

## **CSBG CARES Act Supplemental State Plan**

**Program Name:** Community Services Block Grant CARES Act

**Grantee Name:** Michigan

**Report Name:** CSBG CARES Act Supplemental State Plan

**Report Period:** 10/01/2019 to 09/30/2020


**Report Status:** Submission Accepted by CO

### Report Sections

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**CSBG Cover Page (SF-424M)**

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires:06/30/2021	
<b>COVER PAGE</b>			
* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request?  Explanation:	* 1.d. Version: <input type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input checked="" type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
<b>7. APPLICANT INFORMATION</b>			
* a. Legal Name: MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1386000134F1		* c. Organizational DUNS: 113704139	
* d. Address:			
* Street 1:	333 SOUTH GRAND AVENUE	Street 2:	
* City:	LANSING	County:	INGHAM
* State:	MI	Province:	
* Country:	United States	* Zip / Postal Code:	48909 -769
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) 614-7249	Fax Number:	* Email: wards1@michigan.gov	
* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:			
* 9. Name of Federal Agency:			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant	
11. Descriptive Title of Applicant's Project			
12. Areas Affected by Funding: STATE OF MICHIGAN			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 8		b. Program/Project:	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* 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) <b>**I Agree</b> <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) 09/18/2020
<b>Attach supporting documents as specified in agency instructions.</b>	

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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:06/30/2021	
<b>SECTION 1</b> <b>CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</b>			
<b>1.1. Identify the Submission Date of your FFY2020 CSBG State Plan:</b>		08/31/2018	
<i>Note: This information can be found on the Report Status Page of your most recently submitted CSBG State Plan.</i> <i>If you submitted a two-year plan in FFY2019, please provide that date.</i> <i>If you submitted a plan in FFY2020, please provide that date.</i>			
<b>1.2. Lead Agency:</b> Update 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.			
<i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency changed since the last submission of the state plan? Yes			
<b>1.2a. Lead agency</b>	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES		
<b>1.2b. Cabinet or administrative department of this lead agency</b> <i>[Select one option and narrative where applicable]</i>			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Community Services Department			
<input type="radio"/> Governors Office			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input checked="" type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Other, describe			
<b>1.2c. Cabinet or Administrative Department Name:</b> Provide the name of the cabinet or administrative department of the CSBG authorized official		MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES	
<b>1.2d. Authorized official of the lead agency</b>			
Name: ROBERT GORDON		Title: Director	
<b>1.2e. Street Address</b> 333 S. Grand Avenue; PO Box 30195			
<b>1.2f. City</b> LANSING		<b>1.2g. State</b> MI	<b>1.2h. Zip</b> 48909
<b>1.2i. Telephone number and extension</b> (517) 284-4985 ext.		<b>1.2j. Fax number</b> (517) 284-4993	
<b>1.2k. Email address</b> MDHHS-Grants@MICHIGAN.GOV		<b>1.2l. Lead agency website</b> WWW.MICHIGAN.GOV/MDHHS	
<b>1.3. Designation Letter:</b>			
Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
<input type="checkbox"/> As the Authorized Official for CSBG, I confirm that there have been no changes within this state that will require a new designation letter, such as a change to the authorized official and/or authorized CSBG state lead agency.			
<b>1.4. CSBG Point of Contact:</b> provide the following information in relation to the designated state CSBG point of contact. <i>The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.</i>			
Has Information in regards to the state point of contact has changed since the last submission of the state plan? No			
<b>1.4a. Agency Name</b>			
<b>1.4b Point of Contact Name</b>			
Name: Kris Schoenow		Title: Director	
<b>1.4c. Street Address</b> 235 S. Grand Avenue, Suite 1105			
<b>1.4d. City</b> LANSING		<b>1.4e. State</b> MI	<b>1.4f. Zip</b> 48909
<b>1.4g. Telephone Number</b> (517) 241-4871 ext.		<b>1.4h. Fax Number</b> (517) 335-5042	
<b>1.4i. Email Address</b> wards1@MICHIGAN.GOV		<b>1.4j. Agency Website</b> WWW.MICHIGAN.GOV/BCAEO	



## Section 2: State Legislation and Regulation

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

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### SECTION 2 State Legislation and Regulation

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 2 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

**2.1 Emergency Legislation or Regulation (Optional):** If applicable, please describe any special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding, including any emergency procedures to amend any existing legislation or regulation described in the accepted FFY2020 CSBG State plan (as dated in Section 1 of this state plan).

No, there is no special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding

Yes, there is special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding as described below

## Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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### SECTION 3 State Plan Development and Statewide Goals

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 3 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

The following additional information is requested for CSBG CARES supplemental funding.

**3.1. State Plan Goals: Describe the state's specific goals for state administration of CSBG as it directly relates to the CSBG CARES funding.**

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

Our main goal is getting the funding out with policy to the CAAs within 2 weeks of receiving it. Another goal was to ensure food deliveries continued in a safe manner, using PPE and social distancing. Another goal was to ensure homebound and quarantined clients were able to receive nutritious food and household/hygiene items.

**3.2. Eligible Entity Involvement: Describe the specific steps the state took in developing the CSBG CARES Supplemental State Plan to involve the eligible entities**

A Virtual Public Hearing was held on May 18, 2020 for the CARES funding allocations. The hearing was posted in 3 of the major newspapers and sent to the state association to post on their website. It was also on the BCAEO SharePoint Calendar and was also announced on all of the calls with the CAAs. The state started involving the CAAs in the CARES funding right from the start. Emergency regional meetings were scheduled twice per week to get their input on the needs in the community. Leadership calls were scheduled weekly to talk with the CAA executive directors about the funding needs and uses. These are still ongoing. BCAEO set up dashboards to help agencies determine the quickly changing needs in their communities. CARES applications were created and sent to the agencies to get the funding to them immediately. Policy was written and updated with input from the CAAs on the restrictions that may hinder them to help a client, especially during the state of emergency declared by the Governor. These were updated and sent out right away allowing them more flexibility to help mitigate COVID 19.

## Section 4: CSBG Hearing Requirements

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### SECTION 4 CSBG Hearing Requirements

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 4 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

The CSBG CARES Supplemental State Plan is considered to be a plan revision, consistent with Section 676(e) of the CSBG Act (Revisions and Inspection).

**4.1. Public Inspection:** Describe how the CSBG CARES Supplemental State Plan has been made available for public inspection within the state to facilitate public review and comment.

The final CSBG CARES Supplemental State Plan will be sent to all Eligible Entities when complete and also posted to the state's website. It will not be removed from the website until it is replaced with an updated one.

**Note:**

For the purposes of this CSBG CARES Supplemental State Plan, a public hearing is not required. However, the state should notify eligible entities and other known stakeholders that this plan is available for a public review and comment, and post publicly, e.g., on the state's public website, for a reasonable timeframe.

Although, a reasonable timeframe is not specified in the statute, for purposes of the CSBG CARES Supplemental State Plan, OCS recommends a minimum of 10 business days.



## Section 5: CSBG Eligible Entities

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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### SECTION 5 CSBG Eligible Entities

**For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).**

As the Authorized Official for CSBG, I confirm that there are no changes to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1)

As the Authorized Official for CSBG, I confirm that yes, there were changes to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1).

**If there were changes to the CSBG Eligible Entity list, please update within Section 7.2 of this State Plan accordingly:**

**Designation and Re-Designation: add at the end of the table**

**De-Designations and Voluntary Relinquishments: do not remove the entity. Rather just add zero to the appropriate line.**

**Mergers: Do not remove the eligible entities. Rather just add zero to the appropriate line.**

**OCS reserves the opportunity to request more information at a later date.**

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

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

		counties		
22	Northwest Michigan Community Action Agency Inc	Emmet, Charlevoix, Antrim, Kalkaska, Missaukee, Wexford, Roscommon, Grand Traverse, Benzie, Leelanau counties	Non-Profit	Community Action Agency
23	Oakland Livingston Human Services Agency	Oakland, Livingston counties	Non-Profit	Community Action Agency
24	Ottawa, County of	Ottawa county	Public	Community Action Agency
25	Saginaw County Community Action Committee	Saginaw county	Non-Profit	Community Action Agency
26	Southwest Michigan Community Action Agency	Cass, Berrien, Van Buren counties	Non-Profit	Community Action Agency
27	Washtenaw, County of	Washtenaw county	Public	Community Action Agency
28	Wayne Metropolitan Community Action Agency	Wayne county	Non-Profit	Community Action Agency
29	Muskegon Oceana CAP Inc	Muskegon, Oceana counties	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities:29

**5.3. Special Circumstances [Optional]: If the state has any specific circumstances that will affect the allocation, such as a pending de-designation hearing for an eligible entity, please describe below:**

**Please note: Additional information should be sent directly to your Program Specialist.**

No, special circumstances were implemented to the CSBG CARES Supplemental allocations

Yes, special circumstances were implemented to the CSBG CARES Supplemental pending de-designation(s) for an eligible entity

Muskegon Oceana Community Action Partnership, Inc (MOCAP) is pending de-designation. MOCAP was notified in October 2019 that the de-designation process was initiated after several years on a Quality Improvement Plan did not yield positive results and severe deficiencies with internal controls, leadership, board functionality, and intake and service delivery remained constant. MOCAP appealed the decision and the hearing was scheduled to begin in February 2020. Day one took place, day two was postponed due to loss of heat in state buildings in downtown Lansing. In March 2020, Michigan went under Executive Orders that prohibit/limit in person gatherings that have postponed the remainder of the hearing to a date TBD. In the meantime, MDHHS issued a Request for Proposal to Michigan's CAA Network and selected Mid-Michigan Community Action Agency as the intermediate provider for Muskegon and Oceana counties and is in receipt of and administering CARES funding in this service area. In May 2020, BCAEO held a public hearing because the State was in the middle of a removing the designation from an agency with significant performance issues and the expansion of another agency's service area. BCAEO shared at the hearing the list of eligible entities for CARES.

## Section 6: Organizational Standards for Eligible Entities

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### SECTION 6 Organizational Standards for Eligible Entities

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 6 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information.

## Section 7: State Use of Funds

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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### SECTION 7 State Use of Funds

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

**7.1. Formula:**

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

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

**7.2. Planned Allocation:**

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. [Numeric Response, specify dollar amount]

#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Funding Amount \$	Delete
Allegan County Resource Development Committee Inc	\$296,619	
Kent, County of (Inc)	\$1,627,552	
Baraga-Houghton-Keweenaw Community Action Agency, Inc	\$236,876	
Blue Water Community Action	\$405,266	
Capital Area Community Services Incorporated	\$1,591,724	
Chippewa Luce Mackinac	\$205,821	
Community Action Agency of South Central Michigan, The	\$1,795,826	
Dickinson Iron Community Services Agency	\$106,550	
EightCAP Inc	\$1,128,659	
Alger Marquette Community Action Board	\$187,971	
Community Action Agency	\$853,502	
FiveCAP Inc	\$416,416	
Genesee, County of	\$1,649,507	
Gogebic-Ontonagon Community Action	\$114,537	
Human Development Commission Inc	\$612,311	
Macomb, County of	\$1,627,552	
Human Resources Authority Inc	\$217,267	
Mid Michigan Community Action Agency Inc	\$1,827,558	
Monroe County Opportunity Program, Inc	\$296,619	
Northeast Michigan Community Service Agency Inc	\$715,048	
Northwest Michigan Community Action Agency Inc	\$825,364	
Oakland Livingston Human Services Agency	\$2,252,275	
Ottawa, County of	\$486,752	
Saginaw County Community Action Committee	\$794,005	
Southwest Michigan Community Action Agency	\$918,368	
Washtenaw, County of	\$812,695	
Wayne Metropolitan Community Action Agency	\$11,032,945	
<b>Total</b>	<b>\$33,035,585</b>	

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

<b>7.3. Allocated Funds: Specify the amount of your CSBG funds allocated for administrative activities for the FFY(s) covered by this State plan.</b>			
			1,835,310
<b>7.4. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG CARES funds for the FFY(s) covered by this State Plan.</b>			
			15.00
<b>7.5. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG CARES funds for the FFY(s) covered by this State Plan?</b>			
			7.00
<b>Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]</b>			
<b>7.6. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.			
<b>Use of Remainder/Discretionary Funds</b>			
<b>Remainder/Discretionary Fund Uses</b>	<b>Planned \$</b>	<b>Brief description of services/activities and/or activities</b>	
7.6a. Training/technical assistance to eligible entities	\$100000.00	These planned services/activities will be described in State Plan Item 8.1.	
7.6b. Coordination of state-operated programs and/or local programs	\$128912.00	Funds to raise smaller agencies to a minimum of \$175,000.	
7.6c. Statewide coordination and communication among eligible entities	\$500000.00	We plan to increase our data collection and enhance/create data dashboards for Michigan. This will also be used for ROMA integration throughout the state and with each agency (more ROMA/Implementer) trainings.	
7.6d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$250000.00	Improve and advance our data system and develop better ways of capturing data.	
7.6e. Asset-building programs			
7.6f. Innovative programs/activities by eligible entities or other neighborhood groups	\$500000.00	Competitive process for all agencies for innovative initiatives	
7.6g. State charity tax credits			
7.6h. Other activities, specify in column 3	\$356398.00	This funding will be used on a case by case basis for requests that come in from agencies for additional funding.	
<b>Total</b>	\$0.00	\$1,835,310.00	
<b>7.7. Summary of State Allocations: Provide a total breakdown of planned amounts. Please note that this table will automatically populate with the totals from 7.2, 7.3, and 7.6 above.</b>			
<b>90 Percent Funds</b>	<b>Administrative Funds</b>	<b>Discretionary Funds</b>	<b>Total</b>
\$33,035,585	\$1,835,310	\$1,835,310	\$36,706,205

## Section 8: State Training and Technical Assistance

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### SECTION 8 State Use of Funds

**8.1. Training and Technical Assistance Plan:**

Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below.

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 7.6(a), Remainder/Discretionary Funds.*

*Note: This information is associated with State Accountability Measure 3Sc*

#### Training and Technical Assistance

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All Years	Both	Other	Some examples are: Crisis Management Lessons learned from the first six months of COVID-19 pandemic response, Using ROMA process and Data to Plan Programs in the era of COVID and Disaster Reframing Human Services 101 and communicating effectively about anti-poverty work Business Continuity Planning (BCP) in Three Steps Resource linkages to fight poverty during COVID-19
2	Ongoing/Multiple Years	Training	ROMA	
3	Ongoing/Multiple Years	Training	Communication	
4	Ongoing/Multiple Years	Training	Governance/Tripartite Boards	
5	Ongoing/Multiple Years	Training	Fiscal	
6	Ongoing/Multiple Years	Both	Technology	

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

\$100,000.00

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

BCAEO and our State Association, MCA, have a strong relationship. MCA recently changed executive directors and our relationship has remained steady and/or may have grown stronger. We meeting quarterly to discuss training topics and are part of the training committee that MCA has created. CAAs are also part of this Training Committee. This helps us create a robust training for the CAA network as we work collaboratively. It also helps us learn of opportunities for growth from the network and what is needed to promote growth. CARES Act funding will enable our agencies to engage in a number of activities that are directly tied to COVID-19 response, social and racial equity learning for our network and for our communities, and increasing the resiliency of our network in the face of ongoing crisis.

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

as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

- CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)*
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

BCAEO and MCA will bring in these entities as needed to help with T/TA. We may bring in the Non-Profit Network to provide some board training. We may bring in individual consultants to discuss a certain topic that may come up as a need. We may bring in our regional or national partners to hold a webinar or training on a topic that we think holds more merit when coming from a partner. We may hold Team Meeting to bring best practices from the agencies to help other agencies.

## Section 9: State Linkages and Communication

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

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### SECTION 9 State Linkages and Communication

*Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.6(b) and (c).*

*Note: Only describe additional or unique partnerships related to CSBG CARES funding. Do not re-describe partnerships, linkages, and communications already noted in your regular CSBG State Plan.*

**9.1. State Linkages and Coordination at the state Level:**

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

**[Check all that apply and narrative where applicable]**

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

**9.2. Communication with Eligible Entities and the State Community Action Association:**

In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below.

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

Subject Matter	Expected Frequency	Format	Brief description of "Other"
State Monitoring Plans and Policies	Annually	Email Phone Calls	
Training and Technical Assistance (T/TA) Plans	As needed	Meetings/Presentation Email Webinar 1:1 Phone Calls	
State Interagency Coordination	As needed	Meetings/Presentation Email Webinar 1:1 Phone Calls	
CSBG CARES Funding and Activities	As needed	Meetings/Presentation Email Social Media Webinar 1:1 Phone Calls Public Notice	

	Subject Matter	Expected Frequency	Format	Brief Description of "Other"
1	CSBG CARES Funding Policies	As needed	Meetings/Presentation Email Website Webinar	



## 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)**

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OMB No: 0970-0382  
Expires:06/30/2021**

### SECTION 10 State Use of Funds

#### Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act )

**10.1. CSBG CARES Supplemental Monitoring Schedule: In the table below, provide how the state plans to monitor as it specifically relates to the CSBG CARES Supplemental.**

**The following schedule does not supersede or replace the Monitoring Schedule submitted in your FFY2020 CSBG State Plan as dated in Section 1 of this supplemental state plan.**

***Note: This information is associated with State Accountability Measure 4Sa(i)***

	CSBG Eligible Entity	CSBG CARES Monitoring Approach	Review Type	Target Year
1	Allegan County Resource Development Committee Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
2	Kent, County of (Inc)	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
3	Baraga-Houghton-Keweenaw Community Action Agency, Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
4	Blue Water Community Action	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
5	Capital Area Community Services Incorporated	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
6	Chippewa Luce Mackinac	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
7	Community Action Agency of South Central Michigan, The	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
8	Dickinson Iron Community Services Agency	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
9	EightCAP Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
10	Alger Marquette Community Action Board	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
11	Community Action Agency	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
12	FiveCAP Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
13	Genesee, County of	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
14	Gogebic-Ontonagon Community Action	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
15	Human Development Commission Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
16	Macomb, County of	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
17	Human Resources Authority Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
18	Mid Michigan Community Action Agency Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
19	Monroe County Opportunity Program, Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
20	Northeast Michigan Community Service Agency Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
21	Northwest Michigan Community Action Agency Inc	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
22	Oakland Livingston Human Services Agency	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
23	Ottawa, County of	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
24	Saginaw County Community Action Committee	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021

25	Southwest Michigan Community Action Agency	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
26	Washtenaw, County of	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
27	Wayne Metropolitan Community Action Agency	Integrated into Regular CSBG Full On-Site	Desk Review	FY2021
<b>10.2. CSBG CARES Supplemental Monitoring Approach:</b> Describe how the state intends to implement monitoring policies and procedures as it relates directly to the CSBG CARES Supplemental.				
The state plans to integrate CSBG CARES supplemental monitoring into the full CSBG monitoring. We will update our monitoring approach based on policy updates made during COVID19.				
<b>10.3. CSBG CARES Supplemental Initial Monitoring Reports:</b> If the state monitors for CSBG CARES Supplemental only, provide the number of calendar days by which the state must disseminate an initial CSBG CARES Supplemental monitoring reports to local entities?				
60				
<i>Note: This item is associated with State Accountability Measure 4Sa(ii)</i>				
<i>Note: If the state is integrating all CSBG CARES Supplemental monitoring into the Regular CSBG Full On-Site, the state should include an additional section specific to the CSBG CARES Supplemental monitoring. If the state is conducting a CSBG CARES Supplemental only monitoring, the state must create a CSBG CARES Supplemental monitoring report.</i>				
<b>Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act )</b>				
<b>10.4. Closing Findings:</b> Is the state adding additional provisions to state monitoring procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings as it specifically relates to the CSBG CARES Supplemental? <input type="radio"/> Yes <input checked="" type="radio"/> No				
<b>10.4a. Closing Findings Procedures:</b> If yes, describe the additional provisions here.				
<b>Fiscal Controls and Audits and Cooperation Assurance</b>				
<b>10.5. Fiscal Controls and Accounting:</b> As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to the state's fiscal controls and accounting procedures that will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a)				
Additional evaluation of internal controls, segregation of duties, and approvals due to the remote environment. a) expenditure/financial reports submitted by the sub-grantees are formatted so the financial information seamlessly flows into the financial reports that MDHHS is required to submit. There are internal controls in place to ensure every subgrantee submits all of their financial reports so the SF-425 is complete and there are proper segregation of duties and approvals to ensure there are second looks at the reports to ensure accuracy of the SF-425. b) The financial reports are submitted by the sub-grantees along with the detail general ledgers. Both are reviewed by our grant managers for any irregularities, obvious errors, or unallowed costs as well as to ensure the financial reports tie to the supporting general ledgers prior to approving payment to the sub. Further, these financial reports are subject to our financial monitoring that is performed yearly to ensure compliance with applicable regulations and guidance.				
<b>10.6. Single Audit Management Decisions:</b> As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.				
No change				
<b>10.7. Assurance on Federal Investigations:</b> The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. <input checked="" type="radio"/> Yes <input type="radio"/> No				

## Section 11: Eligible Entity Tripartite Board

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Administration for Children and Families  
Community Services Block Grant (CSBG)

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### SECTION 11 State Use of Funds

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

## Section 12: Individual and Community Eligibility Requirements

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	<b>Form Approved</b> <b>OMB No: 0970-0382</b> <b>Expires:06/30/2021</b>
<b>SECTION 12</b> <b>Individual and Community Income Eligibility Requirements</b>	
<b>12.1. Required Income Eligibility:</b> <b>Provide the income eligibility threshold for services in the state.</b> <i>[Select one item below and numeric response where applicable.]</i>	
<input checked="" type="radio"/> 200% of the HHS poverty line <input type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	
<b>12.1a. Describe any changes to the state policy and/or procedures for income eligibility, such as treatment of income and family/household composition as originally described in your FFY2020 CSBG State Plan [as dated in Section 1 of this Plan].</b>	
<input type="radio"/> No, there are no changes to state policy and/or procedures for income eligibility	
<input checked="" type="radio"/> Yes, there are changes to state policy and/or procedures for income eligibility as described below	
ASSET TESTING: During the Coronavirus Pandemic, Asset Testing is waived for all BCAEO-funded programs. ELIGIBILITY GUIDELINES-INCOME ELIGIBILITY DETERMINATIONS: CARES funding will use the 200% of poverty income guidelines to determine eligibility for services provided with CARES funds. CSBG funding will increase income eligibility to 200% of poverty income guidelines to determine eligibility for services provided with CSBG funds during fiscal year 2020 and fiscal year 2021. This change will occur on April 1, 2020 and go through September 30, 2021. ENTERING INCOME IN FACSPRO 1. Income information can be entered into the Income screens of FACSPRO to compute whether the household is under the 200% FPL threshold and thus income eligible for CSBG CARES OR 2. For households determined to be automatically eligible for CSBG CARES, agencies can check the CARES auto eligibility box in Demographics under Characteristics. AUTOMATIC ELIGIBILITY FOR EMERGENCY SERVICES If a client is/was currently enrolled in another Federal or State program that does not exceed 200% of poverty in the current fiscal year, they are automatically eligible. EXCLUDEABLE INCOME During the Coronavirus Pandemic, the following income can be excluded for CSBG and CARES income eligibility: Unemployment income CARES ACT Stimulus check LOOKBACK PERIOD During the Coronavirus Pandemic, for CARES and CSBG, the lookback period for client applications will be changed from three (3) months to thirty (30) days including the application date. NOTE: If a client is/was enrolled in an auto-eligible program during the current fiscal year, they are eligible.	
<b>12.1b. The change in the income eligibility threshold will apply to:</b>	
<input type="radio"/> No change in the income eligibility threshold	
<input type="radio"/> CSBG CARES Supplemental ONLY	
<input checked="" type="radio"/> CSBG CARES Supplemental AND regular CSBG funds	
<b>12.2. Income Eligibility for General/Short-Term Services:</b> <b>Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical).An example of these services is emergency food assistance.</b>	
<input type="radio"/> No changes were made to income eligibility verification	
<input checked="" type="radio"/> Yes, there are changes to income eligibility verification as described below	
When the CAA can: ENTERING INCOME IN FACSPRO 1. Income information can be entered into the Income screens of FACSPRO to compute whether the household is under the 200% FPL threshold and thus income eligible for CSBG CARES OR 2. For households determined to be automatically eligible for CSBG CARES, agencies can check the CARES auto eligibility box in Demographics under Characteristics. OR 3. When CAAs operate programs, such as a food program, hygiene care kits, and other types of services for large groups of people, the CAA will ensure the population being served typically would be low-income individuals and families of 200% of FPL. While it is difficult to collect income documentation on each person, CAAs document their rationale for serving the population. AUTOMATIC ELIGIBILITY FOR EMERGENCY SERVICES If a client is/was currently enrolled in another Federal or State program that does not exceed 200% of poverty in the current fiscal year, they are automatically eligible. CAAs may use the following: 1. Self-declarations or affidavits of eligibility. 2. Accepting eligibility certification paperwork from another Federal or State program as long as they do not exceed 200% of the Federal Poverty Level. Grantees must maintain client eligibility documentation for the service the client was, or is, eligible for using FACSPRO or an alternate system approved by BCAEO. In addition, agencies are required to keep information on clients served as well as an indication/notation identifying what agency program or service the client (household or household member) is eligible for in the FACSPRO system or an alternate system approved by BCAEO.	
<b>12.3. Community-targeted Services:</b> <b>Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).</b>	
<input type="radio"/> No changes were made to targeting services that provide community-wide benefit.	
<input checked="" type="radio"/> Yes, there are changes to targeting services that provide community-wide benefit as described below:	
BCAEO helped build partnerships with food distribution sites, local health departments, 211, eviction prevention services, migrant camps, and water providers. There is ongoing talks to help the CAAs mitigate the spread of COVID19 in their communities and help the low-income communities see a community-wide decrease in the number of COVID cases. We have increased relationships with utilities and helped secure a \$500,000 grant from Consumers Energy for CAAs. We also work closely with the MDHHS Office on Aging, Department of Education, Michigan State Housing and Development Authority, Michigan Public Service Commission, Department of Environment, Great Lakes and Energy, the University of Michigan Poverty Solution Group, the Poverty Taskforce, the State Emergency Operation Center, and other similar groups to ensure maximum needs are met with collaborative and efficient delivery.	

## 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)

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Expires:06/30/2021

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

For the purposes of the CARES Act, the Office of Community Services accepts the information on the ROMA system submitted by the state in Section 13 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information on the state's ROMA system.

Please note that the state may describe state discretionary expenditures or additional training and technical assistance related to documentation and performance management for CSBG CARES Supplemental funding in Sections 7 and 8 of this Supplemental State Plan.

## Section 14: CSBG Programmatic Assurances and Information Narrative

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

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### SECTION 14 State Use of Funds

#### 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;

Please select the applicable response:

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

#### Needs of Youth

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

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

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

Please select the applicable response:

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

#### Coordination of Other Programs

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

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

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

### State Use of Discretionary Funds

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

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

### Eligible Entity Service Delivery, Coordination, and Innovation

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;

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

The state adapted a LITT light application, which is an app that can be used on a client's phone to help them set up an appointment for services. These applications are sent directly to the agency and the client can also upload necessary documents, saving time and travel and face to face meetings. Some agencies also adapted electronic signature processes. We helped tailor the referral process in MiBridges for CARES funded programs.

### 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.*

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

Linkages were made with local health departments and 211 for providing Food and Hygiene kits. Linkages were made with water providers to help pay water bills to keep water working in clients homes.

### 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.*

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

### 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).*

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

### 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."

Please select the applicable response:

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

The state helped create QCARES kits that consisted of food and/or household/hygiene items for clients that were COVID positive and/or quarantined due to COVID 19. These kits are delivered to the client's homes. A dashboard has been created to show the food distributions in each county that includes locations, schedules, data on the number of boxes/meals/pounds distributed, households and individuals served, population of each county and the number of active Food Assistance Program cases per county.

### 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.*

Please select the applicable response:

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

### State 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.*

Please select the applicable response:

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

Linkages were created with the LIHEAP office to help with water heater repairs/replacements as well as home energy assistance. Linkages were also created to help agencies run a water assistance program and a water repair program to help mitigate Covid19. During this period, some of Michigan's counties experience a flood that was declared a natural disaster. Linkages were created to help those agencies help their clients with flood relief.

### 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.*

Please select the applicable response:

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

### Funding Reduction or Termination (Not Applicable to CSBG CARES Supplemental Funds)

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.*

- Check to acknowledge that Section 676(b)(8) is not applicable to the CSBG CARES Supplemental and that funds must be distributed based on the CSBG formula.

### 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.*

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

### 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.*

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

E-Meetings During the Coronavirus Pandemic, agencies can hold virtual board meetings through conference calls or webinars regardless of inclusion in their articles or bylaws. Quorums will be determined by who is on the conference call. Board meeting minutes should note if the meeting was held virtually. Board Vacancies During the Coronavirus Pandemic, Board vacancies must be filled within 180 days (vs 90). Agencies should make every effort to fill a vacancy as soon as possible.

### 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.*

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

We have entered into an agreement to have a third party create a statewide Community Needs Assessment during the Coronavirus Pandemic.

### 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.*

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

### 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.*

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

By checking this box and signing the Cover Sheet SF-424M, 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:06/30/2021

SECTION 15  
Federal Certifications

15.1. 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.

## 15.2. 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).

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.

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

**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.

**15.3. 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.

**15.4. 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.