY1 Q4	10/26/2020	10/26/2020	
Community Action of Napa Valley	Other	Desk Review	FY1 Q3	10/27/2020	11/02/2020	
Community Action Board of Santa Cruz County, Inc.	Other	Desk Review	FY1 Q4	10/28/2020	10/28/2020	
California Human Development Corporation	Other	Desk Review	FY1 Q3	11/2/2020	11/2/2020	

Community Action of Ventura County, Inc.	Other	Desk Review	FY1 Q3	11/2/2020	11/2/2020	
Community Action Commission of Santa Barbara County	Other	Desk Review	FY1 Q4	11/16/2020	11/18/2020	
Project GO, Inc.	Other	Desk Review	FY1 Q3	9/15/2020	9/18/2020	
Kings Community Action Organization, Inc.	Other	Desk Review	FY1 Q4	9/24/2020	9/29/2020	
Foothill Unity Center, Inc.	Other	Desk Review	FY1 Q4	9/28/2020	9/29/2020	
Long Beach Community Action Partnership	Other	Desk Review	FY1 Q4	10/5/2020	10/6/2020	
Community Action Partnership of Kern	Other	Desk Review	FY1 Q4	10/12/2020	10/13/2020	
North Coast Opportunities, Inc.	Other	Desk Review	FY1 Q4	10/13/2020	10/22/2020	
Monterey, County of	Other	Desk Review	FY1 Q4	10/15/2020	10/15/2020	
Community Action Partnership of San Bernardino County	Other	Desk Review	FY1 Q4	10/20/2020	10/20/2020	
Community Action Partnership of	Other	Desk Review	FY1 Q4	10/21/2020	10/23/2020	

Riverside County						
Campesinos Unidos, Inc.	Other	Desk Review	FY1 Q4	11/4/2020	11/4/2020	
Community Action Partnership of Orange County	Other	Desk Review	FY1 Q3	11/10/2020	11/10/2020	
Sacred Heart Community Service	Other	Desk Review	FY1 Q4	11/23/2020	12/7/2020	
Karuk Tribe	Other	Desk Review	FY1 Q4	12/2/2020	12/2/2020	

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

Monitoring Schedule – Year Two

Monitoring Schedule – Fiscal Year 2023						
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"
Community Action Partnership of Madera County, Inc.	Other	Desk Review	FY2 Q2	3/14/2019	3/15/2019	
Contra Costa Employment & Human Services	Other	Desk Review	FY2 Q2	3/14/2019	3/15/2019	
Community Design Center	Other	Desk Review	FY2 Q3	4/2/2019	4/3/2019	
San Mateo County HSA	Other	Desk Review	FY2 Q3	4/15/2019	4/15/2019	
County of Los Angeles	Other	Desk Review	FY2 Q4	4/16/2019	4/18/2019	

Department of Public Social Services						
Los Angeles Housing + Community Investment Department	Other	Desk Review	FY2 Q3	4/16/2019	4/17/2019	
Merced County Community Action Agency	Other	Desk Review	FY2 Q3	4/22/2019	4/23/2019	
Amador-Tuolumne Community Action Agency	Other	Desk Review	FY2 Q4	8/6/2019	8/7/2019	
Community Action Agency of Butte County	Other	Desk Review	FY2 Q3	5/8/2019	5/9/2019	
County of Yolo, Dept of Employment & Social Services	Other	Desk Review	FY2 Q3	5/14/2019	5/15/2019	
Plumas County Community Development Commission	Other	Desk Review	FY2 Q3	5/20/2019	5/23/2019	
Community Action Partnership of Sonoma County	Other	Desk Review	FY2 Q4	9/12/2019	9/13/2019	
Calaveras-Mariposa Community Action Agency	Other	Desk Review	FY2 Q3	5/28/2019	5/29/2019	
Northern California Indian Development Council, Inc.	Other	Desk Review	FY2 Q4	7/9/2019	7/9/2019	

Redwood Community Action Agency	Other	Desk Review	FY2 Q4	9/5/2019	9/5/2019	
Tehama County CAA	Other	Desk Review	FY2 Q4	7/10/2019	7/11/2019	
Central Valley Opportunity Center, Inc. MSFW	Other	Desk Review	FY2 Q4	7/23/2019	7/24/2019	
Community Action Partnership of Solano	Other	Desk Review	FY2 Q4	8/27/2019	8/28/2019	
City of Oakland, Dept. of Human Services	Other	Desk Review	FY2 Q4	8/13/2019	8/14/2019	
Glenn County Human Resource Agency	Other	Desk Review	FY2 Q4	10/16/2019	10/17/2019	
Urban Services YMCA	Other	Desk Review	FY2 Q4	9/10/2019	9/11/2019	
County of Los Angeles Workforce Development, Aging and Community Services.	Other	Desk Review	FY2 Q4	8/15/2021	8/18/2021	
Sacramento Employment and Training Agency	Other	Desk Review	FY2 Q3	5/19/2021	5/21/2021	
Modoc-Siskiyou Community Action Agency	Other	Desk Review	FY2 Q3	5/25/2021	6/1/2021	
Community Action Marin	Other	Desk Review	FY2 Q3	6/8/2021	6/11/2021	

Sutter County Community Action Agency	Other	Desk Review	FY2 Q3	5/15/2021	5/21/2021	
Yuba County Community Services Commission	Other	Desk Review	FY2 Q4	7/15/2021	7/20/2021	
Inyo Mono Advocates for Community Action, Inc.	Other	Desk Review	FY2 Q3	6/15/2021	6/17/2021	
Nevada County Department of Housing and Community Services	Other	Desk Review	FY2 Q3	5/5/2021	5/6/2021	
Shasta County Community Action Agency	Other	Desk Review	FY2 Q3	6/23/2021	6/25/2021	
Center for Employment Training	Other	Desk Review	FY2 Q3	5/19/2021	5/20/2021	
Fresno County Economic Opportunities Commission	Other	Desk Review	FY2 Q4	7/13/2021	7/15/2021	
San Joaquin County Department of Aging and Community Services	Other	Desk Review	FY2 Q3	6/16/2021	6/18/2021	
County of San Diego, Health and Human Services Agency, Community Action Partnership	Other	Desk Review	FY2 Q3	8/9/2021	8/10/2021	

Del Norte Senior Center	Other	Desk Review	FY2 Q3	7/21/2021	7/23/2021	
El Dorado County Health & Human Services Agency	Other	Desk Review	FY2 Q3	6/15/2021	6/17/2021	
CAP of San Luis Obispo County, Inc.	Other	Desk Review	FY2 Q3	7/14/2021	7/16/2021	
Community Services & Employment Training, Inc.	Other	Modified On-Site	FY2 Q3	3/12/2020	3/13/2020	
Project GO, Inc.	Other	Modified On-Site	FY2 Q3	9/15/2020	9/18/2020	
Proteus, Inc.	Other	Modified On-Site	FY2 Q4	9/22/2020	9/24/2020	
Kings Community Action Organization, Inc.	Other	Modified On-Site	FY2 Q4	9/24/2020	9/29/2020	
Foothill Unity Center, Inc.	Other	Modified On-Site	FY2 Q4	9/28/2020	9/29/2020	
San Benito, County of	Other	Modified On-Site	FY2 Q4	10/5/2020	10/7/2020	
Long Beach Community Action Partnership	Other	Modified On-Site	FY2 Q4	10/5/2020	10/6/2020	
Community Action Partnership of Kern	Other	Modified On-Site	FY2 Q4	10/12/2020	10/13/2020	
North Coast Opportunities, Inc.	Other	Modified On-Site	FY2 Q4	10/13/2020	10/22/2020	
Monterey, County of	Other	Modified On-Site	FY2 Q4	10/15/2020	10/15/2020	

Community Action Partnership of San Bernardino County	Other	Modified On-Site	FY2 Q4	10/20/2020	10/20/2020	
Community Action Partnership of Riverside County	Other	Modified On-Site	FY2 Q4	10/21/2020	10/23/2020	
Rural Community Assistance Corporation	Other	Modified On-Site	FY2 Q4	10/26/2020	10/26/2020	
Community Action of Napa Valley	Other	Modified On-Site	FY2 Q3	10/27/2020	11/2/2020	
Community Action Board of Santa Cruz County, Inc.	Other	Modified On-Site	FY2 Q4	10/28/2020	10/28/2020	
California Human Development Corporation	Other	Modified On-Site	FY2 Q3	11/2/2020	11/2/2020	
Community Action of Ventura County, Inc.	Other	Modified On-Site	FY2 Q3	11/2/2020	11/2/2020	
Campesinos Unidos, Inc.	Other	Modified On-Site	FY2 Q4	11/4/2020	11/4/2020	
Community Action Partnership of Orange County	Other	Modified On-Site	FY2 Q3	11/10/2020	11/10/2020	
Community Action Commission of Santa Barbara County	Other	Modified On-Site	FY2 Q4	11/16/2020	11/18/2020	

Sacred Heart Community Service	Other	Modified On-Site	FY2 Q4	11/23/2020	12/7/2020	
Karuk Tribe	Other	Modified On-Site	FY2 Q4	12/2/2020	12/2/2020	
Berkeley Community Action Agency	Other	Modified On-site	FY2 Q3	3/25/2019	3/26/2019	

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GUIDANCE: Comprehensive monitoring includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program, this can be listed under “Other.”

When providing the date of your last full onsite review – this could be for any type of review that took place **onsite**. No dates for desk reviews should be provided here.

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. [\[To be submitted in final draft\]](#)

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 calendar days

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.
[\[Narrative, 2500 characters\]](#)

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. [\[Numeric Response, 0 – 100\]](#)

0/Zero

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? [\[Narrative, 4000 characters\]](#)

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

CSD will submit written notification to the Office of Community Services within the established timeframe upon approving a Quality Improvement Plan. The notification may include documentation to support CSD’s decision, a timeline for corrective action, and resolution. CSD will provide applicable update notifications as needed or upon request from 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. [\[Narrative, 2500 Characters\]](#)

California Government Code §§ 12750.1 and 12750.2; 22 CCR § 100780

- 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. [\[Narrative, 4000 characters\]](#)

N/A

- 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. [\[Narrative, 2500 characters\]](#)

22 CCR § 100780

- 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. [\[Narrative, 4000 characters\]](#)

N/A

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. [\[Narrative, 2500 Characters\]](#)

In the event a service area in California is no longer supported by a community action agency, CSD will follow the designation process as specified in California Government Code §§ 12750.1 and 12750.2; 22 CCR §100780.

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. [\[Narrative, 4000 characters\]](#)

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

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). [\[Narrative, 4000 characters\]](#)

CSBG funded administrative and programmatic costs are tracked through the statewide financial reporting and accounting system, Financial Information System for California (FI\$CAL). All Federal Trust Fund activities are accounted by the State Controller's Office (SCO).

Through the utilization of FI\$CAL, CSD can account for appropriation funds and the individual account levels of eligible entities, thereby facilitating control and reconciliation with SCO accounts.

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. [\[Narrative, 4000 characters\]](#)

CSD's Audit Services Unit (ASU) reviews single audits submitted by eligible entities that receive funding through CSD. As the pass-through entity, ASU is responsible for ensuring corrective action is taken to address findings identified in single audits performed in accordance with 45

CFR 75.521. ASU reviews single audits within six months of acceptance by the Federal Audit Clearinghouse (FAC) to address and resolve any CSBG findings requiring follow-up.

State procedures for issuing management decisions:

1. Receipt of single audits
 - a. CSD service providers are required to submit single audits electronically to ASU per contract requirements.
 - b. ASU searches the FAC website for the acceptance date and contacts the eligible entity if a single audit is late
 - i. Missing audits are elevated to CSD management (possible sanctions)
2. ASU identifies CSBG related findings
 - a. ASU reviews the findings, and if sufficient information or evidence exists to confirm corrective action, the finding is closed, and a management decision letter is issued.
 - i. If evidence is insufficient, ASU requests additional documentation, an explanation, or an assurance from the agency or single audit Certified Public Accountant.
 1. If the eligible entity's response is sufficient, ASU will close the finding and issue a management decision letter.
 2. If the finding cannot be resolved, it is elevated to CSD management for action and possible consideration for separate audit or program monitoring review.
 - b. ASU confirms and obtains acknowledgment and agreement from the eligible entity for any potential questioned costs.
 - i. A copy of the management decision letter and eligible entity confirmation of the amount payable is provided to CSD's Fiscal Accounting Services Unit to prepare and set up an Accounts Receivable.
3. Depending on the finding, ASU provides an eligible entity 10 to 30 days to respond to a management decision letter.
 - a. If not resolved within ASU, disagreements on findings are elevated to CSD management and discussed at the monthly compliance meeting.

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

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

10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations. [\[Narrative, 2500 characters\]](#)

The State ensures eligible entity cooperation with federal investigations through language included in all CSBG contracts. Any duly authorized representative of the federal or state government, which includes but is not limited to the State Auditor, CSD Staff, and any entity selected by CSD to perform inspections, shall have the right to monitor and audit the eligible entity and all subcontractors providing services under the Agreement through on-site inspections, audits, and other applicable means the State determines necessary. Further, the eligible entity is contractually obligated to make available all reasonable information necessary to substantiate that expenditures are allowable and allocable, including, but not limited to books, documents, papers, and records.

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. [\[Narrative, 2500 Characters\]](#)

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

To remain compliant during the COVID-19 Pandemic, CSD modified its onsite monitoring activities to adapt to stay-at-home orders and travel restrictions and to ensure the safety of CSD and eligible entity staff. CSD developed a streamlined monitoring strategy, minus the onsite segment, to satisfy the scheduled visit requirement. This monitoring strategy, referred to as "Revised Monitoring," is detailed in CSD's *Revised Monitoring Procedures* (please see attachment in section 10.2). Other monitoring practices such as Desk Reviews, CAP reviews, and Annual Report reviews continue as normal. CSD continues to solicit feedback from eligible entities regarding monitoring through surveys and feedback provided during quarterly CSP meetings.

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. [\[Check all that applies and narrative where applicable\]](#)

- ☒ Attend Board meetings
- ☐ Organizational Standards Assessment
- ☒ Monitoring
- ☒ Review copies of Board meeting minutes
- ☒ Track Board vacancies/composition
- ☐ Other [\[Narrative, 2500 characters\]](#)

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. [\[Select one and provide a narrative where applicable\]](#)

- ☒ Annually
- ☐ Semiannually
- ☒ Quarterly
- ☒ Monthly
- ☐ As It Occurs
- ☐ Other [\[Narrative, 2500 characters\]](#)

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. [\[Narrative, 2500 Characters\]](#)

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

CSD monitors each eligible entity's tripartite board through the analysis of the board roster, bylaws, and approved board meeting minutes. Eligible entities are required to describe their procedures to ensure low-income representation on their board as part of the CAP. CSD reviews the written procedures describing how each entity's board will comply with the federal assurance mandating tripartite board composition. CSD ensures that eligible entities institute a democratic selection process for low-income board members and requires eligible entities to describe the recruitment and selection process. Several CSBG eligible entities have implemented outreach strategies to ensure the participation of low-income community residents, including public forums, social media, newspapers, and community canvassing.

- 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. [Narrative, 2500 Characters]

CSD accepts alternatives to the tripartite board composition for Limited Purpose Agencies and Native American Indian (NAI) agencies that use a NAI governing council, commission, or other body responsible for administering CSBG funded programs.

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. [\[Select one item below and numeric response where applicable.\]](#)

- ☒ 125% of the HHS poverty line
- ☐ X % of the HHS poverty line (fill in the threshold) [\[Numeric response\]](#)
- ☐ Varies by eligible entity [\[Narrative, 4000 characters\]](#)

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition. [\[Narrative, 4000 characters\]](#)

On July 16, 2021, Governor Gavin Newsom signed Assembly Bill 135, which amended the California Government Code to set CSBG income eligibility to the federal maximum allowable level (currently 125 percent of the federal poverty level). If the federal CSBG Act is modified in the future to meet 200 percent FPL, CSBG income eligibility in California will automatically adjust to meet the new federal maximum.

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. [\[Narrative, 4000 characters\]](#)

Each eligible entity is required to provide an overview of their service delivery process, including income verification with limited intake procedures in their submitted CAP. Through the CAP review process, CSD ensures that each eligible entity addresses income eligibility.

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). [\[Narrative, 4000 characters\]](#)

CSD will assure that eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit through review of annual programmatic reports and required responses submitted in the CAP, including the community needs assessment and program performance 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. [\[Select one\]](#)

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. [\[Narrative, 4000 characters\]](#)

Eligible entities are required to complete the ROMA Cycle by assessing community needs through the completion of the comprehensive needs assessment, planning and implementing activities and services based on their needs assessment, collecting and tracking outcome data, and evaluating performance results. Validation of the ROMA Cycle is completed by CSD through the review of the eligible entity's CAP, CSBG Annual Report, and Organizational Standards.

CSD begins the ROMA analysis with the review and approval of each eligible entity's comprehensive needs assessment, as submitted in their CAP. Eligible entities are also required to submit an annual work plan identifying the specific domains in which they will report their activities and services, along with their projected outcomes. CSD ensures the work plan reflects the priorities identified in each eligible entity's CAP and that projections are completed for each service or activity. At the conclusion of the program year, CSD utilizes the eGov Reporting Hub to collect outcome data from the eligible entities, known as the CSBG Annual Report.

Eligible entities input their outcome data for the CSBG Annual Report directly into the eGov system. The annual report captures year-to-year performance and outcome data, and the eGov system utilizes specific validations to identify variances or missing information. Upon reviewing the annual report, CSD submits the data directly to the Office of Community Services (OCS) for further analysis and approval. Upon final approval, CSD provides performance feedback to the CSBG eligible entities.

Annually, each eligible entity is required to submit Organizational Standards, which capture achievements in strategic planning, board governance, organizational leadership, financial operations, and oversight. Eligible entities also utilize the eGov Reporting Hub to submit their Organizational Standards

documentation for review and approval by CSD staff.

After conducting a thorough analysis and approving each eligible entity's CAP, CSBG Annual Report, and Organizational Standards, CSD provides ongoing feedback throughout the year to ensure that eligible entities are on track to meet performance goals. Additionally, CSD reviews each entity's ROMA data in conjunction with their annual contract work plan. CSD staff also provides feedback during annual onsite monitoring visits to assess eligible entity programmatic performance and progress towards achieving their work plan projections.

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. [\[Narrative, 4000 characters\]](#)

N/A

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. [\[Select one and provide a narrative, 4000 characters\]](#)

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. [\[Narrative, 4000 characters\]](#)

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.

CSD supports eligible entities in using the ROMA system through several different strategies. CSD incorporates the cycle of ROMA principles into the CAP and comprehensive community needs assessment. To ensure that the eligible entities are meeting the ROMA principles, the CAP and community needs assessment are evaluated by CSD staff to verify that the needs assessment data informs the goal-setting process and formulates the program activities and delivery strategies for each entity. The staff who conduct the reviews are either ROMA Trainers or ROMA Implementers.

CSD currently has ROMA-certified trainers and implementers on staff that are available to assist eligible entities through the various stages of planning and evaluation of programs. CSD will continue to support ongoing training for certified ROMA Trainers and Implementers to ensure the entities have access to knowledgeable professionals.

CSD staff also provides annual report training and technical assistance throughout the year via webinars, quarterly CSBG Advisory Committee meetings, peer-to-peer support and on-site monitoring visits.

CSD will continue to assist eligible entities to accurately target and measure performance goals based on data submitted in the 2020 CSBG Annual Report Modules 2-4.

- 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. [\[Narrative, 4000 characters\]](#)

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

CSD requires eligible entities to identify how they use data to improve service delivery in their CAP. In the CAP, eligible entities are required to respond to three questions regarding “Data Analysis and Evaluation”. These questions require the eligible entities to describe changes made to their delivery strategies based on evaluation of their performance data. CSD staff evaluate each response in the CAP to ensure data is used to improve program delivery and services.

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. [\[Narrative, 4000 characters\]](#)

Biennially, each CSBG Eligible Entity is required to electronically submit a Community Action Plan to CSD by June 30

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

- 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. [\[Narrative, 4000 characters\]](#)

In the CAP, the first section is titled “Part 1: Community Needs Assessment”. In this section, eligible entities are required to submit their Community Needs Assessment (CNA) “narrative” and “results” information.

The narrative section of the CNA requires the eligible entity to describe the geographic location their agency serves; describe the approaches taken to gather and conduct an analysis of qualitative and quantitative data; summarize the data gathered from key sectors of the community (community-based, faith-based, private and public sector, educational institutions); and describe the conditions and causes contributing to poverty in their service area.

Using the information provided in the narrative section of the CNA, the eligible entity is required to complete the results portion of the CNA. In this section, the eligible entity

summarizes the needs identified in their service area, identifies which needs the eligible entity will prioritize, and which programs, services, and activities they will use to address the needs identified in their service area. Additionally, they also identify the reporting category each of the services and programs will be reported on in the CSBG Annual report.

CSD reviews all needs assessments in the CAP to ensure the conditions of poverty are adequately captured for each eligible entity's service area. CSD staff reviews the data to confirm it is verifiable and reliable.

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

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;

[Narrative, 4000 characters]

A minimum of 90 percent of California CSBG funds are distributed to CSBG eligible entities to provide services at the local level. A community needs assessment is

submitted by the eligible entities on a biennial basis as part of the CAP, which will describe the most vital needs of low-income Californians in the agencies' service areas. The CAP will also highlight community partner coordination efforts, identify roles within service areas, and describe how each agency will work with local stakeholders to meet the federal assurances. This assessment provides descriptions of service delivery systems and programs to address community needs, which includes, but is not limited to: affordable housing, food insecurity, employment, utility assistance, mental health, free tax preparation, disabled adult care services, child and family support services, English language proficiency, immigration and citizenship services, and financial management training. CSD will evaluate the submitted responses and annual outcome projections to ensure programmatic activities are on target to achieve these assurances, and that the coordination and established linkages between governmental and social services programs are effective in addressing the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, Homeless Continuum of Care coalitions, Volunteer Income Tax Assistance (VITA) sites, disaster recovery resource centers, social service departments, centralized one-stop service centers, community health and childcare centers, faith-based organizations, educational institutions, local businesses, law enforcement agencies, and other community-based organizations that focus on the diverse needs of low-income families and individuals in California.

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;

[Narrative, 4000 characters]

CSBG eligible entities meet the identified needs of youth in their communities as described in their CAPs through several methods. Approaches include but are not limited to case management, tutoring, mentoring, counseling, recreational programs, self-sufficiency and leadership training, health and wellness education, mental health, reproductive health, dating violence, homeless youth assistance, gang suppression and

prevention, substance abuse prevention initiatives, violence prevention initiatives, financial literacy training, and employment skills training. Some eligible entities maintain 24-hour youth crisis hotlines, emergency youth shelters, and safe zones. CSBG eligible entities partner with many private and governmental partners to meet the needs of youth. Some of these partners are local governments, Youth Violence Prevention Councils, faith-based organizations, community organizations, CalWORKs, First 5, school districts, and local public libraries.

The state will assure that eligible entities address these needs through review of responses submitted in the CAP, program performance monitoring, review of annual programmatic reports, and enforcement of CSBG contract provisions throughout the contract terms.

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)

[Narrative, 4000 characters]

CSD requires CSBG eligible entities to describe the systems used to ensure coordination with other community partner programs in the CAP. Eligible entities identify roles within their service areas while highlighting how each entity will work with local stakeholders to certify compliance with this assurance. Eligible entities often function as the lead agency for coalitions of low-income support services in their respective counties. The coalitions are comprised of the eligible entity, the county department of social services, local government departments, and local nonprofits. In these circumstances, the eligible entities may be responsible for the countywide implementation of services. Other coordination efforts include eligible entities working with agencies such as CalWORKs, Workforce Innovation and Opportunity Act (WIOA) and WIOA Operators, the Employment Development Department and other Community Action Agencies. Eligible entities ensure that the partnerships are clearly defined. Another approach eligible entities may undertake is to have staff engage as community advisors for the local Continuum of Care Coordinators or sit on boards and committees of local nonprofit and philanthropic funding organizations.

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;”

[Narrative, 4000 characters]

While CSBG eligible entities adopt service delivery systems that seek to maximize client access, avoid duplication of services, and provide a variety of needs, each agency operates according to their own diverse community conditions, priorities, and agency capacity. Some agencies rely on providing services at a centralized location while others, particularly those in rural and remote regions of the state, provide mobile services or make use of satellite offices. Eligible entities may provide services in-house or subcontract services to trusted local service providers.

Other services provided by CSBG eligible entities and/or partners include: affordable housing, food insecurity, employment, utility assistance, mental health, free tax preparation, disabled adult care services, child and family support services, English proficiency, immigration and citizenship services, and financial management training. Eligible entities and their partners incorporate intake and eligibility processes to assess and track client demographic information. By implementing an intake process, eligible entities can assess priorities and develop strategies to meet the needs of low-income individuals and families. CSBG requires CSBG eligible entities to certify compliance with this assurance in the CAP.

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

[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).

[Narrative, 4000 characters]

Eligible entities use CSBG funding to support innovative community-based initiatives that encourage parental responsibility. Network initiatives include fatherhood strengthening classes, parent and child joint counseling, co-parenting communication skills training, programs to address health disparities, parental engagement groups, therapy, skills training for teen parents, and other strategies to encourage active involvement in raising children while preventing child abandonment and abuse. Programs are enriched using best practices in the field including trauma-informed care with attention to Adverse Childhood Experiences.

CSBG eligible entities also focus on programs that assist incarcerated or recently paroled men, providing job training and employment assistance to empower them to provide financial support for their children and re-establish healthy connections to their families. Many eligible entities partner with local community organizations, Women, Infants and Children, California Department of Child Support Services, California Department of Social Services, Head Start and Migrant and Seasonal Head Start, First 5, and many other State programs to connect clients with additional resources and services. CSD requires CSBG eligible entities to certify compliance with this assurance in the CAP.

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.”

[Narrative, 4000 characters]

CSBG eligible entities work to offset conditions of starvation and malnutrition by providing emergency food assistance and nutritional services to low-income Californians. Eligible entities are required to describe emergency food and nutrition services in their CAP. Eligible entities coordinate food distribution efforts with their community partners such as faith-based organizations, local government, shelters, food banks, restaurants, day care providers, and school districts. Some CSBG eligible entities operate emergency food services in-house to address the food security of their clients, including coordinating summer and weekend lunch programs for youth, supporting clients with CalFresh applications, providing emergency food vouchers or gift cards. From lessons learned during the COVID-19 pandemic, eligible entities shifted their strategies to home delivery of lunches and grocery boxes and to running food banks on a drive-through model. Many eligible entities increased their warehouse capacity and purchased refrigerated delivery vans, walk-in freezers, and other equipment to help meet the increased demand. This increased capacity will continue to benefit low-income communities in the coming years.

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.

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.