

Application SF-424M

APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY

OMB APPROVED
Control No: 4040-0002
Expires 05/31/2014
Version 01.1

* 1.a. Type of Submission: <input checked="" type="radio"/> Plan <input type="radio"/> Funding Request	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other * Other (Specify)	* 1.c. Consolidated Application/Plan/Funding Request? Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update State Use Only: 5. Date Received By State: 6. State Application Identifier:
---	--	---	--

7. APPLICANT INFORMATION

* a. Legal Name: MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1386000134F1		* c. Organizational DUNS: 079997460	
* d. Address:			
* Street 1:	235 SOUTH GRAND AVENUE	Street 2:	SUITE 1514
* City:	LANSING	County:	INGHAM
* State:	MI	Province:	
* Country:	United States	* Zip / Postal Code:	48909 -

e. Organizational Unit:	
Department Name: DEPARTMENT OF HEALTH AND HUMAN SERVICES	Division Name: BUREAU OF COMMUNITY ACTION AND ECONOMIC OPPORTUNITY

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: MS.	* First Name: September	Middle Name:	* Last Name: Ward
Suffix:	Title: CSBG SPECIALIST	Organizational Affiliation:	
* Telephone Number: 517-335-0820	Fax Number: 517-335-5042	* Email: wards1@michigan.gov	

*** 8a. TYPE OF APPLICANT:**
A: State Government

b. Additional Description:

*** 9. Name of Federal Agency:**

Administration for Children and Families, Office of Community Services

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles 1	93.569	COMMUNITY SERVICES BLOCK GRANT

11. Descriptive Title of Applicant's Project
FY17 CSBG STATE PLAN APPLICATION

12. Areas Affected by Funding:
STATE OF MICHIGAN

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant 8	b. Program/Project: STATEWIDE
----------------------------	---

Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:	15. ESTIMATED FUNDING:
----------------------------	-------------------------------

a. Start Date: 10/01/2016	b. End Date: 09/30/2017	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input checked="" type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)			
**I Agree <input checked="" type="checkbox"/>			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official		18e. Date Report Submitted (Month, Day, Year)	
Attach supporting documents as specified in agency instructions.			

Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No:0970-0382
Expires:08/31/2016

SECTION 1

CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

1.1. Provide the following information in relation to the lead agency designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act. The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.

1.1a. Lead agency		MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	
1.1b. Cabinet or administrative department of this lead agency <i>[Check one option and narrative where applicable]</i>			
<input type="radio"/> Community Services Department			
<input checked="" type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Other, describe			
1.1c. Division, bureau, or office of the CSBG authorized official		MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	
1.1d. Authorized official of lead agency		NICK LYON	
1.1e. Street Address		235 S. GRAND AVENUE	
1.1f. City		LANSING	1.1g. State MI
1.1i. Telephone number and extension (517) 241 - 4871 ext.		1.1j. Fax number: (517) 335 - 5042	
1.1k. Email address MDHHS-BCAEO@MICHIGAN.GOV		1.1l. Lead agency website WWW.MICHIGAN.GOV/MDHHS	
1.2. Provide the following information in relation to the designated State CSBG point of contact			
1.2a. Agency name		BUREAU OF COMMUNITY ACTION AND ECONOMIC OPPORTUNITY	
1.2b. Name of the point of contact		KRIS SCHOENOW	
1.2c. Street address		235 S. GRAND AVENUE, SUITE 202	
1.2d. City		LANSING	1.2e. State MI
1.2g. Point of contact telephone number (517) 241 - 4871 ext.		1.2h. Fax number (517) 335 - 5042	
1.2i. Point of contact email address MDHHS-BCAEO@MICHIGAN.GOV		1.2j. Point of contact agency website WWW.MICHIGAN.GOV/BCAEO	
1.3. Designation Letter: <i>Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly.</i>			

Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

Does the State have a statute authorizing CSBG? Yes No

2.2. CSBG State Regulation:

Does the State have regulations for CSBG? Yes No

2.3. If yes was selected in item 2.1 and/or 2.2, attach a copy (or copies) of legislation and/or regulations or provide a hyperlink(s), as appropriate.

http://w3.lara.state.mi.us/orr/Files/AdminCode/1319_2014-003HS_AdminCode.pdf

2.4. State Authority:

Select a response for each question about the State statute and/or regulations authorizing CSBG:

2.4a. Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year? Yes No

2.4b. Did the State establish or amend regulations for CSBG last year? Yes No

2.4c. Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency? Yes No

Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

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 Michigan Department of Health and Human Services provides opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient.

3.2. State Plan Goals:

Describe the State's CSBG-specific goals for State administration of CSBG under this State Plan.

(Note: This item is associated with State Accountability Measure 1Sa(i) and may pre-populate the State's Annual Report form.)

The goals of the state of Michigan's CSBG program are to assist low-income persons and families to achieve self-sufficiency and to assist communities in reducing poverty. The target population for direct CSBG services includes those individuals and families with incomes at or below 125 percent of the federally established poverty level. These goals are to be accomplished by providing support for services, initiatives and community activities having a measurable and potentially major impact on the causes of poverty in Michigan.

3.3. State Plan Development:

Indicate the information and input the State accessed to develop this State Plan.

3.3a. Analysis of [Check all that apply and narrative where applicable]

State Performance Indicators and/or National Performance Indicators (NPIs)

U.S. Census data

State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)

Other data [describe]

Eligible entity community needs assessments

Eligible entity plans

Other information from eligible entities (e.g., State required reports) [describe]

3.3b. Consultation with [Check all that apply and narrative where applicable]

Eligible entities (e.g. meetings, conferences, webinars; not including the public hearing)

State community action association and regional CSBG T&TA providers

State partners and/or stakeholders (describe)

National organizations (describe)

Federal Office of Community Services

Other (describe)

3.4. Eligible Entity Involvement

3.4a. 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)

A survey was sent to all Community Action Agencies to collect volunteers to join a CSBG Advising Committee. The State Plan was also discussed at the State Association Conference with the attending CAA directors.

If this is the first year filling out the automated State Plan, skip the following question.

3.4b. Performance Management Adjustment:

How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order

- 1) to encourage eligible entity participation and
- 2) to 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 may pre-populate the State's annual report form)

A survey was sent to all Community Action Agencies to collect volunteers to join a CSBG Advising Committee, which is new for FY17. The State used the ACSI survey results to discuss the sections that needed the most attention with the CSBG Advising committee. The State Plan was also discussed at the State Association Conference with the attending CAA directors. In the past, comments were only taken during the public comment period.

If this is the first year filling out the automated State Plan, skip the following question.

3.5. Eligible Entity Overall Satisfaction:

Provide the State's *target* for eligible entity Overall Satisfaction during the performance period: **70**

(Note: Item 3.5 is associated with State Accountability Measure 85 and may pre-populate the State's annual report form)

Section 4: CSBG Hearing Requirements

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

Describe how the State made this State Plan, or revision(s) to the State Plan, available for public inspection, as required under [Section 676\(e\)\(2\)](#) of the Act.

The state held a public hearing in July 2016 to gather input and receive public comment. The draft state plan was sent to all CAAs and the State Association and also made available on the State website and sent to the GovDelivery subscriber list.

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 [Section 676\(a\)\(2\)\(B\)](#) of the CSBG Act.

The Notice of Public Hearing was published on the state website in early July indicating that the FY2017 CSBG State Plan was available on the MDHHS/BCAEO website and that written comments could be submitted through August 5, 2016. The notice also indicated that the State Plan is available at CAAs throughout Michigan and posted on the MCAAA.org website. The public hearing was held on July 26, 2016 from 10:00 am to 11:00 am in Lansing, Michigan. Twitter and Facebook was also used to distribute information.

4.3. Public and Legislative Hearings:

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.

(If the State has not held a public hearing in the prior fiscal year and/or a legislative hearing in the last three years, provide further detail under Item 4.4.).

	Date	Location	Type of Hearing <small>[Select an option]</small>
1	06/08/2016	Capitol Building, Lansing, Michigan	Legislative
2	07/26/2016	Grand Tower Building, Lansing, Michigan	Public

4.4. Attach supporting [documentation](#) or a hyperlink for the public and legislative hearings.

[http://www.legislature.mi.gov/\(S\(mufsiu4x4ebih3gtheg5mmog\)\)/mileg.aspx?page=getobject&objectname=2016-HB-5294&query=on](http://www.legislature.mi.gov/(S(mufsiu4x4ebih3gtheg5mmog))/mileg.aspx?page=getobject&objectname=2016-HB-5294&query=on)

Section 5: CSBG Eligible Entities

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

Form Approved
OMB No:0970-0382
Expires:08/31/2016

**SECTION 5
CSBG Eligible Entities**

5.1. CSBG Eligible Entities:

In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity. (This table should include every CSBG Eligible Entity to which the State plans to allocate 90 percent funds, as indicated in the table in item 7.2. Do not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Public or Nonprofit	Type of Agency [choose all that apply]	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
1	Community Action of Allegan County (formerly Allegan County Resource Development Committee, Inc.)	Nonprofit	Community Action Agency (CAA)	Allegan county	
2	Alger-Marquette Community Action Board	Nonprofit	Community Action Agency (CAA)	Alger & Marquette counties	
3	Area Community Services	Public	Local Government Agency	Kent county	
4	Baraga-Houghton-Keweenaw Community Action Agency	Nonprofit	Community Action Agency (CAA)	Baraga, Houghton, Keweenaw counties	
5	Blue Water Community Action Agency	Nonprofit	Community Action Agency (CAA)	St. Clair county	
6	Capital Area Community Services	Nonprofit	Community Action Agency (CAA)	Clinton, Eaton, Ingham, Shiawassee counties	
7	Chippewa-Luce-Mackinac Community Action Agency	Nonprofit	Community Action Agency (CAA)	Chippewa, Luce, Mackinac counties	
8	Community Action Agency of Jackson, Lenawee, Hillsdale	Nonprofit	Community Action Agency (CAA)	Jackson, Lenawee, Hillsdale counties	
9	Community Action Agency of South Central Michigan	Nonprofit	Community Action Agency (CAA)	St. Joseph, Calhoun, Branch counties	
10	Dickinson-Iron Community Services Agency	Nonprofit	Community Action Agency (CAA)	Dickinson, Iron counties	
11	EightCAP, Inc.	Nonprofit	Community Action Agency (CAA)	Isabella, Montcalm, Gratiot, Ionia counties	
12	FiveCAP, Inc.	Nonprofit	Community Action Agency (CAA)	Manistee, Mason, Lake, Newaygo counties	
13	Genesee County Community Action Resource Department	Public	Local Government Agency	Genesee county	
14	Gogebic-Ontonagon Community Action Agency	Nonprofit	Community Action Agency (CAA)	Gogebic, Ontonagon counties	
15	Human Development Commission	Nonprofit	Community Action Agency (CAA)	Huron, Tuscola, Sanilac, Lapeer counties	
16	Kalamazoo Community Action Bureau	Public	Local Government Agency	Kalamazoo county	
17	Macomb Community Action	Public	Local Government Agency	Macomb county	
18	Menominee-Delta-Schoolcraft Community Action Agency	Nonprofit	Community Action Agency (CAA)	Menominee, Delta, Schoolcraft counties	
19	Mid Michigan Community Action Agency	Nonprofit	Community Action Agency (CAA)	Osceola, Clare, Gladwin, Mecosta, Midland, Bay counties	
20	Monroe County Opportunity Program	Nonprofit	Community Action Agency (CAA)	Monroe county	
21	Muskegon-Oceana Community Action Partnership	Nonprofit	Community Action Agency (CAA)	Muskegon, Oceana counties	
22	Northeast Michigan Community Service Agency	Nonprofit	Community Action Agency (CAA)	Cheboygan, Otsego, Presque Isle, Montmorency, Alpena, Crawford, Oscoda, Alcona, Ogemaw, Iosco, Arenac counties	
	Northwest Michigan Community		Community Action Agency	Emmet, Charlevoix, Antrim, Kalkaska, Missaukee, Wexford,	

23	Action Agency	Nonprofit	(CAA)	Grand Traverse, Benzie, Leelanau counties	
24	Oakland Livingston Human Services Agency	Nonprofit	Community Action Agency (CAA)	Oakland, Livingston counties	
25	Ottawa County Community Action Agency	Public	Local Government Agency	Ottawa county	
26	Saginaw County Community Action Committee, Inc.	Nonprofit	Community Action Agency (CAA)	Saginaw county	
27	Southwest Michigan Community Action Agency	Nonprofit	Community Action Agency (CAA)	Berrien, Van Buren, Cass counties	
28	Washtenaw County Office of Community and Economic Development (formerly Washtenaw County Employment, Training & Community Services)	Public	Local Government Agency	Washtenaw county	
29	Wayne Metropolitan Community Action Agency	Nonprofit	Community Action Agency (CAA)	Wayne county	

5.2 Total number of CSBG eligible entities 29

5.3 Changes to Eligible Entities List:

Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission? Yes No

If yes, please briefly describe the changes.

--

Section 6: Organizational Standards for Eligible Entities

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

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:

Check the box that applies. If using alternative standards

- a) attach the complete list of alternative organizational standards,
- b) describe the reasons for using alternative standards, and
- c) describe how the standards are at least as rigorous as the COE-developed standards.

The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)

The State will use an alternative set of organizational standards

6.2. If the State is using the COE-developed organizational standards, does the State propose making a minor modification to the standards, as described in IM 138? Yes No

6.2a. If yes was selected in item 6.2, describe the State's proposed minor modification to the COE-developed organizational standards, and provide a rationale.

6.3 How will/has the State officially adopt(ed) organizational standards for eligible entities in the State in a manner consistent with the State's administrative procedures act? If "Other" is selected, provide a timeline and additional information, as necessary. [Check all that apply and narrative where applicable]

Regulation

Policy

Contracts with eligible entities

Other, describe:

The BCAEO provided continuous communication and trainings with the eligible entities.

6.4. How will the State assess eligible entities against organizational standards, as described in IM 138?[Check all that apply.]

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

6.4a. Describe the assessment process.

In FY2016, the state conducted an assessment of the organizational standards through both onsite and desk review monitorings. Each grant manager conducted six organizational standards review by using a custom automated tool. Assessment Steps: 1. BCAEO notified the agency about the organizational standards review 2. Agency received instructions on uploading documents by Org Standard into the statewide database. 3. BCAEO conducted an entrance interview to provide the agency with the scope of the review. 4. BCAEO reviewed each document for the components listed in the organizational standards monitoring tool to ensure the organization standard has been met. a.) Met standards were marked met b.)Standards that have not been met and do not contain the required components were marked not met. c.) Standards that are being worked were marked in-progress in the monitors field notes d.) Notes were collected. 5. Standards that were met were identified in the monitoring report. 6. Standards that are not met were indicated in the monitoring report. A Corrective Action Plan (CAP) will be required. Agencies that cannot correct the finding within 30 days will be placed on a Technical Assistance Plan. Failure to comply with the TAP will require additional monitoring to determine the causes of the failure. This may lead to a Quality Improvement Plan. 7. Standards that are in-progress will be identified in the monitoring report as not met.

6.5. Will the State make exceptions in applying the organizational standards for any eligible entities due to special circumstances or organizational characteristics, as described in IM 138 Yes No

6.5a. If yes was selected in item 6.5, list which eligible entities the State will exempt from meeting organizational standards, and provide a description and a justification for each exemption.

If this is the first year filling out the automated State Plan, skip the following question.

6.6. Performance Target: What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next year? (Provide as a percentage)

Note: This information is associated with State Accountability Measures 6Sa and may prepopulate the State's annual report form.

Section 7: State Use of Funds

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Administration for Children and Families
 Community Services Block Grant (CSBG)

Form Approved
 OMB No: 0970-0382
 Expires:08/31/2016

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, describe

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities? Yes No

7.2. Planned Allocation:

Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act.

The estimated allocations may be in dollars or percentages. For each eligible entity receiving funds, provide the Funding Amount in either dollars (columns 2 and 4) or percentage (columns 3 and 5) for the fiscal years covered by this plan.

Planned CSBG 90 Percent Funds

	CSBG Eligible Entity	Year One Funding Amount \$	Year One Funding Amount %	Year Two Funding Amount \$	Year Two Funding Amount %
1	Community Action of Allegan County (formerly Allegan County Resource Development Committee, Inc.)	\$216,439	0.00%	\$0	0.00%
2	Alger-Marquette Community Action Board	\$175,000	0.00%	\$0	0.00%
3	Area Community Services	\$1,154,488	0.00%	\$0	0.00%
4	Baraga-Houghton-Keweenaw Community Action Agency	\$175,000	0.00%	\$0	0.00%
5	Blue Water Community Action Agency	\$293,014	0.00%	\$0	0.00%
6	Capital Area Community Services	\$1,129,237	0.00%	\$0	0.00%
7	Chippewa-Luce-Mackinac Community Action Agency	\$175,000	0.00%	\$0	0.00%
8	Community Action Agency of Jackson, Lenawee, Hillsdale	\$608,934	0.00%	\$0	0.00%
9	Community Action Agency of South Central Michigan	\$657,682	0.00%	\$0	0.00%
10	Dickinson-Iron Community Services Agency	\$175,000	0.00%	\$0	0.00%
11	EightCAP, Inc.	\$802,866	0.00%	\$0	0.00%
12	FiveCAP, Inc.	\$300,872	0.00%	\$0	0.00%
13	Genesee County Community Action Resource Department	\$1,169,963	0.00%	\$0	0.00%
14	Gogebic-Ontonagon Community Action Agency	\$175,000	0.00%	\$0	0.00%
15	Human Development Commission	\$438,941	0.00%	\$0	0.00%
16	Kalamazoo Community Action Bureau	\$640,407	0.00%	\$0	0.00%
17	Macomb Community Action	\$1,154,488	0.00%	\$0	0.00%
18	Menominee-Delta-Schoolcraft Community Action Agency	\$175,000	0.00%	\$0	0.00%
19	Mid Michigan Community Action Agency	\$725,989	0.00%	\$0	0.00%
20	Monroe County Opportunity Program	\$216,439	0.00%	\$0	0.00%
21	Muskegon-Oceana Community Action Partnership	\$576,845	0.00%	\$0	0.00%
22	Northeast Michigan Community Service Agency	\$511,350	0.00%	\$0	0.00%
23	Northwest Michigan Community Action Agency	\$589,102	0.00%	\$0	0.00%
24	Oakland Livingston Human Services Agency	\$1,594,797	0.00%	\$0	0.00%
25	Ottawa County Community Action Agency	\$350,446	0.00%	\$0	0.00%
26	Saginaw County Community Action Committee, Inc.	\$566,999	0.00%	\$0	0.00%

27	Southwest Michigan Community Action Agency	\$654,651	0.00%	\$0	0.00%
28	Washtenaw County Office of Community and Economic Development (formerly Washtenaw County Employment, Training & Community Services)	\$580,172	0.00%	\$0	0.00%
29	Wayne Metropolitan Community Action Agency	\$7,783,468	0.00%	\$0	0.00%
Total		\$23,767,589	0.00%	\$0	0.00%

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; include information about State legislative approval or other types of administrative approval (such as approval by a board or commission).

All eligible entities (CAAs) requesting CSBG funds submit a Community Action Plan (CAP) in the format prescribed by the state (usually due within six weeks). Planning allocation amounts, program requirements, plan criteria, and other pertinent data are distributed annually as a CSBG item update in the MDHHS Community Services Policy Manual (CSPM). Since the state is not notified of its allotment until after the CAA plans are due, the CAA plans address the expenditure of funds as identified in a "planned" allocation chart. The CAAs amend their plans during the second quarter of the year based on final allocations; the amended plans also incorporate the CAA's prior year carry-forward dollars. Carry forward is identified by the State/BCAEO after its September 30 year-end closeout procedures are concluded. All CAA plans must demonstrate a planning process that incorporates participation of the target client groups, other social service agencies and coordination with local governments. Programs are reviewed for consistency with the proposed expenditure plan. CAAs are given the option of conducting at least one local public hearing or providing for a public comment period to allow low income persons, community organizations, and other interested parties the opportunity to participate in formulating the agencies' CAPs. CAAs provide documentation in their plans that such a hearing or comment period was scheduled and maintain a record of all testimony and/or comments received. The annual CSBG Grant Agreements include general provisions that the CAA must abide by in order to receive funds. The provisions cover issues such as: audit requirements, insurance coverage, compliance with state and federal laws and regulations, confidentiality, termination, submission of board minutes, etc. It also includes the following assurances/documents: Governing Board Assurances; Certification Regarding Lobbying; and Certification Regarding Debarment, Suspension and other Responsibility Matters - Primary Covered Transactions. A signed Agreement must be on file prior to disbursing funds at the beginning of each CSBG program year (October 1).

7.4. Distribution Timeframe:

Does the State plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the Federal award? Yes No

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

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

BCAEO provides funding prior to OCS federal award distribution by authorizing the full planning allocation to each CAA. Payments are made using actual cost reimbursement on a monthly basis. Once the CAPs are received and approved by BCAEO, they must be sent to the MDHHS Contract Division (OCP) for further approval. Once approved in OCP, the plans are sent to the MDHHS executive office for signature. After signature, the plans are sent back to OCP, logged in to their system and sent back to BCAEO for distribution to the CAAs. This process can take up to four weeks; sometimes longer. Funds are available once the approved plans and approved spending budgets are sent to the CAAs prior to the October 1 start date unless the CAAs original submission is not timely.

If this is the first year filling out the automated State Plan, skip the following question.

7.5. Performance Management Adjustment:

How is the State 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.

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

BCAEO has requested volunteers from the community action network to provide feedback on the community action plan. We received input on streamlining the document and process. For FY17, the state is changing the document format from a Word document to an Access database in hopes that all plans will eventually be web-based. This will also help pull reports as a whole versus individual CAAs.

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

7.6. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State plan? The estimate may be in dollars or a percentage 5 \$ %

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 14

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? 6

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

7.9. Does the State have remainder/discretionary funds? Yes No

If yes was selected, describe how the State plans to use remainder/discretionary funds in the table below.

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

For each allowable use of remainder funds in the table below (rows a through h), enter the State's planned level of funding, if any, either in dollars or percentage, and provide a brief description. Activities funded under row a, training and technical assistance, do not require a description, as that is provided under section 8 of this State plan. Activities funded under rows b and c, are described under section 9, State Linkages and Communication, but a State may enter additional information in this table as well. The State must describe "innovative programs/activities by eligible entities or other neighborhood groups," under row f, even if the State does not allocate discretionary funds to this activity. This activity is required by section 676(b)(2) of the CSBG Act, assurance 14.2 If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the State provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between row a and row c. If allocation is not possible, the State may allocate the funds to the main category with which the activity is associated.

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

Use of Remainder/Discretionary Funds(SeeSection 675C(b)(1) of the CSBG Act)

Section 8: State Training and Technical Assistance

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

SECTION 8
State Training and Technical Assistance

8.1. 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. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds.)

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

Training and Technical Assistance

	Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All quarters	Training	ROMA	
2	All quarters	Training	Other	Leadership Development Institute
3	All quarters	Training	Other	CCAP Training
4	FY1-Q1	Training	Other	Life Works self-sufficiency model
5	FY1-Q1	Training	Other	Webinar on Holding Companies
6	FY1-Q1	Training	Governance/Tripartite Boards	
7	Ongoing / Multiple Quarters	Training	Other	New Executive Director Training
8	Ongoing / Multiple Quarters	Training	Other	Eligibility Training
9	All quarters	Training	Technology	
10	All quarters	Technical Assistance	Technology	
11	FY1-Q2	Training	Other	Community Engagement Strategies
12	FY1-Q2	Training	Other	Community Development
13	FY1-Q2	Training	ROMA	Collective Impact
14	FY1-Q2	Training	Other	Advanced Community Action Training
15	FY1-Q2	Training	Other	Public Relations
16	Ongoing / Multiple Quarters	Training	ROMA	Theory of Change
17	FY1-Q3	Training	ROMA	Train the Trainer
18	FY1-Q3	Training	Organizational Standards - General	
19	FY1-Q3	Training	Community Assessment	
20	FY1-Q3	Training	Strategic Planning	
21	Ongoing / Multiple Quarters	Training	Standards for eligible entities with unmet standards on TAPs and QIPs	
22	FY1-Q2	Training	ROMA	Logic Models
23	Ongoing / Multiple Quarters	Training	Other	Pathways to Excellence
24	FY1-Q4	Training	ROMA	Next Gen
25	FY1-Q4	Training	ROMA	Implementer
26	FY1-Q4	Technical Assistance	Technology	Excel & data analysis

8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9) **\$1,306,407**

If this is the implementation year for organizational standards, skip the following question.

8.2. Does the State have in place Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) for all eligible entities with unmet organizational standards that could be used if appropriate? Yes No

Note: This information is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

8.3. Indicate the types of organizations through which the State plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement [Check all that applies and narrative where applicable]

- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- Other community-based organizations
- State Community Action association

<input checked="" type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/>	National technical assistance provider(s)
<input checked="" type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input type="checkbox"/>	Other

If this is the first year filling out the automated State Plan, skip the following question.

8.4. Performance Management Adjustment:
How is the State adjusting 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 may pre-populate the State's annual report form

The state has shared our ACSI survey results and comments with our Training and Technical assistance partner, the state association (MCA), to suggest possible trainings that the CAA network has requested. MCA has a training committee that discusses possible trainings for the next fiscal year.

Section 9: State Linkages and Communication

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

Form Approved
OMB No:0970-0382
Expires:08/31/2016

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 plans 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 or attach additional information as needed. [Check all that apply and narrative where applicable]

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and may pre-populate the State's annual report form.

State Low Income Home Energy Assistance Program (LIHEAP) office

State Weatherization office

State Temporary Assistance for Needy Families (TANF) office

State Head Start office

State public health office

State education department

State Workforce Innovation and Opportunity Act (WIOA) agency

State budget office

Supplemental Nutrition Assistance Program (SNAP)

State child welfare office

State housing office

Other

The state office is the pass-through entity for LIHEAP and Weatherization funds to the CAAs. The state is also a part of the governor's task force that is headed up by the Michigan State Housing Development Authority (MSHDA). MSHDA and the state work together on lead abatement to avoid duplication of services. The state will be meeting with our TANF office to talk about how our work fits in with TANF funding and how to increase access to CSBG services for low-income communities and clients.

[Click paper clip to attach file]

9.2. State Linkages and Coordination at the Local Level:

Describe the linkages and coordination at the local level that the State and eligible entities plan to create or maintain to ensure increased access to CSBG services to low-income people and communities and avoid duplication of services, as described under Section 675C(b)(B) and as required by assurance under Sections 676(b)(5) of the CSBG Act. Attach additional information as needed.

Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6.

The 29 CAAs serve the state's 83 counties through a combination of central, county and satellite offices and home visits as points of access for services. Since their service areas range from one to eleven counties, and their funding base and number of programs vary significantly, each agency has developed a service delivery system unique to its community's needs and financial resources. However, common to all agencies is their networking, coordination and collaboration with local public and private emergency service providers in meeting clients emergency needs; their assessment of client non-emergency needs and the effective coordination of CAA and local area services for maximum benefit to the client; and the delivery of services in such a way as to foster self-sufficiency rather than dependency and to avoid duplication of services. The CAAs actively participate in local networking and planning organizations, including multi-purpose collaborative bodies, human service coordinating bodies, continua of care, and workforce development boards. As participants, they take an active role in identifying gaps in services and join together with community leaders and service providers in planning and developing methods of getting services where they are needed. *[Click paper clip to attach file]*

9.3. Eligible Entity Linkages and Coordination

9.3a State Assurance of Eligible Entity Linkages and Coordination:

Describe how the State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of 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)). [Attach additional information as needed.]

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

Most CAAs are participants in the local Emergency Service Provider Network and/or local Continuum of Care. This participation fosters optimum coordination of services at the local level. In addition, the following activities promote and require linkages and coordination of services across the state. Michigan CAAs operate nearly 40 percent of the Head Start programs. These programs require coordination with various child and family support services and Work First programs. As the largest senior services provider, CAAs work closely with their local Area Offices on Aging. As the largest emergency food provider, CAAs coordinate and network with their area emergency food providers including churches, food coalitions, Gleaners, Red Cross food banks, The Salvation Army, and The United Way. *[Click paper clip to attach file]*

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.

The CAAs actively participate in local networking and planning organizations, including multi-purpose collaborative bodies, human service coordinating bodies, continua of care, workforce development boards, etc. As participants, they take an active role in identifying gaps in services and join together with community leaders and

service providers in planning and developing methods of getting services where they are needed.

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

Does the State intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? Yes No

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

9.4a 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. 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.

In Michigan, federal workforce development programs are administered by the Department of Talent and Economic Development and workforce development services are administered locally through Workforce Development Boards. These boards represent the private sector as well as local government agencies, education, social services, labor, community-based organizations and other groups affecting workforce development in a community. Through this private-public partnership, Michigan's workforce development system -- Michigan Works! -- delivers employment and training programs across the state. The Michigan Works! Agencies (MWAs) oversee a wide variety of programs designed to prepare youth, unskilled adults and dislocated workers for entry into the labor force and to help individuals who are disadvantaged or who face serious barriers to employment obtain the training necessary to get and keep a job. Several CAAs in Michigan are part of a larger organization, or are associated with another organization that is an MWA. These CAAs can provide direct supportive and referral services to their clients who are eligible for the employment and training programs offered by the MWA(s). In addition, several CAAs have entered into agreements with their local MWAs to provide specific services for low-income persons participating in their education and training programs. Many CAAs are involved in the provision of transportation, including direct transportation and car donation, financing and repair programs. Others have developed programs that provide case management, career training or job opportunities. CAAs that use CSBG funds for employment and training activities enter into a memorandum of understanding with their local MWA as required by the Workforce Innovation and Opportunity Act.

9.5. Emergency Energy Crisis Intervention:

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

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

LIHEAP Crisis Assistance (LCA)/Utility Assistance: In previous years, the MDHHS LIHEAP program office partnered with the BCAEO to provide funding for all CAAs to provide deliverable fuel assistance throughout the state. The CAAs accepted these funds with the understanding that there was no allowance for administrative costs. These funds help fill a critical funding gap and enable CAAs to provide emergency fuel assistance to their clients. For FY16, BCAEO was awarded \$7 million for the Michigan Energy Assistance Program (MEAP)/Deliverable Fuel Energy Assistance Program. The BCAEO partners with the Michigan Public Service Commission (MPSC) to provide energy assistance for low-income clients in an energy crisis. These energy assistance programs are required to include services that will enable participants to move toward becoming self-sufficient.

9.6. State Assurance: Faith-based Organizations, Charitable Groups, 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.

The annual CAP requires CAAs to explain how they will coordinate funds by collaborating and partnering with other organizations. These partners (public and private) are then entered into our statewide database for monitoring. BCAEO reviews this information annually. *[Click paper clip to attach file]*

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.

Since most of our CAAs use a major portion of their CSBG funds to support the under-funded management costs of their direct service programs, as well as for central operational/administrative costs (vs providing direct monetary services with CSBG), the coordination of public and private resources is one of their most outstanding characteristics. They coordinate the vast majority of their programs with public and private resources and have both verbal and written agreements concerning coordination, referrals, exchange of information, specific services to be provided, funding, and volunteers. They are required to list all partners in the statewide database. Examples of public resources include: hospitals and health care providers; law-enforcement and courts; schools and juvenile offices; local MDHHS offices; transit and housing development authorities; public utilities; commissions on aging; Work First and One Stop centers; federal grantors. Examples of private resources include: volunteers, mentoring and literacy coalitions; child and senior care providers; farm worker and migrant services organizations; energy and transportation providers; churches, food pantries and Gleaners; foundations; Walk For Warmth, Urban Leagues, United Way, Red Cross, Salvation Army; and banks and lending institutions.

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.

The state association (MCA) is copied on all communications to the CAA network. The state contracts our training dollars with MCA and discussions/surveys are held to determine training assistance needs and the needs of the CAAs. MCA is working in collaboration with the state and has created a shared website for CAA training and technical use. MCA and the state hold conferences and attend or present sessions between the two when necessary. MCA attends BCAEO Commission Meetings and meets at least monthly with BCAEO staff and quarterly with MDHHS to maintain close ties and to expand cooperation, coordination and innovation.

9.9 Communication with Eligible Entities and the State Community Action Association:

In the table below, describe the State's plan for communicating with eligible entities, the State Community Action Association, and other partners under this State Plan. Include communication about annual hearings and legislative hearings, as described under Section 4, CSBG Hearing Requirements.

Communication Plan

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	BCAEO Update	Monthly	Newsletter	Sent to CAAs and State Association
2	Public Hearing	Annually	Meetings/Presentation	
3	Legislative Hearing	Annually	Meetings/Presentation	
4	Email Communications	Other	Email	Information sent out on as needed basis
				State policy items that CAAs must follow are

5	Policy Updates	Other	Other	updated and sent to CAAs on an as needed basis with a copy to the state association.
6	Contract Updates	Other	Other	Contracts are updated or renewed as needed.
7	Director's Council	Other	Meetings/Presentation	Council meets every two months.
8	BCAEO Website	Other	Website	Updated as needed
9	Webinars	Other	Meetings/Presentation	Webinars are held to discuss hot topics.
10	Conferences	Annually	Meetings/Presentation	Held annually when there are important CSBG updates
11	Leadership Meetings		Meetings/Presentation	
12	CSBG Advisory Group	Other	Meetings/Presentation	Meet as needed to get input from CAAs

9.10. Feedback to Eligible Entities and State Community Action Association:

Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.

Note: This information is associated with [State Accountability Measure 5S\(iii\)](#). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.

Within 60 days of receiving a report on the State Accountability Measures from OCS, Michigan will share the report with CAAs through email communication and Director's Council meetings.

If this is the first year filling out the automated State Plan, skip the following question.

9.11. Performance Management Adjustment:

How is the State adjusting 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.

In 2016, BCAEO started the CSBG advisory group to discuss changes to the state plan. This will help get information from the CAAs and any needed changes will be made to the state plan.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

SECTION 10
Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities
(Section 678B(a) of the 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.

For States that have a monitoring approach that does not fit within the table parameters, attach the State's proposed monitoring schedule.

Note: This information is associated with State Accountability Measure 4Sa(i); this response may pre-populate the State's annual report form.

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
1	Community Action of Allegan County (formerly Allegan County Resource Development Committee, Inc.)				
2	Alger-Marquette Community Action Board				
3	Area Community Services				
4	Baraga-Houghton-Keweenaw Community Action Agency				
5	Blue Water Community Action Agency				
6	Capital Area Community Services				
7	Chippewa-Luce-Mackinac Community Action Agency				
8	Community Action Agency of Jackson, Lenawee, Hillsdale				
9	Community Action Agency of South Central Michigan				
10	Dickinson-Iron Community Services Agency				
11	EightCAP, Inc.				
12	FiveCAP, Inc.				
13	Genesee County Community Action Resource Department				
14	Gogebic-Ontonagon Community Action Agency				
15	Human Development Commission				
16	Kalamazoo Community Action Bureau				
17	Macomb Community Action				
18	Menominee-Delta-Schoolcraft Community Action Agency				
19	Mid Michigan Community Action Agency				
20	Monroe County Opportunity Program				
21	Muskegon-Oceana Community Action Partnership				
22	Northeast Michigan Community Service Agency				
23	Northwest Michigan Community Action Agency				
24	Oakland Livingston Human Services Agency				
25	Ottawa County Community Action Agency				

26	Saginaw County Community Action Committee, Inc.				
27	Southwest Michigan Community Action Agency				
28	Washtenaw County Office of Community and Economic Development (formerly Washtenaw County Employment, Training & Community Services)				
29	Wayne Metropolitan Community Action Agency				

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

www.michigan.gov/bcaeo

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?

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

60

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 documenting the closure of findings, included in the State monitoring protocols attached above? Yes No

10.4a. If no describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of the closure of findings.

10.5. Quality Improvement Plans (QIPs):
How many eligible entities are currently on Quality Improvement Plans?

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

1

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

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

BCAEO will send communication to the Office of Community Services within 30 calendar days after approving a QIP from an agency that has been listed as high risk with serious deficiencies.

10.7. Assurance on Funding Reduction or Termination:
Does the State assure, according to Section 676(b)(8), "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)". Yes No

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

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

10.8. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities? Yes No

10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.
State Administrative Rules and Community Services Policy Manual www.michigan.gov/bcaeo

10.9. Does the State CSBG statute and/or regulations provide for de-designation of eligible entities? Yes No

10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of eligible entities.
State Administrative Rules and Community Services Policy Manual www.michigan.gov/bcaeo

10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? Yes No

10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.
Will follow same regulation as designating an entity. State Administrative Rules and Community Services Policy Manual www.michigan.gov/bcaeo

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).

A. The Federal Reporting Section in MDHHS uses the State's Accounting system (MAIN) and the information database (Desktop Intelligence) to reconcile all expenditures reported in the FFR. B. BCAEO's grant managers and financial monitors ensure all CSBG funds are used appropriately during contract review and approvals, statement of expenditure reviews, and financial monitoring visits.

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 Â§75.521. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number. [CLICK HERE FOR LINK TO 45 CFR Â§75.521](#)

Note: This information is associated with [State Accountability Measure 4Sd](#).

The Michigan Department of Health and Human Services, Office of Quality Assurance and Internal Controls reviews the single audit. When findings are listed, the Office of Quality Assurance and Internal Controls requests a response from the agency. BCAEO reviews the finding and the agency's response and submits a management decision letter within the time frame defined by the Office of Quality Assurance and Internal Controls.

10.13. Assurance on Federal Investigations:

Will the State "permit and cooperate with Federal investigations undertaken in accordance with [Section 678D\(a\)](#)" of the CSBG Act, as required by the assurance under [Section 676\(b\)\(7\)](#) of the CSBG Act? Yes No

If this is the first year filling out the automated State Plan, skip the following question.

10.14. Performance Management Adjustment:

How is the State adjusting 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.

Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No:0970-0382
Expires:08/31/2016

SECTION 11
Eligible Entity Tripartite Board

11.1. Which of the following measures are taken to ensure that the State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under [Section 676B](#) of the CSBG Act? *[Check all that applies and narrative where applicable]*



Attend Board meetings



Review copies of Board meeting minutes



Keep a register of Board vacancies/composition



Other Monitoring Reports; Grant Managers review during Annual Agency Checklist Review

11.2. How often does the State require eligible entities (which are not on TAPs or QIPs) to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards? *[Check all that applies and narrative where applicable]*



Annually



Semiannually



Quarterly



Monthly



Other Real-time; the statewide database shows vacancies real-time. Other items should be uploaded to the statewide database as approved by governing board.

11.3. Assurance on Eligible Entity Tripartite Board Representation:

Describe how the State will carry out the assurance under [Section 676\(b\)\(10\)](#) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' Tripartite Board.

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

CAAs follow our CSPM policy, which reflects the CSBG Act. Tri-Partite Board procedures are listed in each CAA's bylaws.

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

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

The state allows this, but no CAAs have requested it. If so, we would look at their suggested mechanism and either approve or deny.

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

SECTION 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

What is the income eligibility threshold for services in the State?

[Check one item below.]

125% of the HHS poverty line

X% of the HHS poverty line (fill in the threshold) % *[Response Option: numeric field]*

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.

See attached policy.

12.2. Income Eligibility for General/Short-Term Services:

For services with limited in-take procedures (where individual income verification is not possible or practical), how does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.

In these rare instances, the state will use data that CAAs collect to ensure that the clients of such services are predominantly low-income individuals. See Attachment above.

12.3. Community-targeted Services:

For services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations), how does the State ensure eligible entities' services target and benefit low-income communities?

CAAs choose community-targeted services based on results of their Community Needs Assessments and Strategic Planning. Their entire mission is based on providing services to low-income communities.

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

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

Form Approved
OMB No: 0970-0382
Expires:08/31/2016

SECTION 13 Results Oriented Management and Accountability (ROMA) System

13.1. ROMA Participation:

In which performance measurement system will the State and all eligible entities participate, 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.

- 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. If ROMA was selected in Item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.

The state requires CAAs to submit logic models annually with their CAP. CAA's receive direction annually through state policy and guidelines.

13.1b. If ROMA was not selected in Item 13.1, describe the system the State will use for performance measurement. [Narrative, 2500 characters]

13.2. 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**

The state will review performance toward meeting the six CSBG National Goals utilizing the National Performance Indicators (developed within the Community Services Network). Each CAA will report on the National Indicators that are applicable to their agency's programs. ROMA planning (identifying performance targets) will be included as part of the CAA CAP by using Logic Models. CAAs will use a statewide database for measuring and reporting outcomes.

13.3. How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?

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

The state currently has six certified ROMA trainers. BCAEO provided state-wide ROMA training for all CAAs. The state association, in collaboration with BCAEO, held a ROMA train the trainer training and four of the eight attendees received certification. 2016. BCAEO created a ROMA Collaborative in 2012 made up of staff from CAAs, board members, the state association, and the state. Within that Collaborative there is an NPI sub-Committee that is working on suggested NPIs for agencies using the same programs. Logic models are a required part of the CSBG CAP.

13.4. Eligible Entity Use of Data:

How is the State validating that the eligible entities are using data to improve service delivery?

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

This question has been included as part of the CSBG FY17 CAP that CAAs will have to answer. The state will review performance toward meeting the six CSBG National Goals utilizing the National Performance Indicators (developed within the Community Services Network). Each CAA will report on the National Indicators that are applicable to their agency's programs. ROMA planning (identifying performance targets) will be included as part of the CAA Community Action Plan by using Logic Models. Agencies will use a statewide database for measuring and reporting outcomes. Validation will occur in monitoring. A review of the agency's data collection methods will be cross-referenced with their CNA and planning tools. In addition, monitors will look at board minutes to ensure the boards are making informed data-driven decisions.

Community Action Plans and Needs Assessments

13.5. 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.

All eligible entities (CAAs) requesting CSBG funds submit a CAP in the format prescribed by the state. Planning allocation amounts, program requirements, plan criteria, and other pertinent data are distributed annually as a CSBG item update in the BCAEO's CSPM. CAAs are required to include a copy of their latest Community Needs Assessment [676(b)(11)] (the state recommends that CAAs conduct an assessment every three years. Funding is not distributed until the CAPs are approved.

13.6. State Assurance:

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.

CAAs are required to include a copy of their latest Community Needs Assessment with their annual CAP (the state recommends that CAAs conduct an assessment every three years.) When an agency fails to conduct a CNA within three years, the agency receives a monitoring letter with a CNA finding. The letter requires a corrective action plan or Technical Assistance Plan to correct the deficiency.

Section 14: CSBG Programmatic Assurances and Information Narrative

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
 Administration for Children and Families
 Community Services Block Grant (CSBG)

Form Approved
 OMB No:0970-0382
 Expires:08/31/2016

SECTION 14
 CSBG Programmatic Assurances 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 farm workers, 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;

Most CAAs are participants in the local Emergency Service Provider Network and/or local Continuum of Care; this participation fosters optimum coordination of services at the local level. In addition, the following activities promote and require linkages and coordination of services across the state. Michigan CAAs operate nearly 40 percent of the Head Start programs. These programs require coordination with various child and family support services and Work First programs. As the largest senior services provider, CAAs work closely with their local Area Offices on Aging. As the largest emergency food provider, CAAs coordinate and network with their area emergency food providers including churches, food coalitions, Gleaners, Red Cross Food Banks, The Salvation Army, The United Way, and more. The LIHEAP crisis component, through State Emergency Relief (SER) energy services, is administered by local MDHHS offices and the maintenance component through the state's Department of Treasury through the Home Heating Credit (HHC) program. Some CAAs assist MDHHS with the SER crisis component (by providing SER payments) through contracts with local county offices and others coordinate and refer clients to the county offices for SER funds. Also, CAAs assist clients with their HHC applications during their yearly tax preparation assistance programs. In addition to the CSBG Program, the BCAEO also administers the state Weatherization Assistance Program (WAP), funded with DOE and LIHEAP dollars, through the 29 CAAs. The DOE dollars are directly allocated to the state for WAP services. The CAAs have developed referral relationships with their local MDHHS offices for WAP services and work with several local and state resources to collaborate and coordinate for maximum service benefits. As of April 1, 2014, the state's WAP can assist households with income at or below 200 percent of the poverty level established by the U.S. Department of Health and Human Services. Due to the expertise CAA staff have gained through the weatherization program, an increasing number of agencies are moving into state and federally-funded low income housing programs, rehabbing existing housing or partnering with experienced housing developers to produce new housing. An increasing number of CAAs are also becoming involved in housing support services, such as credit counseling, homeownership counseling, and Individual Development Account (IDA) programs.

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;

CAAs work with partners to develop programs to address the needs of youth in the low-income communities throughout Michigan. Some examples are: 1. Providing a Women, Infant and Children (WIC) Program. 2. Purchasing supplies for Head Start classrooms. 3. Summer food programs. 4. Walking clubs for youths and seniors to develop new friendships and increase self-esteem. 5. Foster grandparent programs. 6. Residential centers that provide treatment for victims of abuse and neglect. 7. Service clubs that provide activities and games for children. 8. Youth recreation and education. 9. Youth employment programs. 10. School success programs.

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)

CAA's participation in the state's welfare reform efforts has continued to increase. For the past several years, MDHHS, through the legislative budget process, has earmarked a portion of its TANF funds to support CAA activities for TANF eligible households. Receipt of these funds require that the CAA coordinate efforts with their local MDHHS and Michigan Works! Agencies in providing case management and supportive services. A number of CAAs are also operating individual development account programs, which assist households in moving further along the road to self-sufficiency. Also, under the Partnership. Accountability. Training. Hope. (PATH) initiative, increasing economic opportunity and reducing poverty through jobs, education, and training; CAAs are a resource to partner and/or collaborate with local MDHHS offices and Michigan Works! Agencies to assist clients with supportive services and, where available, to play an active role in training activities. PATH places a strong emphasis on helping welfare applicants/recipients stay employed, gain skills, and advance. The goal is to help families find the resources they need to overcome obstacles and move up career ladders to self-sustaining, lasting employment. Michigan's CAAs are the largest network of human service providers outside of state government and are playing an active role in welfare reform through their collective and individual efforts including: Their common goal of self-sufficiency for low-income households and collaboration of services with local MDHHS offices; Participation in local collaborative bodies and decision making; Providing case management and supportive services (such as extended day care, transportation, skills enhancement, etc.) for Work First and Welfare-to-Work program participants; Collaborating with local resources while delivering weatherization and home repair services in efforts to minimize energy costs for clients and maximizing their spendable income; and Eleven CAAs are also funded by (or are associated with or part of a larger entity funded by) the Michigan Department of Career Development which administers the state's Job Training and Opportunities Funds and operates the Welfare-to-Work, Work First and Employment and Training programs.

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

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..."

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;

Most CAAs service delivery systems include information and referral, energy conservation and education, child development and child care, supplemental food programs, older adult nutrition and support services, home buyer assistance, emergency assistance, case management services, tax preparation, and transportation. Clients enter the system various ways. They may have a referral from another human service agency in the county for assistance or from 2-1-1 that meets a specific need such as weatherization. They may have heard of Community Action through word of mouth and contact us themselves. Hospitals make referrals for seniors to participate in Older American Programs. There are various public service announcements reported in the newspaper and radio that alert clients to our services. Also, CAA staff sit on various committees throughout the county or are members of community collaboratives. These members are joined together in a long-term collaborative effort designed to strengthen inter-agency communication, insure coordination, facilitate the continuation of needed existing services, promote community planning activities, and foster the development of consumer focused/culturally relevant services to meet the identified needs of the community.

Eligible Entity Linkages - Approach to Filling Service Gaps

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

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

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.

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 Section 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).

CAAs work with partners to develop programs to address the needs in the low-income communities throughout Michigan. Some examples are: The Bridges Out of Poverty Program; Getting Ahead Program; Energy Education seminars; Community Computer Rooms; Community Nutrition Programs; Parent, Family, and Community Engagement programs; Neighborhood Clean Up Projects; Senior Assistance; Financial Education; Community Baby Shower; Neighborhood-based initiatives; Youth Education; Credit Rebuilder Programs.

Eligible Entity Emergency Food and Nutrition Services

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

The annual CSBG grant agreements incorporate requirements that agencies provide emergency services as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. In Michigan, CAAs are the largest network of social services outside of state government and the largest emergency food provider network in the state. Most of the CAAs are Temporary Emergency Food Assistance Program (TEFAP) and Commodity Supplemental Food Program (CSFP) service providers and/or provide home-delivered or congregate meals.

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 the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 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 the State Linkages and Communication section, items 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 the Fiscal Controls and Monitoring section, item 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 the Fiscal Controls and Monitoring section, item 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 the State Linkages and Communication section, item 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 the Eligible Entity Tripartite Board section, 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 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 the ROMA section, items 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 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 the ROMA section, items 13.1, 13.2, 13.3, and 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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No:0970-0382
Expires:08/31/2016

SECTION 15
Federal Certifications

CERTIFICATION REGARDING 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.

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

15.1. Lobbying

After assurance select a check box:



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

CERTIFICATION REGARDING 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).

(B) 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)

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.

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

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

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.

15.3. Debarment

After assurance select a check box:



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

CERTIFICATION REGARDING 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.

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.