



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services

DRAFT

**2024-2025 Community Services Block Grant (CSBG)
State Plan**

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

SECTION 1: CSBG Administrative Information

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

Two-Year

1.1a. Provide the federal fiscal years this plan covers:

Year One: 2024

Year Two: 2025

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

If yes, select the fields that have changed.

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

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

1.2b. **Cabinet or administrative department of this lead agency:**

- Community Affairs Department
- Community Services Department
- Governor's Office
- Health Department
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe:

1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official.

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: California

1.2h. Zip Code: 95833

1.2i. Telephone Number: (916) 576-7110

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.

See attachment 1.3 Designation Letter 052219.

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

If yes, select the fields that have changed.

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

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

1.4b. Point of Contact Name

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: California

- 1.4f. **Zip Code:** 95833
- 1.4g. **Telephone Number:** (916) 382-0338
- 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

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

No

If yes, select the fields that have changed.

- 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**

Name: David Knight

Title: Executive Director

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

1.5d. **City:** Sacramento

1.5e. **State:** California

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

SECTION 2: State Legislation and Regulation

2.1. CSBG State Legislation: State has a statute authorizing CSBG.

Yes

2.2. CSBG State Regulation: State has regulations for CSBG.

Yes

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.

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))

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.

No

2.4b. Regulation Amendments: State established or amended regulations for CSBG last federal fiscal year.

No

SECTION 3: State Plan Development and Statewide Goals

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

The mission of the Department of Community Services and Development (CSD) is to reduce poverty for low-income individuals, families, and disadvantaged communities throughout California. To fulfill this mission, CSD partners with a statewide network of nonprofit, local government, Migrant and Seasonal Farmworker (MSFW) Organizations, Limited Purpose Agencies (LPA), and Native American Indian Tribal (NAI) entities that receive Community Services Block Grant funding.

In addition to the Community Services Block Grant, CSD administers the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP), Low Income Household Water Assistance Program (LIHWAP), and the U.S. Department of Energy's Weatherization Assistance Program (WAP). CSD also administers the California Low-Income Weatherization Program (LIWP), the California Earned Income Tax Credit Education and Outreach Grant, and the Farmworker Resource Center Grant Program, which are supported by state funds.

As the lead agency, CSD administers community services and other supportive service programs that assist low-income families, individuals, and communities in meeting their basic and essential needs, including but not limited to food, shelter, employment, tax preparation, health care, education, social protection, emergency services, 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.

1. Establish new training and support programs for CSBG agencies' support staff. CSD will leverage its existing partnerships with the state association of CSBG agencies and training partners to establish new training and support programs while maintaining existing programs for CSBG agency executives 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. Sustain excellence through a highly skilled workforce. CSD will maintain service level excellence by providing staff with ongoing training and professional development opportunities, including diversity, equity, and inclusion training. CSD will continue to participate in state and national training and conferences to ensure California is on the leading edge of

emerging strategies to improve the administration of CSBG. CSD will also incorporate knowledge transfer and succession planning to maintain quality customer service and ensure the integrity of CSBG administration.

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

3.3a. Analysis of state-level tools

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

3.3b. Analysis of local-level tools

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

CSD organized a CSBG State Plan Workgroup, which met monthly from March through July of 2023. The workgroup was comprised of a group of eligible entity executive directors who advised CSD on the content of the 2024/2025 CSBG State Plan Summary, the draft 2024/2025 CSBG State Plan, and the network-wide town hall. The workgroup also advised CSD on approaches to encouraging more network involvement in the future.

3.3c. Consultation with

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

CSD collaborated with other state government offices, such as the California State Senate and Assembly Committees on Human Services.

3.4. Eligible Entity Involvement

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

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

CSD involved the eligible entities in the development of the CSBG State Plan through various approaches. CSD formed the CSBG State Plan Workgroup (CSPW), which represented the diversity of the California CSBG network. The key objective of the CSPW was to solicit input on the 2024-2025 CSBG State Plan Summary, the draft 2024-2025 CSBG State Plan, and the format and content of the town hall. Additionally, CSD and the CSPW reported on the development of the 2024-2025 CSBG State Plan during the quarterly CSBG Service Provider (CSP) meetings held on February 15, April 17, and August 8, 2023. CSD also hosted a 2024-2025 CSBG State Plan Town Hall for eligible entities on June 21, 2023. Prior to the town hall, CSD released a copy of the draft 2024-2025 CSBG State Plan and the draft 2024-2025 CSBG State Plan Summary to the eligible entities for review. During the town hall, the eligible entities provided CSD with feedback and comments.

CSD released the draft 2024-2025 CSBG State Plan and the 2024-2025 CSBG State Plan Summary to the California CSBG network on July [Date to be included in final draft], 2023 and to the public on July [Date to be included in final draft], 2023.

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

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

In 2023, CSD convened a CSBG State Plan Workgroup (CSPW) to guide the development of the 2024-2025 CSBG State Plan. Convening the CSPW, CSD formally addressed concerns expressed in the 2021 American Customer Satisfaction Index (ACSI) survey regarding the development of the CSBG State Plan.

The CSPW, which represented the diversity of the California CSBG network, met remotely four times between March and July 2023. In

addition to the workgroup meetings, members participated in email communications, CSP meeting presentations, and the CSBG State Plan Town Hall. Workgroup members provided input on the CSBG State Plan, the CSBG State Plan Summary, the format and content of the town hall, and made recommendations for the development of future State Plans.

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

Year One 76

Year Two 77

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.

SECTION 4: CSBG Hearing Requirements

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

The draft 2024-2025 CSBG State Plan and Application was published on the CSD website at [To be included in final draft]. The public was given the opportunity to review and submit comments on the State Plan.

See attachment 4.1 Public Inspection Screen Shot CSD Public Website Notice of Public Comment [To be included 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.

Written comments were accepted until 5:00 p.m. on [Date to be included 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.

Public notice was published ten days prior to the public hearing for the 2024-2025 CSBG State Plan and Application using CSD's Public Website [To be included in final draft].

See attachment 4.2 Public Notice-Hearing Screen Shot CSD Public Website Notice of Public Hearing [To be included in final draft].

Additionally, the public notice was published on social media channels to notify internal and external stakeholders and 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	Location <i>[Provide the facility and city – Narrative 100 characters]</i>	Type of Hearing	If a Combined Hearing was held confirmed that the public was invited.
Click or tap to enter a date.		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.

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.

See attachment 4.4-A Public and Legislative Hearing Transcript [To be included in final draft].

See attachment 4.4-B Public and Legislative Hearing, Hearing Certification Letter [To be included in final draft].

SECTION 5: CSBG Eligible Entities

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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
Fresno County Economic Opportunities Commission	Fresno	Nonprofit	Community Action Agency
Glenn County Community Action Department	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, Community Investment for Families Department	Los Angeles	Public	Community Action Agency

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
Community Action Partnership of San Bernardino County	San Bernardino	Nonprofit	Community Action Agency
County of San Diego, Health and Human Services Agency, Community Action Partnership	San Diego	Public	Community Action Agency
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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
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	Public	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 Department of Arts & Culture	Los Angeles	Public	Tribe or Tribal Organization

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
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, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba	Nonprofit	Migrant or Seasonal Farmworker Organization
Proteus, Inc.	Fresno/Kern/Kings/Tulare	Nonprofit	Migrant or Seasonal Farmworker Organization
Community Services and Employment Training, Inc.	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: 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.

5.2. Total number of CSBG eligible entities: 58

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

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

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

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

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

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.

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-RROW 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.

SECTION 6: Organizational Standards for Eligible Entities

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

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

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

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

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

N/A

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

N/A

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

There were no changes from the previous State Plan submission.

Provide reason for using alternative standards.

N/A

Describe rigor compared to COE-developed Standards.

N/A

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

- Regulation
- Policy
- Contracts with Eligible Entities

Other, describe:

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

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

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

CSD conducts an annual assessment for each eligible entity to determine if all organizational standards are met. CSD will analyze the information and ensure the required supporting documentation validates each standard as “met.” If a standard is not met, CSD will initiate a technical assistance plan or “TAP,” which is mutually agreed upon with the eligible entity. CSD will provide technical assistance to support eligible entities in meeting each organizational standard. Notification of CSD’s acceptance of the final organizational standards assessment is distributed electronically to all eligible entities through an automated notification sent via email from eGov, California’s statewide CSBG reporting system. Eligible entities’ scores are distributed virtually by CSD staff and are referenced in CSD’s monitoring evaluations and final reports.

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

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: 3

CSBG Eligible Entity	Description/Justification
Community Design Center	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.

CSBG Eligible Entity	Description/Justification
Rural Community Assistance Corporation	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	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.

Year One 68%

Year Two 73%

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

SECTION 7: State Use of Funds

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

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

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

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

Not less than 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 2022 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

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

Eligible Entity	Estimated 2024 Allocation	Estimated 2025 Allocation
Berkeley Community Action Agency	296,500	296,500
City of Oakland, Human Services Department	1,306,548	1,306,548
Inyo Mono Advocates for Community Action, Inc.	272,687	272,687
Amador-Tuolumne Community Action Agency	276,405	276,405
Community Action Agency of Butte County, Inc.	393,291	393,291
Calaveras-Mariposa Community Action Agency	296,498	296,498

Eligible Entity	Estimated 2024 Allocation	Estimated 2025 Allocation
Contra Costa Employment & Human Services Dept/CSB	936,015	936,015
Del Norte Senior Center, Inc.	41,292	41,292
El Dorado County Health and Human Services Agency	326,965	326,965
Fresno County Economic Opportunities Commission	2,018,986	2,018,986
Glenn County Community Action Department	275,686	275,686
Redwood Community Action Agency	323,429	323,429
Campesinos Unidos, Inc.	386,586	386,586
Community Action Partnership of Kern	1,773,414	1,773,414
Kings Community Action Organization, Inc.	283,034	283,034
North Coast Opportunities, Inc.	564,806	564,806
Plumas County Community Development Commission	267,767	267,767
Foothill Unity Center, Inc.	349,596	349,596
Long Beach Community Action Partnership	706,653	706,653
County of Los Angeles Dept. of Public Social Services	6,207,978	6,207,978
City of Los Angeles Community Investment for Families Dept.	6,422,319	6,422,319
Community Action Partnership of Madera County, Inc.	315,020	315,020
Community Action Marin	296,430	296,430
Merced County Community Action Agency	499,528	499,528
Modoc-Siskiyou Community Action Agency	275,669	275,669
Monterey County Community Action Partnership	494,172	494,172
Community Action Napa Valley	276,968	276,968
Nevada County Dept. of Housing & Community Services	295,680	295,680
Community Action Partnership of Orange County	3,165,441	3,165,441
Project GO, Inc.	418,124	418,124
Community Action Partnership of Riverside County	3,034,952	3,034,952
Sacramento Employment and Training Agency	2,109,549	2,109,549
San Benito County H&HSA, CS & WD	278,831	278,831
Community Action Partnership of San Bernardino County	3,162,054	3,162,054

Eligible Entity	Estimated 2024 Allocation	Estimated 2025 Allocation
County of San Diego, H&HSA, CAP	3,514,279	3,514,279
Urban Services YMCA	863,006	863,006
San Joaquin County Dept. of Aging & Community Services	999,175	999,175
CAP of San Luis Obispo County, Inc.	292,498	292,498
San Mateo County Human Services Agency	469,059	469,059
Community Action Commission of Santa Barbara County	540,678	540,678
Sacred Heart Community Service	1,351,934	1,351,934
Community Action Board of Santa Cruz County, Inc.	309,159	309,159
Shasta County Community Action Agency	298,008	298,008
Community Action Partnership of Solano, JPA	395,535	395,535
Community Action Partnership of Sonoma County	431,016	431,016
Central Valley Opportunity Center, Inc.	1,334,422	1,334,422
Sutter County Community Action Agency	279,848	279,848
Tehama County Community Action Agency	299,900	299,900
Community Services & Employment Training, Inc.	995,588	995,588
Community Action of Ventura County, Inc.	741,067	741,067
County of Yolo Health and Human Services Agency	394,801	394,801
Yuba County Community Services Commission	266,471	266,471
California Human Development Corporation	1,556,990	1,556,990
Proteus, Inc.	2,504,723	2,504,723
Center for Employment Training	2,098,552	2,098,552
Karuk Tribe (NAI-LPA)	146,687	146,687
NCIDC, Inc. (NAI-LPA)	2,051,277	2,051,277
LA County Executive Office of the Board of Supervisors	442,149	442,149
ESTIMATED 90% DISTRIBUTION	60,925,695	60,925,695

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).

CSD administers contracts on a calendar year, from January 1st to December 31st. To ensure timely distribution of CSBG funds, CSD prepares contracts for distribution to eligible entities prior to the receipt of the CSBG award notification. Contracts are emailed to the eligible entities via DocuSign approximately 60 days before the start of the calendar year, allowing services to begin on 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 and contracts contain provisions to align contract expenditures of eligible entities with grant award releases to CSD. Upon receipt of the final CSBG grant award notification, CSD will adjust the contract allocations distributed to the eligible entities.

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

- Reimbursement
- Advance
- Hybrid
- Other

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

Yes

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

N/A

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.

CSD continues to use DocuSign for its contract administration as it allows eligible entities to receive, sign, and return contracts electronically. This method has accelerated the timeframe required to execute contracts and has reduced costs and paper consumption. Given the success with using DocuSign, CSD does not plan to modify its contract administration procedures during this state plan period.

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

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

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

Year One 5%

Year Two 5%

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

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

Year One 81.4

Year Two 81.4

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

Year One 21.8

Year Two 21.8

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

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One 5%

Year Two 5%

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

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

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	575,000	The state association and other technical assistance partners will support various training and technical assistance activities to

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
		support the network.
7.9b. Coordination of state-operated programs and/or local programs	609,420	Funds will be used for the LPAs' fixed allocation and for La Voz del Campo bulletin and Radio Bilingual broadcasts that provide MSFWs information on farmworker issues, programs, and services.
7.9c. Statewide coordination and communication among eligible entities	Click or tap here to enter text.	
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)	1,803,334	CSD may elect to distribute discretionary funds equally or through a competitive process to 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.
7.9g. State Charity tax credits (Briefly describe	Click or tap here to enter text.	

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act) under Column 4)	Planned \$	Brief Description of Services and/or Activities
7.9h. Other activities (Specify these other activities under Column 4)	87,692	Annual software costs for reporting through the eGov database.
Totals (Auto-Calculated)	\$ 3,075,446	

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	575,000	The state association and other technical assistance partners will support various training and technical assistance activities to support the network.
7.9b. Coordination of state-operated programs and/or local programs	609,420	Funds will be used for the LPAs' fixed allocation and for La Voz del Campo bulletin and Radio Bilingual broadcasts that provide MSFWs information on farmworker issues, programs, and services.
7.9c. Statewide coordination and communication among eligible entities	Click or tap here to enter text.	
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.	

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	1,803,334	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.
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)	88,738	Annual software costs for reporting through the eGov database.
Totals (Auto-Calculated)	\$3,076,492	

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

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

- The State Directly Carries Out All Activities (No Partnerships)
- The State Partially Carries Out Some Activities
- CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) 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

CSD will fund organizations that benefit eligible entities such as La Cooperativa Campesina de California for its La Voz del Campo bulletin and Radio Bilingual broadcasts. These platforms provide information about MSFWs, farmworker issues, and programs and services to farmworker communities. A portion of the remainder/discretionary funds will be used to support the annual renewal of the statewide database used to collect Annual Report data and Organizational Standards.

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

7.11. Use of Remainder/Discretionary Funds Performance Management

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

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

With the release of the 2016-2020 American Community Survey (ACS), CSD is required to update its CSBG distribution formula to reflect the available poverty data. The updated allocation was implemented for the 2023 CSBG contract. To lessen the impact of funding reductions resulting from the new allocation, CSD utilized 2023 CSBG discretionary funds to offset allocations for eligible entities that received a decrease in funding. The use of the discretionary funds to assist the implementation of the new funding formula was limited to the 2023 CSBG grant. Discretionary funding was allocated to ensure no agency received a decrease of more than 2.5 percent due to the implementation of the 2016-2020 ACS Census data. Agency allocations, where the agency experienced a decrease or an increase of less than \$26,000 due to the implementation of the 2016-2020 ACS Census data, received discretionary funding up to \$26,000. Agency allocations, where an agency experienced an increase of \$26,000 or more due to the implementation of the 2016-2020 ACS Census data, did not receive discretionary funding. This measure was developed and vetted by the CSBG Funding Task Force, a workgroup comprised of executive directors of eligible entities and CSD staff.

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

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

Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Training	Other	Diversity, Equity, and Inclusion
Ongoing/Multiple Quarters	Both	Fiscal	
Ongoing/Multiple Quarters	Both	Governance/Tripartite Board	
Ongoing/Multiple Quarters	Technical Assistance	Organization Standards – General	
Ongoing/Multiple Quarters	Technical Assistance	Organization Standards – for CSBG 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	Technical Assistance	Other	Community Economic Development
Ongoing/Multiple Quarters	Technical Assistance	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.

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Training	Other	Diversity, Equity, and Inclusion
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 CSBG 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	Training and Technical Assistance	Other	Community Economic Development
Ongoing/Multiple Quarters	Training and Technical Assistance	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 \$575,000 **Year Two** \$575,000

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.

In accordance with section 675C(b) of the CSBG Act [42 U.S.C. § 9907(b)], excluding administration, and in accordance with California Government Code section 12786, CSD will use five percent of its annual CSBG funding for discretionary purposes. This includes support for eligible entities for Training and Technical Assistance (T/TA). Discretionary funds support T/TA collaborations with CalCAPA, the California Community Economic Development Association (CCEDA), and other partners.

CalCAPA, the California community action association, is the lead agency administering the Region IX Regional Performance & Innovation Consortia (RPIC). RPIC serves as a comprehensive T/TA system to provide services to California's agencies. CSD will partner with CalCAPA and RPIC to ensure that eligible entities in California meet operational and organizational needs. CSD and CalCAPA will increase eligible entities' capacity and identify exemplary practices in California's network of eligible entities. Training needs are identified through onsite monitoring, desk reviews, review of Organizational Standards, and communication with the eligible entities. CalCAPA delivers T/TA to eligible entities 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.

CSD also partners with CCEDA, an organization that has expertise in community economic development. CCEDA provides T/TA to eligible entities to achieve results through a full range of economic and community development strategies, such as developing needs assessments and grant writing.

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

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.

CSD addresses unmet Organizational Standards through ongoing T/TA. CSD, CalCAPA, and other partners provide T/TA through multiple portals (e.g., open-source learning platforms, staff training, webinars). CSD will continue to monitor and aid eligible entities with resources to assist in resolving unmet Organizational Standards. CSD monitors the progress

and status of technical assistance plans (TAPs) 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)
- 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

CSD will collaborate and contract with CCEDA, an organization that has expertise in community economic development. CCEDA provides training and technical assistance to eligible entities to achieve results through a full range of economic and community development strategies developing needs assessments, and grant writing.

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

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

CSD collaborated with CalCAPA and CCEDA to develop and administer a joint T/TA survey for the eligible entities. The survey identified ways to improve the quality and type of T/TA available to eligible entities. Based on survey results, CSD developed a T/TA plan to meet the needs of eligible entities. CSD shared the survey outcomes with the CSBG Advisory Council for review and recommendations. The results of the survey and the T/TA plan were released to the eligible entities after CSD incorporated the CSBG Advisory Council's feedback.

SECTION 9: State Linkages and Communication

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

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

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

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

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 Essentials for Childhood (EfC) Initiative led by the California Department of Public Health (CDPH), Injury and Violence Prevention Branch and the California Department of Social Services (CDSS), Office of Child Abuse Prevention. CSD also partners with Limited Purpose Agencies designed to serve rural communities. Descriptions about EfC Initiative and the Limited Purpose Agencies follow.

Essentials for Childhood Initiative

CSD participates in the EfC Initiative, a coalition of public and private entities led by CDPH, Injury and Violence Prevention Branch, and CDSS, 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.

Limited Purpose Agencies

Limited Purpose Agencies (LPAs) are community-based nonprofit organizations 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 percent) 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)).

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.

CSD will be involved in the following linkages during 2024 and 2025:

Reducing Poverty Workgroup

The Reducing Poverty Workgroup is comprised of participants from state and federal agencies, local nonprofit groups, and government organizations. The workgroup’s goal is to inform community members about the importance of filing their taxes and to increase the number of Earned Income Tax Credits (EITC) claimed by eligible low-to-moderate-income Californians. The workgroup also aims to increase awareness and outreach for the California and federal EITC, Young Child Tax Credit, and free tax preparation assistance services, including outreach to noncitizen Californians who file using an Individual Taxpayer Identification Number (ITIN) or who may be eligible to acquire an ITIN through application acceptance assistance activities.

California Earned Income Tax Credit and Young Child Tax Credit (YCTC)

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 through the CalEITC Education and Outreach Grant Program which CSD administers.

California has continued to fund CalEITC education and outreach activities in the state and expand eligibility for CalEITC and other tax credits focused on low-income families. In 2020, individuals holding an ITIN became eligible for CalEITC and the Young Child Tax Credit. In 2022, California increased the Young Child Tax Credit, awarding eligible families with children under six a \$1,083 tax credit. The California 2023 Budget Act appropriated \$20 million to continue support for the CalEITC Education and Outreach Grant Program for the 2023 tax season.

CSBG Advisory Council

CSD facilitates the CSBG Advisory Council, a group comprising a diverse selection of CSBG agencies and CalCAPA. The CSBG Advisory Council meets on an ad hoc basis to provide recommendations on potential policy changes and new program implementation. Participating members are responsible for collaborating with CSD around issues impacting CSBG.

NASCSP Diversity, Equity, and Inclusion (DEI) Board Committee

National Association for Community Services Programs (NASCSP) organized the DEI Board Committee in June 2023. The committee is actively engaging CSBG and energy lead agencies to identify resources and strategies to further the implementation of equity throughout the national CSBG and energy networks. Currently, the committee is identifying resources for state administrators, working with a consultant to expand the committee's efforts further, and developing a strategy for lead agencies to share effective working strategies. CSD serves as the committee chair.

9.3. Eligible Entity Linkages and Coordination

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

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

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

CSD requires eligible entities to establish and maintain linkages and coordination with other social service programs. Linkages ensure the effective delivery of services to public and private partners that are effective in addressing the needs of low-income Californians. CSD will monitor the coordination of linkages to reduce gaps in service between eligible entities and their linkage/partnerships through review of each eligible entity's CAP, workplans, and programmatic reports.

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

Describe how the eligible entities will develop linkages to fill identified

gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

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

Annually, CSBG eligible entities must submit a Community Action Plan (CAP) to CSD utilizing a CAP template designed by CSD to ensure compliance with Section 676(b)(3)(B) of the CSBG Act. The CAP template requires eligible entities to describe the process utilized to link services and coordinate funding in their service area. Eligible entities provide information on coalitions, memoranda of understanding (MOUs), and partnerships. The eligible entities are asked to describe how their agencies coordinate funding with other providers in the service area. If there is a formalized coalition of service providers in the service area, eligible entities must list the coalition(s) by name and methods used to coordinate services and funding. Eligible entities must also provide information on any MOUs and/or service agreements they have with other agencies regarding coordination of services and funding. Eligible entities must also describe how they ensure the delivery of services to low-income individuals while avoiding duplication of services in the service area(s).

For the 2024/2025 CAP submissions, the CAP template was revised to ensure linkages are maintained and developed by eligible entities with local partnerships to enhance or expand services. Partnerships are formed with other service providers, local governments, educational institutions, faith-based organizations, and businesses.

CSD also assists eligible entities with developing strategic partnerships, including coordination and linkages opportunities. CSD accomplishes this by partnering with other federal and state organizations to identify additional programs and funds that may be available to the California CSBG Network.

- 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)?

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.

- 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.

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 effectively address the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, the Employment Development Department, CalWORKS, WorkNet, local Day Worker Centers, Eckerd Connects Workforce Development, America's Job Center of California, Welfare to Work programs, CalFresh Employment and Training, Veteran's services, Association of Farmworker Opportunity Programs, Association of Farmworker Opportunity Programs, social services departments, centralized service centers, community health and childcare centers, faith-based organizations, educational institutions, corporate partners, private foundations, 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, veterans, 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 and workplace ethics workshops, life skills and financial literacy training, and job placement programs that prepare 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 Program) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act).

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

CSD administers LIHEAP, which provides energy crisis intervention and weatherization services for low-income Californians. Local LIHEAP service providers provide energy outreach, education, utility bill assistance, energy-efficient appliance repair or replacement, and California Alternative Rates for Energy application assistance.

The remaining CSBG eligible entities that do not receive LIHEAP funds directly work in collaboration with the local LIHEAP service provider or other utility assistance providers 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.

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

CSD requires eligible entities to certify compliance with this assurance in the CAP and to provide a description of these partnerships. They must also describe organizations with which they coordinate services, including faith-based organizations, charitable groups, and community organizations. All eligible entities participate in partnerships and coalitions, which are comprised of multiple organizations. These partnerships are instrumental in allowing eligible entities to leverage funds, staff, and other resources to assist low-income Californians.

9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private

Resources: Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

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

Eligible entities coordinate funds and resources with a vast network of public and private partners including, but not limited to, Workforce Investments Boards, One-Stop Centers, CalWORKs (California's TANF program) administrators, healthcare providers, Senior Centers, local Police, County Probation and Parole offices, community advisory boards, youth councils, and emergency services entities to meet immediate and long-term needs of low-income individuals and families, and other community organizations. In addition, CSBG eligible entities' coordination efforts may include information sharing, direct referrals, MOUs, and sub-contractual agreements to ensure the delivery of services to low-income individuals.

Additionally, CSD's CSBG contracts and policies require eligible entities to conduct a Community Needs Assessment (CNA) once every two years, and the data from the CNA is used to inform their annual Community Action Plans (CAPs). CAPs include descriptions of how eligible entities use the funds to support innovative community and neighborhood-based initiatives related to the purpose of CSBG.

9.8. Coordination among Eligible Entities and State Community Action

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

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

In coordination with the California Community Action Partnership Association (CalCAPA), CSD hosts quarterly CSBG Service Provider (CSP) meetings. The CSP is a regular stakeholder meeting offering a forum for CSD and CalCAPA to update eligible entities on CSBG-related topics and issues and for agencies to share experiences and innovations with their peers and CSD.

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 (T/TA) system providing services to California’s eligible entities. CSD will continue to partner with CalCAPA and the Region IX RPIC to ensure that eligible entities in California meet operational and organizational needs. Through ongoing collaboration, CSD and CalCAPA will strive to increase eligible entities’ capacity and identify exemplary practices in the CSBG network.

CSD will coordinate with CalCAPA to deliver T/TA to eligible entities in a broad range of topical areas. CalCAPA will provide T/TA to address deficiencies arising out of monitoring, capacity building needs, ROMA, and other areas.

With the intent of providing T/TA specific to the needs of eligible entities, CSD, along with input from CalCAPA and the California Community Economic Development Association (CCEDA), collaborate to create a yearly CSBG Eligible Entities T/TA Needs Survey, to be distributed to all 60 of CSD’s CSBG-funded agencies. After obtaining, reviewing, and analyzing survey results, CSD will work with CalCAPA and CCEDA to identify which entity, CalCAPA, CCEDA, or CSD, will provide the needed T/TA throughout the year. CalCAPA and CCEDA will incorporate targeted T/TA outcomes into their respective contract workplans in alignment with the yearly survey.

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

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
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
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

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.

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

CSD will utilize a variety of communication methods to inform eligible entities and CalCAPA, the state community action association, including via email, direct individual communication, meetings, and other means as appropriate. CSD will utilize its communication plan to actively engage and provide feedback on performance, funding opportunities and best practices for service delivery.

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

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

CSD has adjusted the communication plan to incorporate the feedback from the CSPW and during the CSBG State Plan Town Hall. CSD will distribute electronic communications to eligible entities using the most efficient and effective modes available and will provide more in-person and/or live virtual training for the eligible entities. Additionally, CSD will distribute a quarterly newsletter providing eligible entities information and updates on administrative, fiscal, and programmatic matters. The newsletter will also highlight eligible entities' successes and innovative practices. CSD will continue to monitor and assess its communication strategies and make adjustments as necessary.

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
County of Los Angeles Department of Arts & Culture	Full On-Site	Onsite	FY1 Q3	8/16/2021	8/18/2021	
Sacramento Employment and Training Agency	Full On-Site	Onsite	FY1 Q3	5/19/2021	5/19/2021	
Modoc-Siskiyou Community Action Agency	Full On-Site	Onsite	FY1 Q4	5/28/2021	6/2/2021	
Community Action Marin	Full On-Site	Onsite	FY1 Q3	8/17/2021	8/19/2021	
Sutter County Community Action Agency	Full On-Site	Onsite	FY1 Q3	5/19/2021	5/21/2021	
Yuba County Community	Full On-Site	Onsite	FY1 Q4	7/12/2021	7/14/2021	

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"
Services Commission						
Inyo Mono Advocates for Community Action, Inc.	Full On-Site	Onsite	FY1 Q3	6/16/2021	6/16/2021	
Nevada County Department of Housing and Community Services	Full On-Site	Onsite	FY1 Q4	5/5/2021	5/8/2021	
Shasta County Community Action Agency	Full On-Site	Onsite	FY1 Q3	8/23/2021	8/25/2021	
Community Services & Employment Training, Inc.	Desk Review	Onsite	FY1 Q3	8/25/2023	8/27/2023	
Fresno County Economic Opportunities Commission	Full On-Site	Onsite	FY1 Q4	7/14/2021	7/15/2021	
San Joaquin County Department of Aging and Community Services	Full On-Site	Onsite	FY1 Q3	6/14/2021	6/17/2021	
County of San Diego, Health and Human	Full On-Site	Onsite	FY1 Q3	8/9/2021	8/10/2021	

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"
Services Agency, CAP						
Del Norte Senior Center	Full On-Site	Onsite	FY1 Q4	8/10/2021	8/19/2021	
El Dorado County Health & Human Services Agency	Full On-Site	Onsite	FY1 Q4	6/15/2021	6/17/2021	
Community Action Partnership of San Luis Obispo County, Inc.	Full On-Site	Onsite	FY1 Q3	7/14/2021	7/14/2021	
Calaveras-Mariposa Community Action Agency	Other	Desk Review	FY1 Q3	5/17/2022	5/19/2022	Desk Review
Community Action Agency of Butte County, Inc.	Other	Desk Review	FY1 Q3	6/14/2022	6/16/2022	Desk Review
Community Action of Ventura County	Other	Desk Review	FY1 Q2	6/6/2023	6/8/2023	Desk Review
Community Action Partnership of Orange County	Other	Desk Review	FY1 Q4	9/6/2023	9/8/2023	Desk Review
Community Action	Other	Desk Review	FY1 Q4	7/5/2023	7/7/2023	Desk Review

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"
Partnership of Riverside						
Community Action Partnership of Solano	Other	Desk Review	FY1 Q3	7/19/2022	7/22/2022	Desk Review
Monterey County Community Action Agency	Other	Desk Review	FY1 Q2	8/28/2023	8/30/2023	Desk Review
Redwood Community Action Agency	Other	Desk Review	FY1 Q2	7/6/2022	7/8/2022	Desk Review
Sacred Heart Community Service	Other	Desk Review	FY1 Q3	8/14/2023	8/16/2023	Desk Review
Berkeley Community Action Agency	Other	Desk Review	FY1 Q2	4/21/2022	4/25/2022	Desk Review
City of Oakland Human Services Department	Other	Desk Review	FY1 Q4	5/19/2022	5/23/2022	Desk Review
Community Action Board of Santa Cruz County	Other	Desk Review	FY1 Q3	7/12/2023	7/14/2023	Desk Review
Kings Community Action Organization	Other	Desk Review	FY1 Q4	5/3/2023	5/4/2023	Desk Review

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"
Merced County Community Action Agency	Other	Desk Review	FY1 Q3	6/23/2022	6/23/2022	Desk Review
Project GO, Inc.	Other	Desk Review	FY1 Q2	5/17/2023	5/24/2023	Desk Review
Community Action of Napa Valley	Other	Desk Review	FY1 Q2	6/20/2023	6/21/2023	Desk Review
Community Action Partnership of Madera County	Other	Desk Review	FY1 Q4	6/20/2022	6/22/2022	Desk Review
Contra Costa County Community Services Department	Other	Desk Review	FY1 Q3	4/7/2022	4/11/2022	Desk Review
San Benito Co. Department of Community Services & Workforce Development	Other	Desk Review	FY1 Q3	5/10/2023	5/11/2023	Desk Review
San Mateo County Human Services Agency	Other	Desk Review	FY1 Q4	8/29/2022	8/29/2022	Desk Review
Tehama County Community Action Agency	Other	Desk Review	FY1 Q2	8/29/2022	8/29/2022	Desk Review

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"
Amador-Tuolumne Community Action Agency	Other	Desk Review	FY1 Q2	5/23/2022	5/25/2022	Desk Review
City of Los Angeles Community Investment for Families Dept.	Other	Desk Review	FY1 Q4	6/6/2022	6/8/2022	Desk Review
Community Action Partnership of Kern County	Other	Desk Review	FY1 Q2	8/14/2023	8/16/2023	Desk Review
Community Action Partnership of San Bernardino County	Other	Desk Review	FY1 Q2	6/12/2023	6/14/2023	Desk Review
Foothill Unity Center, Inc	Other	Desk Review	FY1 Q4	5/1/2023	5/3/2023	Desk Review
Long Beach Community Services Development Corporation	Other	Desk Review	FY1 Q4	5/3/2023	5/5/2023	Desk Review
Urban Services, YMCA	Other	Desk Review	FY1 Q3	5/9/2022	5/11/2022	Desk Review
California Human Development-MSFW	Other	Desk Review	FY1 Q2	4/24/2023	4/26/2023	Desk Review
Center for Employment	Other	Desk Review	FY1 Q4	5/17/2021	5/20/2021	Desk Review

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"
Training-MSFW						
Central Valley Opportunity Center-MSFW	Other	Desk Review	FY1 Q3	7/12/2022	7/14/2022	Desk Review
Karuk Tribe-NAI	Other	Desk Review	FY1 Q3	6/27/2023	6/29/2023	Desk Review
Los Angeles County, Department of Public Social Services	Other	Desk Review	FY1 Q2	8/16/2022	8/18/2022	Desk Review
Northern California Indian Development Council-NAI	Other	Desk Review	FY1 Q4	5/24/2022	5/26/2022	Desk Review
Plumas County Community Development Commission	Other	Desk Review	FY1 Q3	8/2/2022	8/4/2022	Desk Review
Proteus, Inc.-MSFW	Other	Desk Review	FY1 Q3	5/16/2023	5/18/2023	Desk Review
Campeños Unidos, Inc.	Other	Desk Review	FY1 Q4	10/17/2023	10/19/2023	Desk Review
Community Action Commission of Santa Barbara	Other	Desk Review	FY1 Q3	9/12/2023	9/14/2023	Desk Review
Community Action Partnership of	Other	Desk Review	FY1 Q3	7/21/2022	7/26/2022	Desk Review

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"
Sonoma County						
Community Design Center-LPA	Other	Desk Review	FY1 Q2	6/14/2022	6/16/2022	Desk Review
Glenn County Community Action Department	Other	Desk Review	FY1 Q2	6/6/2022	6/8/2022	Desk Review
North Coast Opportunities	Other	Desk Review	FY1 Q4	8/22/2023	8/24/2023	Desk Review
Rural Community Assistance Corporation-LPA	Other	Desk Review	FY1 Q3	8/9/2023	8/11/2023	Desk Review
Yolo County Department of Employment and Social Services	Other	Desk Review	FY1 Q3	5/26/2022	5/31/2022	Desk Review

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

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"
Amador-Tuolumne Community	Full On-Site	Onsite	FY2 Q2	5/23/2022	5/25/2022	

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"
Action Agency						
Berkeley Community Action Agency	Full On-Site	Onsite	FY2 Q2	4/21/2022	4/25/2022	
Contra Costa Community Services Department	Full On-Site	Onsite	FY2 Q3	4/7/2022	4/11/2022	
City of Oakland Department of Human Services	Full On-Site	Onsite	FY2 Q3	5/19/2022	5/23/2022	
City of Los Angeles Community Investment for Families Dept.	Full On-Site	Onsite	FY2 Q3	6/6/2022	6/8/2022	
Central Valley Opportunity Center	Full On-Site	Onsite	FY2 Q2	7/12/2022	7/14/2022	
Community Action of Butte County, Inc.	Full On-Site	Onsite	FY2 Q2	4/25/2022	4/27/2022	
Community Design Center	Full On-Site	Onsite	FY2 Q3	6/14/2022	6/16/2022	
Calaveras-Mariposa Community Action Agency	Full On-Site	Onsite	FY2 Q3	5/17/2022	5/19/2022	

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"
Glenn County Community Action Department	Full On-Site	Onsite	FY2 Q4	6/6/2022	6/8/2022	
Lassen/Plumas/Sierra Community Action Agency	Full On-Site	Onsite	FY2 Q3	8/2/2022	8/4/2022	
Community Services & Employment Training, Inc.	Desk Review	Onsite	FY2 Q3	7/25/2023	7/27/2023	
Community Action Partnership of Madera County	Full On-Site	Onsite	FY2 Q4	6/20/2022	6/22/2022	
San Mateo County Human Services Agency	Full On-Site	Onsite	FY2 Q3	8/29/2022	8/29/2022	
Merced County Community Action Agency	Full On-Site	Onsite	FY2 Q3	6/23/2022	6/27/2022	
Northern California Indian Development Council	Full On-Site	Onsite	FY2 Q4	5/24/2022	5/26/2022	
Redwood Community Action Agency	Full On-Site	Onsite	FY2 Q3	7/6/2022	7/8/2022	

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"
Community Action Partnership of Solano	Full On-Site	Onsite	FY2 Q3	7/19/2022	7/22/2022	
Community Action Partnership of Sonoma County	Full On-Site	Onsite	FY2 Q4	7/21/2022	7/26/2022	
Tehama County Community Action Agency	Full On-Site	Onsite	FY2 Q2	8/29/2022	8/29/2022	
Yolo County Department of Employment and Social Services	Full On-Site	Onsite	FY2 Q3	5/26/2022	5/31/2022	
Urban Services YMCA (San Francisco)	Full On-Site	Onsite	FY2 Q4	5/9/2022	5/11/2022	
Los Angeles County, Department of Public Social Services	Full On-Site	Onsite	FY2 Q4	8/16/2022	8/18/2022	
Foothill Unity Center, Inc.	Other	Desk Review	FY2 Q4	5/1/2023	5/3/2023	Desk Review
Fresno County Economic Opportunities Commission	Other	Desk Review	FY2 Q3	7/14/2021	7/15/2021	Desk Review

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 Kern	Other	Desk Review	FY2 Q2	8/14/2023	8/16/2023	Desk Review
Long Beach Community Action Partnership	Other	Desk Review	FY2 Q3	5/3/2022	5/5/2023	Desk Review
Nevada County Department of Housing & Community Services	Other	Desk Review	FY2 Q2	5/5/2021	5/8/2021	Desk Review
Community Action Partnership of San Bernardino County	Other	Desk Review	FY2 Q2	6/12/2023	6/14/2023	Desk Review
Community Action Marin	Other	Desk Review	FY2 Q3	9/2/2022	9/27/2022	Desk Review
Monterey County Community Action Partnership	Other	Desk Review	FY2 Q4	8/28/2023	8/30/2023	Desk Review
Community Action Partnership of Orange County	Other	Desk Review	FY2 Q4	9/6/2023	9/8/2023	Desk Review
Community Action Partnership of Riverside	Other	Desk Review	FY2 Q2	7/5/2023	7/5/2023	Desk Review

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"
Sacred Heart Community Service	Other	Desk Review	FY2 Q2	8/14/2023	8/16/2023	Desk Review
Community Action of Ventura County	Other	Desk Review	FY2 Q3	6/6/2023	6/8/2023	Desk Review
Center of Employment Training	Other	Desk Review	FY2 Q4	5/17/2021	5/20/2021	Desk Review
California Human Development Corporation	Other	Desk Review	FY2 Q3	4/25/2023	4/27/2023	Desk Review
Karuk Tribe	Other	Desk Review	FY2 Q2	6/27/2023	6/29/2023	Desk Review
Proteus, Inc.	Other	Desk Review	FY2 Q4	5/16/2023	5/18/2023	Desk Review
San Joaquin County Department of Aging & Community Services	Other	Desk Review	FY2 Q2	6/16/2021	6/18/2021	Desk Review
Del Norte Senior Center	Other	Desk Review	FY2 Q2	8/10/2021	8/19/2021	Desk Review
Inyo Mono Advocates for Community Action	Other	Desk Review	FY2 Q3	6/16/2021	6/16/2021	Desk Review
Kings Community Action Org. Inc.	Other	Desk Review	FY2 Q3	5/3/2023	5/4/2023	Desk Review
Project GO, Inc.	Other	Desk Review	FY2 Q3	5/17/2023	5/24/2023	Desk Review

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 San Luis Obispo County, Inc.	Other	Desk Review	FY2 Q4	7/14/2021	7/14/2021	Desk Review
Community Action Board of Santa Cruz County, Inc.	Other	Desk Review	FY2 Q4	7/12/2023	7/14/2023	Desk Review
Sacramento Employment and Training Agency	Other	Desk Review	FY2 Q2	5/19/2021	5/19/2021	Desk Review
El Dorado County Health & Human Services Agency	Other	Desk Review	FY2 Q2	6/15/2021	6/17/2021	Desk Review
Modoc-Siskiyou Community Action Agency	Other	Desk Review	FY2 Q3	5/28/2021	6/2/2021	Desk Review
Community Action Napa Valley	Other	Desk Review	FY2 Q3	6/20/2023	6/21/2023	Desk Review
San Benito County Department of Community Services & Workforce Development	Other	Desk Review	FY2 Q4	5/10/2023	5/11/2023	Desk Review
County of San Diego, Health &	Other	Desk Review	FY2 Q2	9/23/2022	10/18/2022	Desk Review

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"
Human Services Agency, Community Action Partnership						
Shasta County Community Action Agency	Other	Desk Review	FY2 Q4	5/6/2022	9/12/2022	Desk Review
Community Action Commission of Santa Barbara County	Other	Desk Review	FY2 Q3	9/12/2023	9/14/2023	Desk Review
Campeños Unidos, Inc.	Other	Desk Review	FY2 Q3	10/17/2023	10/19/2023	Desk Review
North Coast Opportunities	Other	Desk Review	FY2 Q2	8/22/2023	8/24/2023	Desk Review
Rural Community Assistance Corporation	Other	Desk Review	FY2 Q2	8/9/2023	8/11/2023	Desk Review
Sutter County Community Action Agency	Other	Desk Review	FY2 Q3	9/6/2022	10/6/2022	Desk Review
Yuba County Community Action Agency	Other	Desk Review	FY2 Q3	9/6/2022	10/6/2022	Desk Review
County of Los Angeles Department	Other	Desk Review	FY2 Q4	8/15/2022	9/16/2022	Desk Review

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"
of Arts & Culture						

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.

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

See attachment 10.2 Monitoring Procedures CSD Monitoring Procedures 062623.

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 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

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

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

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?

CSD will submit written notification to the Office of Community Services (OCS) within the established timeframe upon approving a QIP. 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 OCS.

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

- 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

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

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

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.

N/A

- 10.9. Eligible Entity Termination:** Does the state CSBG statute and/or regulations provide for termination of eligible entities?

Yes

- 10.9a. Termination Citation:** If yes, provide the citation(s) of the law and/or regulation.

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.

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

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

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.

N/A

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).

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 for 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.

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

CSD's Audit Services Unit (ASU) reviews single audits submitted by eligible entities that receive funding through CSD. As the pass-through entity, CSD is responsible for ensuring corrective action is taken to address findings identified in single audits performed in accordance with 45 CFR § 75.521. CSD's 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 a 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 during monthly compliance meetings.

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

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?

No

10.14. Monitoring Procedures Performance Management Adjustment: Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS,

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

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

CSD resumed normal monitoring practices after travel restrictions due to the COVID-19 pandemic were lifted. To remain compliant during the COVID-19 pandemic, CSD implemented emergency monitoring activities, including virtual conferences to adapt to stay-at-home orders and travel restrictions and to ensure the safety of CSD and eligible entity staff. (For current monitoring policies, including CSD's emergency monitoring operational strategy, see section 10.2., Monitoring Policies). Other monitoring practices, such as desk reviews, CAP reviews, and Annual Report reviews have continued as normal. CSD continues to solicit feedback from eligible entities regarding monitoring through surveys, Q&A sessions, and feedback provided during quarterly CSBG Service Provider (CSP) meetings. Additionally, CSD's Field Operations Unit conducts an annual in-person monitoring webinar followed by a Q&A session. The monitoring webinar provides eligible entities a platform to address concerns or questions and give feedback in a more direct setting.

SECTION 11: Eligible Entity Tripartite Board

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

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

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

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

CSD employs a multifaceted strategy to monitor and receive board updates from the eligible entities. Eligible entities are required to submit a board roster with their contractual documents to execute the annual CSBG contract. During the year, if there is a change on the board, eligible entities must notify CSD within 30 days and submit an updated board roster. Annually, each eligible entity receives either an onsite monitoring visit or desk review where an updated roster is requested if any changes have occurred. When a board vacancy is identified through a monitoring review, the eligible entity is required to submit quarterly updates to CSD identifying recruitment and other organizational efforts to fill the vacancy.

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

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

CSD verifies that eligible entities have policies and procedures regarding petitioning for adequate representation in place by various means. Eligible entities are required in the biennial CAP to describe their policies and procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that consider its

organization or low-income individuals to be inadequately represented on the tripartite board to petition for adequate representation. CSD reviews the CAPs to ensure the eligible entity has adequately responded to each question. If a response is found to be insufficient, CSD requests that the eligible entity modifies its response. CSD will not accept the CAP until all responses are sufficient.

Additionally, during the onsite monitoring preparation process, CSD reviews eligible entity bylaws for tripartite board representation grievance procedures to verify policies and procedures are in place. CSBG Field Representatives address aspects of board governance with the leadership of the eligible entities during onsite monitoring. If these policies are not in place, CSD will work with the eligible entity until they are established. Further, eligible entities are required to submit a copy of their approved board meeting minutes to CSD within 30 days of board approval, and eligible entities are required to submit Board roster changes to CSD within 30 days of a change. CSBG Field Representatives review the minutes. If a grievance about inadequate representation on the board is found in the meeting minutes, CSBG Field Representatives follow up with the eligible entity to verify that the grievance has been addressed.

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

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

CSD has accepted an alternative mechanism to a tripartite board for LPA and NAI contractors using either a NAI governing council, commission, board, or other body responsible for the administration of their CSBG funded programs. This mechanism allows CSD to verify via board minutes and board rosters that low-income individuals are included in the development, planning, implementation, and evaluation of programs.

SECTION 12: Individual and Community Income Eligibility Requirements

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

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

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

Since July 16, 2021, CSBG income eligibility in California tracks the federal maximum allowable level. If the federal level is modified in the future, 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.

Eligible entities are required to provide an overview of their service delivery processes within their submitted Community Action Plan (CAP). CSD performs a review of these procedures, which includes verifying income eligibility processes for each entity. Specific focus is provided for services with limited intake procedures. Additionally, income eligibility processes (including limited intake procedures) are evaluated during each eligible entity's onsite monitoring.

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).

A primary focus of CSD is to ensure eligible entities' services benefit low-income communities. CSD achieves this by thoroughly reviewing eligible entities' CAPs, Annual Report data, and Organizational Standards. Specifically, Organizational Standards 6.0 through 6.5 require eligible entities to submit their strategic plans for review and approval. Eligible entities are also required to complete an annual workplan and provide it to CSD with their annual contract deliverables.

Workplans detail services that eligible entities will provide with an explanation as to why these services are essential at the local level. CSBG Field Representatives review ongoing programmatic activities as a component of yearly monitoring activities (desk reviews and/or onsite reviews) to ensure activities are in alignment with each eligible entity's CAP.

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

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

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

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

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

CSD and eligible entities participate in and comply with ROMA. California has incorporated the cycle of ROMA principles into the CNA and CAP template. CSD verifies that the needs eligible entities have identified in their CNAs are data-driven. The needs assessment data should drive the goal-setting process and formulate the program activities, targeted outcomes, and delivery strategies. CSD adopted the CSBG National Performance Indicators (NPIs) as the reporting tool by which to measure outcomes. Annually, CSD evaluates NPI projections and outcomes to monitor the eligible entities' performance and to ensure ROMA is utilized and incorporated into program operations.

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.

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.

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

- CSBG National Performance Indicators (NPIs)
- NPIs and others
- Others

CSD will utilize the NPIs to evaluate eligible entities' performance in promoting self-sufficiency, family stability, and community revitalization. Throughout the year, CSD will engage and provide feedback to eligible entities on an ongoing basis to ensure compliance with Section 676(b)(12) of the CSBG Act.

Biennially, CSD secures from each eligible entity, as a condition of funding, a Community Action Plan (CAP) that includes a community-needs assessment for

the communities served. California Government Code requires the CAP to assess poverty-related needs and available resources and include feasible goals and strategies that produce outcomes consistent with the set priorities. The CAP is a two-year plan on how eligible entities will deliver CSBG-funded services. The CAP also provides an opportunity for eligible entities to demonstrate compliance with the federal and state assurances and many Organizational Standards.

CSD also requires eligible entities to submit a workplan annually with its CSBG contract deliverables. The workplan contains the proposed programmatic activities for the contract term. Eligible entities must also enter performance targets as part of their contract deliverables. These targets capture progress and achievements in areas such as strategic planning, board governance, organizational leadership, financial operations, and oversight. Required data for Module 3 and Module 4 will include selecting the appropriate NPI(s) and or FNPI(s), entering the target, and entering the type of documentation the agency will use to verify the outcome has been met. In conjunction with the workplan, CSD assesses the interplay between the NPI targets, outcome data, and service delivery strategies utilized to achieve outcomes.

Eligible entities are required to submit a CSBG Annual Report, an essential component of the Performance Management Framework. By collecting information on actual performance and comparing it to the performance targets, the CSBG Annual Report provides eligible entities and CSD a platform to discuss data analysis practices and strategies for improving performance. Eligible entities use the tool to manage and improve results. CSD utilizes annual report data to monitor program performance and adherence to ROMA principles.

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

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

CSD recognizes the value of utilizing ROMA throughout California’s network of eligible entities. CSD formed the California ROMA Coalition (CRC) in 2019 in response to requests from eligible entities. Eligible entities sought a forum for ROMA Trainers and Implementers to discuss the implementation of ROMA principles at the local level. Participants meet quarterly to discuss best practices, report on local activities applying ROMA principles, and share any barriers to implementing ROMA in their agencies.

CalCAPA co-hosts the CRC meetings. CalCAPA receives direct feedback from the participating eligible entities about ongoing T/TA needs related to ROMA implementation. CSD will continue to conduct quarterly meetings with the CRC. As agency staff complete ROMA implementer and/or trainer training, they are invited to participate in the CRC.

CSD will also continue to participate in the State Office ROMA Professional Peer Group. The State Office ROMA Professional Peer Group is a cohort of nationally certified ROMA Trainers and Implementers who work at state lead agencies. Virtual meetings are conducted every other month. ROMA-trained lead agency staff discuss the role of the ROMA professional and how to implement ROMA at both the state and local levels. Participation in the nationwide cohort assists CSD in supporting the implementation of ROMA at the local level and in developing tools and resources that aid California’s eligible entities in their implementation of ROMA.

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

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

CSD requires eligible entities to identify how they use data to improve service delivery in their CAP. Eligible entities are required to describe their method for evaluating the effectiveness of programs and services, including the types of measurement tools, data sources, collection procedures, and the frequency of data collection and reporting. Eligible entities must also describe the changes made to their delivery strategies based on their evaluation of their performance data. CSD evaluates each eligible entity’s response to ensure improvements to the service delivery are made accordingly.

Community Action Plans and Needs Assessments

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

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

Eligible entities are required to submit a Community Action Plan to CSD by June 30th biennially.

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

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

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 that 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 confirms the data is verifiable and reliable.

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;

CSD distributes a minimum of 90 percent of California CSBG funds 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 describes the most vital needs of low-income Californians in the agencies’ service area(s). The CAP also highlights community partner

coordination efforts, identifies roles within service areas, and describes 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, access to affordable housing and living wage jobs; access to healthcare including mental health, dental and vision care services, and culturally-specific care for Tribal communities; food assistance; education and life skills training; utility bill assistance and weatherization services; legal services; improving access to transportation, childcare, and all services by addressing language barriers and proximity of center locations to the communities they serve.

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 effectively address 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, corporate partners and foundations, 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;

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, before and after school programs, financial literacy training, conflict management training, employment skills training, career exploration, and job fairs. Some eligible entities provide meals during summer recreational programs, homework and tutoring clubs, special events and community celebrations, summer programs, teen theater projects, community and cultural programming activities, art activities, environmental education/safety/awareness programs, culturally relevant programming, civic engagement discussions, summer reading programs, family centered entertainment, volunteering opportunities, peer mentoring, reentry services for formerly incarcerated individuals, victim witness advocacy, teen safe zones, cultural healing, and social and emotional capacity building.

CSBG eligible entities partner with many private and governmental partners to meet the needs of youth. Some of these partners are state and local government departments, Youth Violence Prevention Councils, faith-based organizations, community organizations such as the YMCA and the Boys and Girls Clubs, local law enforcement, CalWORKs, First 5, Head Start, school districts, and local public libraries.

CSD 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)

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, Area Agency on Aging, Veterans Administration, First 5, America’s Job Center of California, U.S. Department of Housing and Urban Development, local law enforcement, local government, local school districts including post-secondary institutions, faith-based community partners, public partners and community foundations, community-based

organizations, 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;”

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 its 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 use 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 bill 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. CSD requires 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 follow up consultations.”

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

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

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

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

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

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

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

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

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using state remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the state indicates funds allocated for these activities under item 7.9(f).

Eligible entities use CSBG funding to support innovative community-based initiatives that encourage parental responsibility. Network initiatives include parent and child joint counseling, co-parenting communication skills training, 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. 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. Eligible entities also offer innovative services such as family reunification for immigrants, family-based cultural learning opportunities, and financial literacy training. Many eligible entities partner with local community organizations, school districts, the Women, Infants and Children Program, California Department of Child Support Services, California Department of Social Services, California Office of Child Abuse

Prevention, 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.”

As described in the CAPs, 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 coordinate and distribute food, food vouchers, clothing, diapers, infant formula, cookware and utensils, and emergency supplies such as blankets, sleeping bags, and personal protective equipment to individuals and families in need. Many eligible entities deliver food to emergency and crisis intervention service sites and educate clients about other available food resources in the community. Other eligible entities run mobile food pantries that bring food to low-income Californians living in the most food-insecure areas of the state. 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 or SNAP applications, and providing emergency food vouchers or gift cards. Many eligible entities have increased their capacity and infrastructure for food storage and distribution to meet current demand. Eligible entities coordinate food distribution efforts with their community partners, such as faith-based organizations, local government, shelters, food banks, restaurants, culinary schools, daycare providers, school districts, private partners, and community-based organizations.

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.

- 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.