

Model State Plan(CSBG)

Program Name: Community Services Block Grant

Grantee Name: SOUTH CAROLINA

Report Name: Model State Plan(CSBG)

Report Period: 10/01/2017 to 09/30/2018

Report Status: Saved

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CSBG Cover Page (SF-424M)

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

COVER PAGE

* 1.a. Type of Submission: Plan	* 1.b. Frequency: Annual	* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	* 1.d. Version: Initial
		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:
7. APPLICANT INFORMATION			
* a. Legal Name: South Carolina			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1576000286e4		* c. Organizational DUNS: 079733487	
* d. Address:			
* Street 1:	1205 Pendleton Street, 366	* Street 2:	1205 Pendleton Street
* City:	Columbia	* County:	Richland
* State:	SC	* Province:	
* Country:	United States	* Zip / Postal Code:	29201 -
e. Organizational Unit:			
Department Name: Office of Executive Policy and Programs		Division Name: Economic Opportunity	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Kelly	Middle Name: Sumpter	* Last Name: Buckson
Suffix:	Title: Senior Manager	Organizational Affiliation:	
* Telephone Number: (803) 734-0579	Fax Number (803) 734-0356	* Email: kelly.sumpter@admin.sc.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 2018 Model Plan			
12. Areas Affected by Funding: Low Income Residents			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 06		b. Program/Project: Community Services Block Grant	
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) **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
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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	South Carolina		
1.1b. Cabinet or administrative department of this lead agency <i>[Check one option and narrative where applicable]</i>	Community Services Department		
1.1c. Division, bureau, or office of the CSBG authorized official	Office of Economic Opportunity		
1.1d. Authorized official of lead agency	James Miller		
1.1e. Street Address	1205 Pendleton Street		
1.1f. City	Columbia	1.1g. State SC	1.1h. Zip 29201
1.1i. Telephone number and extension (803) 734 - 0425 ext.	1.1j. Fax number: (803) 734 - 0356		
1.1k. Email address james.miller@admin.sc.gov	1.1l. Lead agency website www.admin.sc.gov		
1.2. Provide the following information in relation to the designated State CSBG point of contact			
1.2a. Agency name	Office of Economic Opportunity		
1.2b. Name of the point of contact	Kelly Buckson		
1.2c. Street address	1205 Pendleton Street		
1.2d. City	Columbia	1.2e. State SC	1.2f. Zip 29201
1.2g. Point of contact telephone number (803) 734 - 0579 ext.	1.2h. Fax number (803) 734 - 0356		
1.2i. Point of contact email address kelly.sumpter@admin.sc.gov	1.2j. Point of contact agency website www.admin.sc.gov		
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

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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://www.scstatehouse.gov/code/t43c045.php>

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

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SECTION 3 State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

Briefly describe the mission and responsibilities of the State agency that serves as the CSBG Lead Agency.

The mission of the Office of Economic Opportunity (OEO) is to expand awareness of our human service programs throughout the State of South Carolina and to implement and maintain technical support for our service agencies in the areas of moving eligible families, including the elderly and disabled, from their current economic condition to stabilized and ultimately self-sufficient. The OEO is charged with specific responsibilities, which collectively provide for the coordination of resources to address the needs of the economically and socially disadvantaged citizens of South Carolina. The OEO is responsible for administering, supervising and monitoring those matters pertaining to these programs: Community Services Program, Low-Income Home Energy Assistance, Weatherization and Project Share funded operations in South Carolina. The OEO is also the state's contact for the Stewart B. McKinney Act for Emergency Solutions Grant funds and is responsible for the dissemination of homeless information throughout the state. The OEO shall administer the Community Services Program in accordance with the State Plan, State and Federal statutes and other policies and interpretations as may be required by appropriate State or Federal authorities. The OEO, through Grant Agreements with eligible Subgrantees, will carry out the services and activities necessary to comply with Section 675(c)(1) of the Act. OEO's minimum responsibilities as the state administering agency are: 1. Development of the State Plan and of the CSBG fund distribution process; 2. Establishment of program policies and operational procedures; 3. Development of accounting policies and procedures; 4. Development of fiscal procedures, including required audits; 5. Procedures for record maintenance and for supporting documentation; 6. Issuance of policies and procedures for compliance with Act 143 of 1983, South Carolina Code of Laws, referenced as the "Community Economic Opportunity Act of 1983", as amended; 7. Review and approval of Subgrantee Work Plans; 8. Determination of Subgrantee eligibility; 9. Issuance of grants; 10. Monitoring of the program throughout the state; 11. Training and technical assistance; 12. Evaluation of Subgrantee agency program performance and identification of remedial procedures; 13. Reporting of program data.

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 CSBG goals for the State of South Carolina for PY 2018 are as follows: Outcome Statement 1: To fund anti-poverty programs and activities that will, as a result, achieve measurable improvement in the overall lives of clients, their households, and communities of South Carolina's low-income populations; utilizing comprehensive case management best practices for eligible families and individuals served, as feasible. Outcome Statement 2: To fund emergency assistance programs for the low-income population to stabilize crisis situations for potentially vulnerable clients and their households. Outcome Statement 3: The State will assist in the coordination of CSBG projects with other governmental, social service, faith-based organizations and other community organizations to access program eligible data. Subgrantee Work Plans should outline the coordination efforts of community partners. Outcome Statement 4: The State will ensure funded activities are producing measurable results through effective administration. The State will provide ongoing training and technical assistance to ensure proper process evaluation for desired results. Outcome Statement 5: The State will ensure that eligible entities are increasing the availability of local, public and private funds, and in-kind dollars. Outcome Statement 6: The State will assist in assuring board compliance.

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]

State required reports

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 statewide training was conducted to develop the draft of the CSBG state plan in partnership with South Carolina's Subgrantees and State Association. Additionally, a draft of the CSBG State Plan was emailed and made available to the public for comments and review. A Notice of Public Hearing was listed in the State Newspaper as well as being submitted to all eligible entities. Persons desiring to submit comments on the 2018 CSBG State Plan had the opportunity to submit comments before the hearing and be present at the Public Hearing to submit and/or make any additional comments.

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 ISb(i) and (ii) and may pre-populate the State's annual report form)

A three-day statewide training was conducted to include topics on how to develop a comprehensive Community Needs Assessment, creating effective programs and ROMA logic models, and developing a draft of the CSBG state plan in partnership with South Carolina's Subgrantees and State Association. John Edwards, Certified Master ROMA Trainer and consultant led trainings along with OEO. During this training the eligible entities along with the State, modified the previous year's plan to come up with the draft to be presented to the public. Additional time was also given to each entity to submit further comments prior to the Public Hearing and the submission of the State's submission.

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: 56

(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)

Section 4: CSBG Hearing Requirements

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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.

In partnership with the eligible entities, the State conducted a three-day workshop to include further developing the draft of the PY 2018 CSBG State Plan. A draft CSBG State Plan encompassing all updates and suggestions was issued to each entity for further review and comments. Eligible entities were issued a notice of Public Hearing and the public was notified by way of advertisement in The State Newspaper.

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.

To encourage ample time for participation and feedback, the State issued a draft of the CSBG State Plan to all CAAAs, providing nearly 90 days for comments. 30 days after the draft was distributed via email for comments, OEO created an additional platform for feedback, hosting a three-day training which included additional updates to the draft of the 2018 CSBG State Plan. Following the workshop, an updated draft of the State Plan encompassing suggestions and edits, was sent to all eligible entities for review prior to the Public Hearing. A legal advertisement to notify the public and CAAAs ran in the State Newspaper to bring awareness to the Public Hearing. 2018 Drafts were also posted on OEO's website with a deadline to accept remaining comments. Overall, approximately 90 days was provided to reassure timely participation.

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 [Select an option]
1			Combined

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

Section 5: CSBG Eligible Entities

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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	Aiken/Barnwell Counties Community Action Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Aiken, Barnwell, Lexington	
2	Beaufort/Jasper Economic Opportunity Commissions, Inc.	Nonprofit	Community Action Agency (CAA)	Beaufort and Jasper	
3	Carolina Community Actions, Inc.	Nonprofit	Community Action Agency (CAA)	Chester, Fairfield, Lancaster, Union, York	
4	Chesterfield/Marlboro Economic Opportunity Council, Inc.	Nonprofit	Community Action Agency (CAA)	Chesterfield and Marlboro	
5	Darlington County Community Action Agency	Nonprofit	Community Action Agency (CAA)	Darlington	
6	GLEAMNS Human Resources Commission, Inc.	Nonprofit	Community Action Agency (CAA)	Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda	
7	Lowcountry Community Action Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Colleton, Hampton	
8	Orangeburg/Calhoun/Allendale/Bamberg (OCAB) Community Action Agency	Nonprofit	Community Action Agency (CAA)	Allendale, Bamberg, Calhoun, Orangeburg	
9	Palmetto Community Action Partnership	Nonprofit	Community Action Agency (CAA)	Charleston, Berkeley, Dorchester	
10	Pee Dee Community Action Partnership	Nonprofit	Community Action Agency (CAA)	Dillon, Florence, Marion	
11	Piedmont Community Actions, Inc.	Nonprofit	Community Action Agency (CAA)	Cherokee, Spartanburg	
12	Sunbelt Human Advancement Resources, Inc. (SHARE)	Nonprofit	Community Action Agency (CAA)	Greenville, Oconee, Pickens, Anderson	
13	Waccamaw Economic Opportunity Council, Inc.	Nonprofit	Community Action Agency (CAA)	Horry, Georgetown, Williamsburg	
14	Wateree Community Actions, Inc.	Nonprofit	Community Action Agency (CAA)	Clarendon, Kershaw, Lee, Sumter, Richland	

5.2 Total number of CSBG eligible entities 14

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

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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)

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:

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.

Prior to monitoring, the state encourages each eligible entity to track their progress using the self-assessment tool and Calendar of Required Actions. As part of each subgrantee's program monitoring, Organizational Standards will be reviewed. Utilizing our statewide database, South Carolina has developed an approval system that allows agencies the ability to upload and submit documentation throughout the year, as each standard is accomplished. The State Office will then review submissions and classify each standard as "Approved", "Rejected", or "Requires additional information". Each agency will have the opportunity to provide the State a projected timeline of completion for any outstanding standards. OEO will assess pending items according to the approved schedule of achievement. Each standard must be in compliance by the close of South Carolina's Program Year (December 31st). Any agency failing to meet the required deadlines will be issued a Technical Assistance Plan (TAP) outlining the steps and deadlines toward meeting pending standards.

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) 60%

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

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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.

Formula Alone

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	Aiken/Barnwell Counties Community Action Agency, Inc.	\$840,033	0.00%	\$0	0.00%
2	Beaufort/Jasper Economic Opportunity Commissions, Inc.	\$307,548	0.00%	\$0	0.00%
3	Carolina Community Actions, Inc.	\$837,109	0.00%	\$0	0.00%
4	Chesterfield/Marlboro Economic Opportunity Council, Inc.	\$269,740	0.00%	\$0	0.00%
5	Darlington County Community Action Agency	\$213,104	0.00%	\$0	0.00%
6	GLEAMNS Human Resources Commission, Inc.	\$646,187	0.00%	\$0	0.00%
7	Lowcountry Community Action Agency, Inc.	\$197,773	0.00%	\$0	0.00%
8	Orangeburg/Calhoun/Allendale/Bamberg (OCAB) Community Action Agency	\$487,248	0.00%	\$0	0.00%
9	Palmetto Community Action Partnership	\$1,266,940	0.00%	\$0	0.00%
10	Pee Dee Community Action Partnership	\$596,775	0.00%	\$0	0.00%
11	Piedmont Community Actions, Inc.	\$724,620	0.00%	\$0	0.00%
12	Sunbelt Human Advancement Resources, Inc. (SHARE)	\$1,654,255	0.00%	\$0	0.00%
13	Waccamaw Economic Opportunity Council, Inc.	\$906,505	0.00%	\$0	0.00%
14	Wateree Community Actions, Inc.	\$1,293,743	0.00%	\$0	0.00%
Total		\$10,241,580	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).

Projected allocations to the agencies are determined based on the prior year CSBG awarded to South Carolina. 90% of the projected award is then allocated based on the percentage of poor population in each county. These funds are then allocated to the CAA which serves the county. Notification of the estimate is provided to the CAA in mid summer so the agencies may begin work on budgets and work plans for the year. Because OEO has set a program year of January 1 to December 31, the grant awards are mailed to each agency in mid November. Signed grant agreements are due back to OEO in early December. The first cash disbursement is scheduled to reach the CAA prior to January 1 of the program year so that each agency has sufficient cash to continue operations without interruption. The timeline to distribute funds to subgrantees is as follows: The Subgrantee request funds electronically through DBA, as needed. Within 2 days, the request is processed by OEO fiscal staff and signed off on by the Director. The request is then submitted to the Department of Administration's Fiscal Services to be entered as an invoice. The request is processed within 5 business days. The invoice must be approved by a supervisor within Fiscal Services, which could take up to 10 business days. Once approved, the payment request flows electronically to the Comptroller General's office for approval. The CG's office may take up to 10 business days. Once approved by the CG, the payment request flows to the State Treasurer's Office for Payment. Electronic Funds are processed within 2 business days. Paper checks requested by the Subgrantee are processed within 3 business days. Subgrantees have been notified that requests for funds can take up to 30 days to process, and that they should plan their funds requests accordingly. The detailed process to distribute funds to subgrantees is as follows: The subgrantee will electronically submit through DBA a request for funds. That request is processed by

OEO fiscal staff, and signed off on by the Director of OEO. This usually takes 2 days. The request is submitted to the Department of Administration Fiscal Services group to be entered as an invoice. Fiscal Services should process the request within 5 working days of the request. The invoice must be approved by a supervisor within Fiscal services. This may take up to 10 business days. Once approved by a supervisor, the payment request flows electronically to the Comptroller General's office for approval. As the CG's office approves all invoice payments for the State of South Carolina, this may take up to 10 business days. Once approved by the CG, the payment request will flow to the State Treasurer's Office for payment. When electronic funds transfer is used, the time frame is generally within 2 business days. If a paper check is requested by the subgrantee, the process may take 3 business days to process. When the grant agreement is signed and returned to OEO in December prior to the program year, OEO will begin processing request for funds from the subgrantee. Subgrantees have been notified that requests for funds can take up to 30 days to process, and that they should plan their fund requests accordingly. There is no limit on how often a subgrantee may request funds.

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.

Because OEO has set a program year of January 1 to December 31, the grant awards are mailed to each agency in mid November. Signed grant agreements are due back to OEO in early December. The first cash disbursement is scheduled to reach the CAA prior to January 1 of the program year so that each agency has sufficient cash to continue operations without interruption.

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.

A three-day statewide training was conducted to develop the CSBG state plan and other performance measures, in partnership with South Carolina's Subgrantees and State Association. During this training the eligible entities along with the State modified the previous year's plan to come up with processes and goals to better serve constituents of South Carolina. Subgrantees have been notified that requests for funds can take up to 30 days to process, and that they should plan their fund requests accordingly. There is no limit on how often a subgrantee may request funds.

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? 18

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? 18

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)

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$50,000.00	0.00%	\$0.00	0.00%	
b. Coordination of State-operated programs and/or local programs	\$0.00	0.00%	\$0.00	0.00%	
c. Statewide coordination and communication among eligible entities	\$0.00	0.00%	\$0.00	0.00%	
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	0.00%	\$0.00	0.00%	
e. Asset-building programs	\$0.00	0.00%	\$0.00	0.00%	
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$50,000.00	0.00%	\$0.00	0.00%	Remaining funds will be provided to eligible entities to fund innovative OEO approved projects/activities.
g. State charity tax credits	\$0.00	0.00%	\$0.00	0.00%	
h. Other activities, specify in column 6	\$0.00	0.00%	\$0.00	0.00%	

Total	\$100,000.00	0.00%	\$0.00	0.00%
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7.10. What types of organizations, if any, does the State plan to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. (Check all that apply and narrative where applicable)

- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **14**
- 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
- None (the State will carry out activities directly)

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

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

7.11. Performance Management Adjustment:
How is the State adjusting the use of remainder/discretionary funds 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 3Sb, and may pre-populate the State's annual report form.

In accordance with Section 675C(b), the State will use Discretionary funds to make grants to community action agencies for the purpose of supporting locally-operated youth leadership programs, technology of CAPs and State CAP Association.

Section 8: State Training and Technical Assistance

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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 3Scand 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	FY1-Q1	Both	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Both	ROMA	
3	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
4	Ongoing / Multiple Quarters	Both	Reporting	
5	Ongoing / Multiple Quarters	Both	Monitoring	

8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9) **\$100,000**

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).

The State has adopted NASCSP's Technical Assistance Plan (TAP) to document the progress of CAAs meeting Standards that might not have been met at the time of OEO's monitoring. The TAP provides documentation outlining the unmet standards, a deliverable deadline, and the status of each pending standard.

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**
- Regional CSBG technical assistance provider(s)**
- National technical assistance provider(s)**
- Individual consultant(s)**
- Tribes and Tribal Organizations**
- Other** 14 CSBG eligible entities to receive funds; State Community Action Association; ROMA/ROMA Next Generation Training; Organizational Standards; National Technical Assistance (US HHS, NASCSP, Individual). Consultant: DBA Technologies.

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

Through individual Training and Technical Assistance, South Carolina strives to build each agency's capacity to achieve outcomes based on the needs in their community. Individualized training will allow an in-depth look into local initiative projects in order to better assess the strengths and challenges unique to the agency. The State's focus is to assess and offer each Community Action Agency training that yields self-sufficiency outcomes. In addition, OEO also provides annual CSBG seminars during a statewide Spring and Fall conference, annual IS Report training, State Plan and Board Training.

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 7.9(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

State Emergency Solutions (ESG) Office *[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.

Linkages will be developed with local entities to fill identified gaps in services through the provision of information, referrals, case management and follow-up consultations. Funds made available to eligible entities will be coordinated with other public and private resources and may be used to support innovative community and neighborhood-based initiatives with the goal of strengthening families. Services shall seek to promote social and economic self-sufficiency through the acquisition and development of knowledge, skills and abilities that will enable low-income individuals to effectively respond to and manage those life circumstances that negatively impact their well-being and accomplishment of life goals. Through the strengthening of individual and family competencies, services shall enable low-income persons to mobilize the resources and support necessary to deal with existing problems, needs and future aspirations. *[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.

Linkages will be developed with local entities to avoid duplication of services through the provision of information and referrals. Funds made available to eligible entities will be coordinated with other public and private resources and may be used to support innovative community and neighborhood-based initiatives with the goal of strengthening families. *[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.

Linkages will be developed with local entities to fill identified gaps in services through the provision of information, referrals, case management and follow-up consultations. Funds made available to eligible entities will be coordinated with other public and private resources and may be used to support innovative community and neighborhood-based initiatives with the goal of strengthening families.

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.

Linkages will be developed with local entities to coordinate employment and training activities through the provision of information, referrals, case management and follow-up consultations. Funds made available to eligible entities will be coordinated with other public and private resources and may be used to support innovative community and neighborhood-based employment initiatives.

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.

The coordination of Emergency Energy Crisis programs will be carried out at the local level and approved by the Office of Economic Opportunity. As the State administering agency for the Community Services Block Grant Programs, the OEO shall, through grants with Subgrantees, require a cross-referral of participants in the above-mentioned program to further provide the opportunity for eligible households to participate in these and other agency services for comprehensive case management to enhance client outcomes.

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 roles and coordination of Faith-based Organizations, Charitable Groups and Community Organizations will be carried out and defined at the local level. As the State administering agency, the OEO shall, through grants with Subgrantees, require a cross-referral of the above-mentioned participants in the CSBG program to further provide the opportunity for eligible households to participate in these and other agency services for comprehensive case management to enhance client outcomes. *[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.

A total of ninety (90%) of the State's total CSBG allocation shall be awarded through grants for the purpose of implementing anti-poverty projects to address CSBG legislative goals as set forth in Section 675(C)(1) and Section 672 of the Act. The State will use not less than ninety percent (90%) of the funds allocated under section 674 of the Act to make grants to eligible entities, as defined in Section 673(1). Funds under this assurance will be allocated to local initiative projects by eligible entities to meet Outcome Statement 1, and to fund emergencies as described in Outcome Statement 2 of this plan.

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.

In an effort to further facilitate the State's goal of creating innovative approaches to address the issues of poverty, the State awarded five percent (5%) of the CSBG allocation to community action agencies and the state association for discretionary projects (statewide youth leadership projects). A portion of CSBG discretionary funding will be awarded to the SCACAP in PY 2018 for the purpose of building the capacity of the state association to assist in addressing the concerns and impact of poverty in South Carolina. The allocation shall be used to offer collaborative trainings, develop a communication plan, enhance public awareness and increase visibility to bring the issues of poverty to the forefront to affect change and develop workable collaborative solutions on the state and community levels. Other funds will be utilized for statewide youth leadership initiatives.

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	SCROMA Reporting System; thereby enhancing the communication among agencies for the provision of services to participants and avoiding duplication of efforts	Monthly	Other	Monthly reports via statewide database
2	Public Hearing	Annually	Email	
3	Statewide Trainings	Semi-Annually	Meetings/Presentation	
4	Individual Training and Technical Assistance	Other	Meetings/Presentation	As needed

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.

The State will monitor and evaluate the performance of the Subgrantee in the implementation and completion of all CSBG projects in accordance with State and Federal monitoring guidelines. Feedback in overall performance in resource allocation, fiscal and program implementation and operations will be communicated to each eligible entity and the State Association.

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.

To ensure Subgrantees have the opportunity to communicate their suggestions, OEO has provided additional platforms for feedback to include more trainings, evaluations and surveys. Feedback will ensure the state is managing the expectations of the Subgrantee and allows OEO to focus its efforts on projects most beneficial to the state.

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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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	Aiken/Barnwell Counties Community Action Agency, Inc.	Full onsite	FY1 Q3	06/25/2018	
2	Beaufort/Jasper Economic Opportunity Commissions, Inc.	Full onsite	FY1 Q3	05/21/2018	
3	Carolina Community Actions, Inc.	Full onsite	FY1 Q4	08/27/2018	
4	Chesterfield/Marlboro Economic Opportunity Council, Inc.	Full onsite	FY2 Q1	10/15/2018	
5	Darlington County Community Action Agency	Full onsite	FY1 Q4	07/16/2018	
6	GLEAMNS Human Resources Commission, Inc.	Full onsite	FY1 Q4	09/17/2018	
7	Lowcountry Community Action Agency, Inc.	Full onsite	FY1 Q4	07/24/2018	
8	Orangeburg/Calhoun/Allendale/Bamberg (OCAB) Community Action Agency	Full onsite	FY1 Q4	09/26/2018	
9	Palmetto Community Action Partnership	Full onsite	FY2 Q1	11/12/2018	
10	Pee Dee Community Action Partnership	Full onsite	FY1 Q3	04/23/2018	
11	Piedmont Community Actions, Inc.	Full onsite	FY1 Q4	07/30/2018	
12	Sunbelt Human Advancement Resources, Inc. (SHARE)	Full onsite	FY1 Q3	06/11/2018	
13	Waccamaw Economic Opportunity Council, Inc.	Full onsite	FY2 Q1	10/01/2018	
14	Wateree Community Actions, Inc.	Full onsite	FY1 Q3	05/14/2018	

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

Attached.

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.

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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.

0

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).

Follow IM 116

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.

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.

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.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting:

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

The OEO will follow the States established fiscal policies and procedures. To accomplish this, the OEO will coordinate these policies with various other branches of state government, including but not limited to: the Office of the Comptroller General, the General Services Division, the State Treasurer's Office, the State Auditor and other units of the Governor's Office. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.

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 threshold for Single Audit requirement increased to \$750,000 Â§ 200.501. The OEO will ensure that audits of Subgrantees expending \$750,000 for federally funded programs, activities and services associated with CSBG will be performed in accordance with the new OMB OMNI Circular. OEO will ensure that field audits and the desk audits of independent single audits are conducted in compliance with the above regulations.

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 4Sband may pre-populate the State's annual report form.

Considering OCS's recommendations and the concerns cited in the ASCI report, OEO has developed a more consistent monitoring report. South Carolina's monitoring report has been revamped to be more reader-friendly in hopes to provide a clear understanding of findings based on legislation and the State's annual review. Using a subcommittee of Executive Directors from CAA's, South Carolina worked with the directors to come up with new terms and compliance measurements to provide consistency among programs. OEO has also adopted a collective monitoring process involving fiscal and programmatic departments, as compared to previous years.

Section 11: Eligible Entity Tripartite Board

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

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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 Statewide Board Training

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 As vacancies occur and meeting minutes are approved.

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.

In order for a public organization to be considered to be an eligible entity, for the purposes of 673(1), the entity shall administer the CSBG Programs through a tripartite board. The State requires that the Board Chairperson or Executive Director of each eligible entity inform the OEO, in writing, of any changes to the Board of Directors, to include new members, rotations and/or resignations, current member data (addresses, telephone numbers, etc.), within thirty (30) days of the change. Failure to adhere to Federal and State requirements on Board compliance could ultimately result in the withholding of CSBG funds.

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.

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)

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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

% *[Response Option: numeric field]*

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

The Federal Poverty Guidelines must be used as the primary criterion in determining income eligibility. In order to receive assistance under any CSBG project involving direct services, an applicant's total household income must not exceed 125% of the poverty level. Household is defined by the Bureau of Census as consisting of all persons who occupy a housing unit (i.e., house or apartment), whether they are related to each other or not. Total household income is based on income at the time of application. Total household monthly or annualized gross income should be used to determine eligibility. The monthly income should be calculated for the thirty (30) day period preceding and including the date of application. Income requirements can also be referenced in the State's Administrative Guide.

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.

The Subgrantee shall be responsible for determining the eligibility of each applicant. Self-certification will be permitted, provided there is complete written information in the client file about the applicant household, confirming efforts to obtain documentation from former employers, the client, and other social services agencies. The "Declaration of Zero Income" certification (OEO intake form) must be signed by applicants reporting zero income and/or individuals living in the household who are 18 years or older reporting zero income.

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?

Eligible entities are required to utilize members of the low-income community to participate in the agency's planning process, via the Board of Directors and community involvement, to ensure that community development benefits and/or partnerships benefit existing 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.

Results-Oriented Management and Accountability (ROMA) System - Eligible entities will participate in and comply with the ROMA System, which the Secretary facilitated development of pursuant to Section 678E, utilizing SCROMA and provide a description of specific measures to be used to substantiate the outcomes of each funded program and eligible entity performance in promoting self-sufficiency, family stability, and community revitalization. In PY 2018, the focus for South Carolina Results-Oriented Management and Accountability (SCROMA), the States client management software system, will include long-range development and improved customization for better tracking and outcomes reporting. Efforts will also include targeted training of CAA system administrators to encourage network ownership and to increase system use for live intake by agency program staff.

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

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 funds a Statewide database designed to capture quantitative and qualitative information for the purpose of reporting. The State can measure the overall performance in resource allocation, fiscal and program implementation and operations through the real-time catalog of information. While having a Certified ROMA trainer is encouraged at each eligible entity, COE's Organizational Standards also require the participation of a Certified ROMA trainer as it relates to the planning and implementation of programs.

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.

To accomplish anti-poverty goals, the State requires CSBG funds be used for projects having a measurable and potentially major impact on the causes of poverty in the local community using a community action plan.

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.

To accomplish anti-poverty goals, yet allow for maximum flexibility among agencies in meeting locally identified needs, the State shall require that CSBG funds be used for projects having a measurable and potentially major impact on the causes of poverty in the local community using a community action plan which shall include: 1. a current community needs assessment; 2. a description of the service delivery system targeted to low-income individuals and families in the service area; 3. a description of how linkages, to the maximum extent possible, will be developed with other organizations including faith-based, charitable groups, and community organizations to fill identified gaps in services through information, comprehensive case management, and follow-up consultations; 4. a description of how funding under the Act will be coordinated with other public and private resources; and 5. a description of outcome measures to be used to evaluate success in promoting self-sufficiency, family stability and community revitalization. The State will secure and approve a Community Action Plan from each eligible entity, as a condition of funding.

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.

As a condition of funding, a current community-needs assessment for the community served, to include each county served, which may also be coordinated with community-needs assessments conducted for other programs. A comprehensive assessment is required every three years, while an updated assessment is required the following two years. The current needs assessment should identify the need and community involvement and should avoid duplication of services when possible, also identified in the entity's Community Action 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 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;

Local initiative projects shall include those services and activities which address the anti-poverty goals as set forth in Section 672 of the CSBG Act and may include projects in the areas of employment, education, income management, housing, nutrition, or other areas in which there may be obstacles which impede the attainment of social and economic self-sufficiency by low-income persons. The specific projects for a given service area shall be determined by the local community action agency through a community needs assessment process. Therefore, anti-poverty strategies shall be based on locally defined needs and must involve services which are based on a community's own analysis of the poverty related problems. Each eligible entity is required to establish a General Emergency Assistance Program (GEAP). The purpose of this project is to assist low-income persons in meeting the emergency needs (within 72 hours or sooner, whenever possible) which are confronting them. Assistance provided under this activity must address the emergency needs of a household to obtain or purchase food, clothing, medical services, payment of rent, repairs to home heating or cooling devices and the purchase of heaters (space heaters not allowed), appliances and/or furniture.

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;

In compliance with section 676(b)(1)(B), the States Youth Leadership Program (YLP) will provide income-eligible elementary, middle and high school students educational opportunities targeting individual improvements in academic, behavioral and social achievement, resulting in increased self-sufficiency. Students who complete the program will be able to describe how good character aids in the attainment of their goals, emotional health and healthy relationships. Students will be able to demonstrate critical thinking skills, decision making and problem solving skills. Year long projects should commence no later than February 1st (30 days after the grant period begins). Subgrantees should notify OEO in writing prior to this date if there is a problem with project start-up. Failure to make a reasonable attempt to meet this requirement may result in YLP funds being returned to OEO no later than March 1st for redistribution to other eligible entities or other YLP expenditures. This requirement does not apply to agencies that have approved work plans containing specific time frames for Youth Leadership projects (i.e. summer projects, etc.). Subgrantees must implement viable activities within thirty (30) days of the executed grant agreement. Those activities should be designed to expand existing resources and address needs currently not being met and yield the greatest service benefits relative to the resources invested. Objectives, program evaluation and student assessments are required and must provide for clear documentation of the benefit derived by income-eligible students.

Coordination of Other Programs

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

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

efforts)

The State will require the coordination between programs in each community, where appropriate, with emergency energy crisis intervention programs under Title XXVI of this Act (relating to Low-Income Home Energy Assistance conducted in such community), and Title VI of the Human Services Reauthorization Act of 1984 (PL 98-558). The coordination of these programs will be carried out at the local level and approved by the OEO. As the State administering agency for the Low-Income Home Energy Assistance Program and Community Services Block Grant Programs, the OEO shall, through grants with Subgrantees, require a cross-referral of participants in both of the above-mentioned programs to further provide the opportunity for eligible households to participate in these and other agency services for comprehensive case management to enhance client outcomes. Subgrantees shall also be required to provide documentation, to include details of what the collaboration will provide, of their coordination with other human service organizations and units of local government in each county of its service area in implementing anti-poverty strategies and preventing the duplication of services. The OEO shall evaluate and ensure coordination with these entities through the project approval process, as well as through on-site monitoring activities, client interviews and file documentation.

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;

In accordance with Section 675C(b), the State will use Discretionary funds to make grants to community action agencies for the purpose of supporting locally-operated youth leadership programs. In PY 2017, in compliance with section 676(b)(1)(B), the States Youth Leadership Program (YLP) will provide income-eligible elementary, middle and high school students educational opportunities targeting individual improvements in academic, behavioral and social achievement, resulting in increased self-sufficiency. Students who complete the program will be able to describe how good character aids in the attainment of their goals, emotional health and healthy relationships. Students will be able to demonstrate critical thinking skills, decision making and problem solving skills.

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).

Eligible Entities shall be required to use a portion of allocated funds for local initiative projects. Local initiative projects shall include those services and activities which address the anti-poverty goals as set forth in Section 672 of the CSBG Act and may include projects in the areas of employment, education, income management, housing, nutrition, or other areas in which there may be obstacles which impede the attainment of social and economic self-sufficiency by low-income persons. The specific projects for a given service area shall be determined by the local community action agency through a community needs assessment. Therefore, anti-poverty strategies shall be based on locally defined needs and must involve services which are based on a community's own analysis of the poverty related problems.

Eligible Entity Emergency Food and Nutrition Services

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

The State will undertake statewide activities, either at the State level or through subgrantees, to include existing CSBG eligible entities, food banks, and/or meals on wheels in concert with councils on aging. Services will be provided to low income persons in each of the states forty-six counties, employing at least one of the following legislatively mandated program purposes: (a) to coordinate private and public food assistance resources, to better serve low-income populations; (b) to assist low-income communities to identify potential sponsors of child nutrition programs and to initiate such programs in under-served or un-served areas; and (c) to develop innovative approaches at the State and local levels to meet the nutrition needs of low-income individuals.

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
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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.

[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.

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.