

## **CSBG State Plan**

**Program Name:** Community Services Block Grant

**Grantee Name:** SOUTH CAROLINA OFC. STATE TRSRR

**Report Name:** CSBG State Plan

**Report Period:** 10/01/2023 to 09/30/2024

**Report Status:** Submission Accepted by CO

### Report Sections

1. *CSBG Cover Page (SF-424M)*
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12. *Section 11: Eligible Entity Tripartite Board*
13. *Section 12: Individual and Community Eligibility Requirements*
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**CSBG Cover Page (SF-424M)**

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires:08/30/2024	
<b>COVER PAGE</b>			
* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request?  Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
<b>7. APPLICANT INFORMATION</b>			
* a. Legal Name: South Carolina Office of State Treasurer			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1576000286		* c. Organizational DUNS: 079733487	
* d. Address:			
* Street 1:	1205 Pendleton Street	Street 2:	
* City:	Columbia	County:	Richland
* State:	SC	Province:	
* Country:	United States	* Zip / Postal Code:	29201 - 3734
e. Organizational Unit:			
Department Name: SC Department of Administration		Division Name: Office of Economic Opportunity	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Kelly	Middle Name:	* Last Name: Buckson
Suffix:	Title: Senior Manager	Organizational Affiliation:	
* Telephone Number: (803) 734-0662	Fax Number:	* Email: kelly.buckson@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 2024 CSBG State Plan			
12. Areas Affected by Funding: Low Income Residents of South Carolina			
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?

- YES  
 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**

\*\* 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)

08/29/2023

**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**

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:08/30/2024
<b>SECTION 1</b> <b>CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</b>	

**1.1. Identify whether this is a One-Year or a Two-Year Plan**       one-year     two-year

**1.1a. Provide the federal fiscal years this plan covers:**      Year One 2024      Year Two

**1.2. Lead Agency and Authorized Official:** Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.  
*Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.*

**Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan?**     Yes     No

**If yes, select the fields that have been changed [Check all the apply]**

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

**1.2a. Lead agency**

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

Community Affairs Department

Community Services Department

Governors Office

Health Department

Housing Department

Human Services Department

Social Services Department

Other, describe

Department of Administration

**1.2c. Cabinet or Administrative Department Name:**      Office of Economic Opportunity (OEO)  
 Provide the name of the cabinet or administrative department of the CSBG authorized official

**1.2d. Authorized Official of the Lead Agency**

**Name:** James Miller      **Title:** Director

**1.2e. Street Address**      1205 Pendleton Street

**1.2f. City**      Columbia      **1.2g. State/SC**      **1.2h. Zip** 29201

**1.2i. Telephone number** 803 734 - 0425 ext.      **1.2j. Fax number** 803 734 - 0356

**1.2k. Email address** james.miller@admin.sc.gov      **1.2l. Lead agency website** www.oeo.sc.gov

**1.3. Designation Letter:**  
*Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.*

**1.4. CSBG Point of Contact:** provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has Information regarding to the state point of contact has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No					
If yes, select the fields that have changed [check all the apply]					
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address	<input type="checkbox"/>	Website
1.4a. Agency Name Office of Economic Opportunity					
1.4b Point of Contact Name					
Name: Kelly Buckson			Title: Senior Manager		
1.4c. Street Address			1205 Pendleton Street		
1.4d. City			Columbia	1.4e. StateSC	1.4f. Zip 29201
1.4g. Telephone Number 803 734 - 0579 ext.			1.4h. Fax Number 803 734 - 0356		
1.4i. Email Address kelly.buckson@admin.sc.gov			1.4j. Agency Website www.oeo.sc.gov		
1.5. Provide the following information in relation to theState Community Action Association.					
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No					
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input type="radio"/> Yes <input checked="" type="radio"/> No					
If yes, select the fields that have been changed [Check all the apply]					
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		
1.5a. Agency Name South Carolina Association of Community Action Partnership					
1.5b. Executive Director or Point of Contact					
Name: Jessica McMoore			Title: Executive Director		
1.5c. Street Address			2700 Middleburg Drive, Suite 213		
1.5d. City			Columbia	1.5e. StateSC	1.5f. Zip 29204
1.5g. Telephone number 803 771 - 9404 ext.			1.5h. Fax number 803 771 - 9619		
1.5i. Email Address jmsscappa@bellsouth.net			1.5j. State Association Website www.scacap.org		
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input type="radio"/> Yes <input checked="" type="radio"/> No					

## Section 2: State Legislation and Regulation

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

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### SECTION 2 State Legislation and Regulation

**2.1. CSBG State Legislation:**

State has a statute authorizing CSBG  Yes  No

**2.2. CSBG State Regulation:**

State has regulations for CSBG  Yes  No

**2.3. Legislation/Regulation Document:** *Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.*

**2.4. State Authority:**

*Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:*

**2.4a. Authorizing Legislation:** State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year  Yes  No

**2.4b. Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year  Yes  No

## Section 3: State Plan Development and Statewide Goals

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

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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 Office of Economic Opportunity administers funds to Community Action Agencies to eliminate causes of poverty, increase self-sufficiency of individuals and families, prevent homelessness and revitalize communities. 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 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 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 Community Action Plans; 8. Determination of subgrantee eligibility; 9. Issuance of grants; 10. Monitoring of the grant 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 information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.1.)***

The CSBG goals for the State of South Carolina are as follows: 1. To fund anti-poverty programs and activities that will, as a result, achieve measurable improvement in the overall lives of recipients, their households, and communities of South Carolina's low-income population. 2. To fund emergency assistance programs for South Carolina's low-income population that lack economic stability and alleviate crisis situations for potentially vulnerable individuals and families. 3. Distribute funds in a timely manner and in accordance with applicable federal and state statutes. 4. OEO will provide ongoing training and technical assistance with an emphasis on the established federal Organizational Standards, to ensure subgrantees meet the requirements. 5. OEO will assist in assuring tripartite board compliance.

**3.3. State Plan Development:**

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

**3.3a. Analysis of state-level tools [Check all that apply and provide additional information where applicable]**

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

U.S. Census data

State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)

Monitoring Visits/Assessments

Tools Not Identified Above (specify)

State required reports.

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

Eligible Entity Community Needs Assessments

Eligible Entity Community Action Plans

Public Hearings/Workshops

Tools Not Identified Above (e.g., State required reports)[specify]

State required reports.

**3.3c. Consultation with [Check all that applies and provide additional information where applicable]**

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

State Association

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership (NCAP)

Community Action Program Legal Services (CAPLAW)

CSBG Tribal Training and Technical Assistance (T/TA) provider

Regional Performance Innovation Consortium (RPIC)

Association for Nationally Certified ROMA Trainers (ANCRT)

<input type="checkbox"/> Federal CSBG Office	
<input checked="" type="checkbox"/> <b>Organizations not identified above [Specify]</b> SC Office of Regulatory Staff Department of Energy, Dominion Energy South Carolina, Duke Energy, and SC Developmental Disabilities Council, Department on Aging, SC State Head Start Association, Catawba Indian Nation.	
<b>3.4. Eligible Entity Involvement</b>	
<b>3.4a. State Plan Development</b> Describe the specific steps the State took in developing the State Plan to involve the eligible entities.	
<i>(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)</i>	
OEO conducted a virtual workshop for eligible entities, vendors, and community partners on June 16, 2023 to further develop the draft of the CSBG State Plan. A draft CSBG State Plan and correspondence encompassing all updates and suggestions was issued to each entity for further review and comments.	
<b>3.4b. Performance Management Adjustment:</b> Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:	
1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities?	
Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.	
<i>(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)</i>	
CAAs will continue to serve at the increased income eligibility guidelines (200% of the FPL) unless otherwise notified.	
<b>3.5. Eligible Entity Overall Satisfaction:</b>	
Provide the State's target for eligible entity Overall Satisfaction during the performance period:	
Year One	81
Year Two	
<b>Instructional Note:</b> The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities. <i>(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)</i>	



## Section 4: CSBG Hearing Requirements

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

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### SECTION 4 CSBG Hearing Requirements

**4.1. Public Inspection:**

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

State plans were issued to South Carolina's Community Action network and community partners on May 8, 2023, to ensure reasonable time for review and feedback. Plans were also posted to the OEO website for public comment and review. OEO hosted a virtual webinar on June 16, 2023, with eligible entities and community partners to review the CSBG Model plan and discuss areas for change based on South Carolina's performance measures. South Carolina will continue to serve households at the increased income guidelines (up to 200% of the FPL) as long as Federal guidelines allow. Following the webinar, additional time was permitted for further review and comments prior through August 25, 2023. A combined public hearing was hosted virtually by OEO on August 17, 2023. No additional comments or changes were recorded as a result of the hearing. Documentation from South Carolina's virtual community review forum, public hearing and attendance logs have been attached.

**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 timely participation and feedback, the state issued a draft of the CSBG State Plan to eligible entities, community partners, and plans were posted to the OEO website on May 8, 2023 allowing for over 90 days for public inspection and comments through August 25, 2023.

**4.3. Public and Legislative Hearings:**

**In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.**

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/17/2023	Virtual	Combined	<input checked="" type="checkbox"/>

*NOTE : States can add rows as needed for each hearing as needed*

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

## Section 5: CSBG Eligible Entities

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

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### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

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

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

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	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Aiken/barnwell Counties Community Action Agency, Inc.	Aiken, Barnwell, Lexington	Non-Profit	Community Action Agency
2	Beaufort Jasper Economic Opportunity Commission Inc	Beaufort, Jasper	Non-Profit	Community Action Agency
3	Carolina Community Actions Inc	Chester, Fairfield, Lancaster, Union, York	Non-Profit	Community Action Agency
4	Chesterfield-marlboro County Economic Opportunity Council, Inc.	Chesterfield, Marlboro	Non-Profit	Community Action Agency
5	Darlington County Community Action Agency	Darlington	Non-Profit	Community Action Agency
6	Gleams Human Resource Commission Inc	Greenwood, Laurens, Edgefield, Abbeville, McCormick, Newberry, Saluda	Non-Profit	Community Action Agency
7	Low Country Community Action Agency Inc	Colleton, Hampton	Non-Profit	Community Action Agency
8	Orangeburg-calhoun-allendale-bamberg Community Action Agency Inc	Allendale, Bamberg, Calhoun, Orangeburg	Non-Profit	Community Action Agency
9	Charleston County Human Services Commission	Charleston, Berkeley, Dorchester	Non-Profit	Community Action Agency
10	Pee Dee Community Action Partnership	Dillon, Florence, Marion	Non-Profit	Community Action Agency
11	Piedmont Community Actions, Inc.	Spartanburg, Cherokee	Non-Profit	Community Action Agency
12	Sunbelt Human Advancement Resources, Inc.	Greenville, Oconee, Pickens, Anderson	Non-Profit	Community Action Agency
13	Waccamaw Economic Opportunity Council, Inc.	Horry, Georgetown, Williamsburg	Non-Profit	Community Action Agency
14	Wateree Community Action Inc	Clarendon, Kershaw, Lee, Sumter, Richland	Non-Profit	Community Action Agency

**5.2. Total number of CSBG eligible entities 14**

**5.3. Changes to Eligible Entities List:**

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

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

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

**5.3b. Designation and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete		
<p><b>5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.</b></p>				
Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

## Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/30/2024												
<h3 style="margin: 0;">SECTION 6</h3> <h4 style="margin: 0;">Organizational Standards for Eligible Entities</h4>													
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i> , for more information on Organizational Standards. Click <a href="#">HERE</a> for IM 138.													
<b>6.1. Choice of Standards:</b> Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period													
<input checked="" type="radio"/> COE CSBG Organizational Standards <input type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> Alternative set of Organizational Standards													
<b>6.1a. Modified Organizational Standards:</b> In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.													
<b>6.1b. Alternative Organizational Standards:</b> If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.													
<b>6.1c. Alternative Organizational Standards Changes:</b> If using an alternative set of organizational standards: <ol style="list-style-type: none"> <li>1) provide any changes from the last set provided during the previous State Plan submission;</li> <li>2) describe the reasons for using alternative standards; and</li> <li>3) describe how they are at least as rigorous as the COE- developed standards</li> </ol>													
<input checked="" type="radio"/> There were no changes from the previous State Plan submission													
Provide reason for using alternative standards													
Describe rigor compared to COE-developed Standards													
<b>6.2. Implementation:</b> Check the box that best describes how 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. <i>[Check all that apply and narrative where applicable]</i>													
<input checked="" type="checkbox"/> Regulation													
<input checked="" type="checkbox"/> Policy													
<input checked="" type="checkbox"/> Contracts with eligible entities													
<input type="checkbox"/> Other, describe:													
<b>6.3. Organizational Standards Assessment:</b> Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). <i>[Check all that apply.]</i>													
<input checked="" type="checkbox"/> Peer-to-peer review ( <i>with validation by the State or state-authorized third party</i> )													
<input checked="" type="checkbox"/> Self-assessment ( <i>with validation by the State or state-authorized third party</i> )													
<input type="checkbox"/> Self-assessment/peer review with state risk analysis													
<input type="checkbox"/> State-authorized third party validation													
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring													
<input checked="" type="checkbox"/> Other													
<b>6.3a. Assessment Process:</b> Describe the planned assessment process.													
South Carolina also developed an approval system, utilizing our statewide database, to review and provide real-time feedback on the achievement of standards													
<b>6.4. Eligible Entity Exemptions:</b> Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? <input type="radio"/> Yes <input checked="" type="radio"/> No													
<b>6.4a.</b> Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption													
Total Number of Exempt Entities: 0													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">CSBG Eligible Entity</th> <th style="width: 40%;">Description / Justification</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td style="text-align: center;"> </td> </tr> </tbody> </table>	CSBG Eligible Entity	Description / Justification	Delete				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">CSBG Eligible Entity</th> <th style="width: 40%;">Description / Justification</th> <th style="width: 10%;">Delete</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td style="text-align: center;"> </td> </tr> </tbody> </table>	CSBG Eligible Entity	Description / Justification	Delete			
CSBG Eligible Entity	Description / Justification	Delete											
CSBG Eligible Entity	Description / Justification	Delete											

**6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period**

<b>Year One</b>	72%	<b>Year Two</b>	0%
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*Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.*

## Section 7: State Use of Funds

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

**Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024**

### SECTION 7 State Use of Funds

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

**7.1. Formula:**

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

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

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

Eligible entities are allocated CSBG funds based on the pro rata share of the state's poverty population of each county the entity serves. Example: If five percent of the state's poverty population resides within Richland county, the entity serving Richland county will be allocated five percent of the 90 percent of CSBG funds allocated to eligible entities

**7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?**  Yes  No

**7.2. Planned Allocation:**

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

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

**Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.**

<b>Year One</b>	90.00%	<b>Year Two</b>	0.00%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Aiken/barnwell Counties Community Action Agency, Inc.	\$1,198,641	
Beaufort Jasper Economic Opportunity Commission Inc	\$382,803	
Carolina Community Actions Inc	\$981,572	
Chesterfield-marlboro County Economic Opportunity Council, Inc.	\$337,438	
Darlington County Community Action Agency	\$244,144	
Gleams Human Resource Commission Inc	\$744,954	
Low Country Community Action Agency Inc	\$187,817	
Orangeburg-calhoun-allendale-bamberg Community Action Agency Inc	\$445,414	
Charleston County Human Services Commission	\$1,552,449	
Pee Dee Community Action Partnership	\$663,331	
Piedmont Community Actions, Inc.	\$906,348	
Sunbelt Human Advancement Resources, Inc.	\$2,334,882	
Waccamaw Economic Opportunity Council, Inc.	\$1,128,202	
Wateree Community Action Inc	\$1,928,332	
<b>Total</b>	<b>\$13,036,327</b>	

#### CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Aiken/barnwell Counties Community Action Agency, Inc.	\$0	
Beaufort Jasper Economic Opportunity Commission Inc	\$0	
Carolina Community Actions Inc	\$0	
Chesterfield-marlboro County Economic Opportunity Council, Inc.	\$0	
Darlington County Community Action Agency	\$0	

Gleams Human Resource Commission Inc	\$0
Low Country Community Action Agency Inc	\$0
Orangeburg-calhoun-allendale-bamberg Community Action Agency Inc	\$0
Charleston County Human Services Commission	\$0
Pee Dee Community Action Partnership	\$0
Piedmont Community Actions, Inc.	\$0
Sunbelt Human Advancement Resources, Inc.	\$0
Waccamaw Economic Opportunity Council, Inc.	\$0
Wateree Community Action Inc	\$0
<b>Total</b>	<b>\$0</b>

**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. Ninety percent 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 time line to distribute funds to subgrantees is as follows: The subgrantee requests funds electronically through the statewide database, as needed, within two days, the request is processed by OEO's 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 five 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 (CG) 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 Treasurers Office for payment. Electronic Funds are processed within two 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. There is no limit on how often a subgrantee may request funds.

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

- Reimbursement
- Advance
- Hybrid
- Other

**7.4. Distribution Timeframe:**

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

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

*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.

**7.5. Distribution of Funds Performance Management Adjustment:**

**Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.**

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

South Carolina's eligible entities have a desire to expand their individual/family level work to address community needs. The State is currently focused on assisting the network identify comparable community partners and initiatives to meet the unique needs of the state and each individual community. OEO will also work toward improving the application process to make it more efficient for constituents and agency personnel alike. The state office will work to improve the Online application process for constituents and agencies alike.

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

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

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

<b>Year One (0.00%)</b>	5.00	<b>Year Two (0.00%)</b>	
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**7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan**

<b>Year One</b>	14.00	<b>Year Two</b>	
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<b>7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan</b>			
Year One	13.00	Year Two	
<b>7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.			
Year One (0.00%)	5.00%	Year Two (0.00%)	0.00%
Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)			
<i>Note: This response will link to the corresponding assurance, Item 14.2.</i>			
<p><i>If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.</i></p>			
<i>Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.</i>			
<b>Remainder/Discretionary Fund Uses</b>		<b>Year One Planned \$</b>	<b>Brief description of services/activities and/or activities</b>
7.9a. Training/technical assistance to eligible entities		\$50,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		\$0.00	
7.9e. Asset-building programs		\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups		\$50,000.00	Remaining funds may be provided to eligible entities to fund innovative OEO approved projects/activities.
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$0.00	
<b>Total</b>		<b>\$100,000.00</b>	
<b>Remainder/Discretionary Fund Uses</b>		<b>Year Two Planned \$</b>	<b>Brief description of services/activities</b>
7.9a. Training/technical assistance to eligible entities		\$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities		\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		\$0.00	
7.9e. Asset-building programs		0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups		\$0.00	
7.9g. State charity tax credits		\$0.00	
7.9h. Other activities, specify in column 3		\$0.00	
<b>Total</b>		<b>\$0.00</b>	
<b>7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.</b>			
<i>[Check all that apply and narrative where applicable]</i>			
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)			
<input checked="" type="checkbox"/> The state partially carries out some activities			
<input checked="" type="checkbox"/> CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) 14			
<input type="checkbox"/> Other community-based organizations			



<input checked="" type="checkbox"/> State Community Action association
<input type="checkbox"/> Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/> National technical assistance provider(s)
<input checked="" type="checkbox"/> Individual consultant(s)
<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other
<b>Note: <i>This response will link to the corresponding CSBG assurance, item 14.2.</i></b>
<b>7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:</b> Describe any adjustments the state will make to 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.
<b>Note: <i>This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.</i></b>
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 CAAs and additional supports to the CAA network identified through the State's Association. Additional discretionary funds will be utilized to provide training and technical assistance, and for the flexibility to provide competitive grant opportunities to agencies who would like to create innovative programs approved by OEO. Creating competitive grant opportunities to eligible entities not only provides a beneficial supplement to the agency's annual grant, it affords an additional method for developing innovative programming that supports community-based initiatives throughout the state.

## Section 8: State Training and Technical Assistance

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

Form Approved  
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### SECTION 8 State Training and Technical Assistance

**8.1. Training and Technical Assistance Plan:** Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. The T/TA plan should include all planned CSBG T/TA activities funded through the administrative or remainder/discretionary funds of this CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

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

#### Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Both	ROMA	
3	Ongoing / Multiple Quarters	Training	Organizational Standards - General	
4	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards for eligible entities with unmet TAPs and QIPs	
5	Ongoing / Multiple Quarters	Both	Reporting	
6	Ongoing / Multiple Quarters	Both	Monitoring	
7	Ongoing / Multiple Quarters	Both	Fiscal	
8	Ongoing / Multiple Quarters	Both	Communication	
9	Ongoing / Multiple Quarters	Training	Technology	
10	Ongoing / Multiple Quarters	Both	Community Assessment	

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1				

**8.1a. Training and Technical Assistance Budget:** The planned budget for the training and technical assistance plan (*as indicated in the Remainder/Discretionary Funds table in item 7.9*):

Year One	\$50,000	Year Two	\$0
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**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The State Association is tasked with leveraging resources to coordinate training and technical assistance activities, identifying avenues to build capacity among the network, assisting the State and local CSBG eligible entities to meet organizational standards and support the continued understanding and implementation of ROMA. OEO continues to support the Association and areas of training identified by South Carolina's CAA network and RPIC, to include strategies that support building human capacity and community transformation.

**8.2. Organizational Standards Technical Assistance:** Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate?  Yes  No

*Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.*

**8.2a. Address Unmet Organizational Standards:** Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. OEO will provide additional Training and Technical Assistance to eligible entities with unmet Organizational Standards, as well as encourage peer-to-peer assistance throughout the network. OEO will continue to communicate to the network the achievement of standards while highlighting standards that are unmet. South Carolina will continue to utilize COEs Self-Assessments and our statewide database to monitor.

**8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. [*Check all that apply.*]

<input type="checkbox"/>	All T/TA is conducted by the state
<input checked="" type="checkbox"/>	CSBG eligible entities ( <i>if checked, provide the expected number of CSBG eligible entities to receive funds</i> ) 14
<input type="checkbox"/>	Other community-based organizations
<input checked="" type="checkbox"/>	State Community Action association
<input type="checkbox"/>	Regional CSBG technical assistance provider(s)

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

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

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

OEO offers its support to help identify entities that will provide reciprocal partnerships that lead to the start of outcome-based community level initiatives. Training and technical assistance will be provided to help develop such initiatives, along with additional discretionary funds to support identified needs, when necessary

## Section 9: State Linkages and Communication

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

Form Approved  
OMB No:0970-0382  
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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 intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

*Describe additional information as needed.*

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

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

State Emergency Solutions (ESG) Office

**9.2. State Linkages and Coordination at the Local Level:**

Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) - (6))

*Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6., and pre-populates the Annual Report, Module 1, Item G.2.*

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.

**9.3. Eligible Entity Linkages and Coordination**

**9.3a. State Assurance of Eligible Entity Linkages and Coordination:** Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

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

Eligible entities are required to submit to OEO a Community Action Plan that includes a description of how the agency will establish and/or maintain linkages. Memorandums of Understanding (MOUs) and letters of support echo the relationships developed with local entities to fill identified gaps in services. 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.

**9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:** Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

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

Eligible entities are required to submit to OEO a Community Action Plan that includes a description of how the agency will establish and/or maintain linkages per Section 675(b) (5). Eligible entities develop linkages to fill identified gaps in services through the provision of information, referrals, case management and follow-up consultations. Some eligible entities develop linkages with local private organizations, such as financial institutions, to develop individual savings and money management programs. Others contract with local non-profit agencies to provide specific services not offered by the Subgrantee, such as food banks, job training and education programs. While some partnerships are informal, others operate under Memorandums of Understanding (MOUs).

**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. WIOA Combined Plan:** If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

**9.4b. Employment and Training Activities:** If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

Eligible entities are required to submit an annual Community Action Plan outlining a description of how WIOA coordination activities is conducted at the local level. While some agencies structure their employment programs with the help of their local WIOA office, others who lack the capacity to maintain employment programs make referrals directly to the nearest WIOA office. Case management files are reviewed during monitoring site visits regarding the details of WIOA activities.

**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 crossreferral 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. Eligible entities are required to provide a description of how they will provide energy crisis services through their annual Community Action Plan. OEO will assure coordination of services during monitoring.

**9.6. 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 by way of an approved Community Action Plan submitted to OEO. 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. OEO will assure coordination of services with aforementioned groups during monitoring by reviewing constituent files. Agencies also submit narratives to the State outlining coordination of efforts for the purpose of the annual CSBG report.

**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 percent (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. At the local level, eligible entities work in partnership with a variety of groups, organizations, and institutions outlined in their annual Community Action Plans. OEO will verify the coordination of funds during monitoring.

**9.8. Coordination among Eligible Entities and State Community Action Association:**

Describe state activities for supporting coordination among the eligible entities and the state community action association.

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

In 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 to include the statewide youth leadership project. A portion of CSBG discretionary funding will be awarded to the SCACAP for the purpose of building the capacity of the state association to assist in addressing the concerns and impact of poverty in communities throughout South Carolina. The allocation shall be used to offer collaborative trainings, develop community initiatives, enhance public awareness and increase visibility to bring the issues of poverty to the forefront to affect change and develop workable solutions. 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, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

**Communication Plan**

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Annually	Other	Meetings/presentations, email, website(s) and public notice

<b>State Plan Development</b>	Annually	Other	A series of workshops, round tables, and additional correspondence is provided to develop the state plans. To provide timely and meaningful participation, South Carolina allows approximately 90 days for public comment preceding the submission of South Carolina's plan.
<b>Organizational Standards Progress</b>	Annually	Other	Subgrantee's are made aware of their progress via the approval of standards utilizing South Carolina's statewide database. As agencies submit standards, OEO has the ability to approve, not approve, or request additional information to ensure each standard is met.
<b>State Accountability Measures Progress</b>	As needed		N/A
<b>Community Needs Assessments/Community Action Plans</b>	As needed		Emails, meetings/presentations, phone calls.
<b>State Monitoring Plans and Policies</b>	As needed		State monitoring plans and policies are communicated via email, round tables, statewide conferences and Memorandums.
<b>Training and Technical Assistance (T/TA) Plans</b>	As needed		T/TA is often communicated and scheduled via email. Utilizing feedback provided by evaluations and surveys, presentations and workshops are developed to address individual agency and the needs of the network.
<b>ROMA and Performance Management</b>	As needed		
<b>State Interagency Coordination</b>	As needed		Meetings, email and phone calls
<b>CSBG Legislative/Programmatic Updates</b>	As needed	Other	Email, meetings/presentations, Memorandums, phone calls
<b>Tripartite Board Requirements</b>	Annually		Emails, meetings/presentations
<b>9.10. Feedback to Eligible Entities and State Community Action Association:</b>			
Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.			
<i>Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6</i>			
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 through a monitoring report. The State will provide open and transparent access to final monitoring, program, fiscal and annual reports; technical assistance/corrective action plans; and assessments regarding agency performance. The achievement of the State's accountability measures outlined by way of National Performance Indicators (NPIs) will be communicated through the OEO's public web site and direct emailing with local entities and State Community Action Association.			
<b>9.11. Communication Plan Performance Management Adjustment:</b>			
Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.			
<i>Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.</i>			
To ensure Subgrantees can communicate their suggestions, OEO provides platforms for feedback to include trainings, evaluations, surveys and one-on-one opportunities during monitoring. 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)**

**Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024**

### SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

#### Monitoring, Corrective Action and Fiscal Controls (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.**

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Aiken/barnwell Counties Community Action Agency, Inc.	Full On-site	Desk Review	FY1 Q3	08/05/2024	08/09/2024	
2	Beaufort Jasper Economic Opportunity Commission Inc	Full On-site	Desk Review	FY1 Q2	04/22/2024	04/26/2024	
3	Carolina Community Actions Inc	Full On-site	Desk Review	FY1 Q2	06/03/2024	06/07/2024	
4	Chesterfield-marlboro County Economic Opportunity Council, Inc.	Full On-site	Desk Review	FY1 Q4	10/07/2024	10/11/2021	
5	Darlington County Community Action Agency	Full On-site	Desk Review	FY1 Q2	06/10/2024	06/14/2024	
6	Gleams Human Resource Commission Inc	Full On-site	Desk Review	FY1 Q3	07/15/2024	07/19/2024	
7	Low Country Community Action Agency Inc	Full On-site	Desk Review	FY1 Q3	07/01/2024	07/05/2024	
8	Orangeburg-calhoun-allendale-bamberg Community Action Agency Inc	Full On-site	Desk Review	FY1 Q1	03/25/2024	03/29/2024	
9	Charleston County Human Services Commission	Full On-site	Desk Review	FY1 Q3	09/09/2024	09/13/2024	
10	Pee Dee Community Action Partnership	Full On-site	Desk Review	FY1 Q4	11/04/2024	11/08/2024	
11	Piedmont Community Actions, Inc.	Full On-site	Desk Review	FY1 Q1	03/11/2024	03/15/2024	
12	Sunbelt Human Advancement Resources, Inc.	Full On-site	Desk Review	FY1 Q2	04/08/2024	04/12/2024	
13	Waccamaw Economic Opportunity Council, Inc.	Full On-site	Desk Review	FY1 Q3	07/29/2024	08/02/2024	
14	Wateree Community Action Inc	Full On-site	Desk Review	FY1 Q2	06/17/2024	06/21/2024	

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Aiken/barnwell Counties Community Action Agency, Inc.						
2	Beaufort Jasper Economic Opportunity Commission Inc						
3	Carolina Community Actions Inc						
4	Chesterfield-marlboro County Economic Opportunity Council, Inc.						
5	Darlington County Community Action Agency						
6	Gleams Human Resource Commission Inc						
7	Low Country Community Action Agency Inc						
8	Orangeburg-calhoun-allendale-bamberg Community Action						

	Agency Inc						
9	Charleston County Human Services Commission						
10	Pee Dee Community Action Partnership						
11	Piedmont Community Actions, Inc.						
12	Sunbelt Human Advancement Resources, Inc.						
13	Waccamaw Economic Opportunity Council, Inc.						
14	Wateree Community Action Inc						

**10.2. Monitoring Policies:**

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

See attachment.

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

**10.5. Quality Improvement Plans (QIPs):**

Provide the number of eligible entities currently on QIPs, if applicable.

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

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**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).*

South Carolina will notify its assigned Program Specialist within 30 days of the State issuing a Quality Improvement Plan to an eligible entity to correct an identified deficiency or deficiencies. The Act requires States to allow the eligible entity to develop and implement their plan within 60 days after being informed of a deficiency. The State will review quality improvement plans and issue decisions on whether the plans are approved within 30 days of receiving the submission. All correspondence will be provided to OCS via email to include status updates of the eligible entity's approval/disapproval and progress toward meeting the QIP.

**10.7. Assurance on Funding Reduction or Termination:**

The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8).  Yes  No

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

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

**10.8. Eligible Entity Designation:** Do the State CSBG statute and/or regulations provide for the designation of new eligible entities?  Yes  No

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

**10.8b. New Designation Procedures:** If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public

If the State terminates the designation of an organization as an eligible entity, or otherwise reduces funds, any resulting funding may be awarded only to an organization that is an eligible entity for CSBG funds. Section 676A of the CSBG Act outlines procedures for designation and re-designation of eligible entities in un-served areas. In accordance with the CSBG Act, a State may solicit applications and designate as an eligible entity either: A private nonprofit organization that is geographically located in the un-served area that can provide a broad range of services designed to eliminate poverty and foster self-sufficiency and meets the requirements of the CSBG Act; or A private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the un-served area and is already providing related services in the un-served area. States must grant the designation to an organization of demonstrated effectiveness in meeting the goals of the CSBG Act and may give priority to an eligible entity in a contiguous area that is already providing related services in the un-served area. If no private, nonprofit organization is identified or determined to be qualified as an eligible entity to serve the area, the State may designate an appropriate political subdivision of the State to serve as an eligible entity for the area. Any nonprofit or public agency receiving CSBG funds must meet the tripartite board requirements specified in Section 676B of the CSBG Act. The process of soliciting applications to select a new eligible entity may take place during the period in which the Department of Health and Human



Services is reviewing a State decision to terminate an organizations eligibility for CSBG funds. However, the State may not award the funds to a new eligible entity until the Department confirms the States finding for cause or the 90-day period for Federal review has passed. Procedures are outlined in the State Plan posted on OEO's website.

**10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities**  Yes  No

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

**10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public**

South Carolina will follow the IM 116 process for de-designation and re-designation of eligible entities. A state (CSBG) office must initiate proceedings to terminate or reduce funding if a CAA fails to correct a deficiency. However, the state may do so only after it has met the following responsibilities: Adequate notice and An opportunity for a hearing on the record. It is within the states discretion to determine the format of the notice and hearing it will provide a CAA. Any notice and hearing provided should be consistent with applicable state policies, rules or statutory requirements, including the states administrative procedures act (APA). The notice and hearing procedures should also be made available to the CAA. After giving notice and conducting a hearing, if a state finds cause to reduce or terminate funding, the state must initiate proceedings to do so unless the CAA corrects the deficiency. Cause to Reduce or Terminate Funding Following the hearing, the state determines if cause exists to reduce or terminate a CAAs CSBG funding. The federal CSBG Act explains that cause for which a state CSBG office may initiate a reduction in or termination of a CAAs funding includes: The failure of a CAA to comply with the terms of its CSBG agreement with the state, the state plan or to meet a state requirement. If the state finds cause exists and the CAA disagrees with the states finding, the CAA should request a review by HHS of the states finding. A state CSBG office may also initiate a reduction in funding for cause if: A statewide redistribution of CSBG funds is needed to respond to one of the following: The results of the most recently available census or other appropriate date, The designation of a new CAA, or Severe economic dislocation. Reference attachment, SC OEO Policies on Entity Designation.

**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.**

**10.10b. If No, describe State procedures for re-designation of existing eligible entities.**

Under Sections 676(c)(1)(B) and 676(c)(2) of the CSBG Act, States may reduce funding or terminate eligibility for CSBG funding based on an eligible entities failure to comply with the terms of an agreement or a State plan, or to meet a State requirement, to provide services, or to meet appropriate standards, goals, and other requirements established by the State, including performance objectives. The procedure for re/ designation shall be as follows: 1. Solicitation of application from eligible entities through a Request for Proposal for Designation as a Community Action Agency (RFP) process; 2. Review and rating of the submitted applications by a review team utilizing objective criteria that include, but are not limited, to the following: Proof that applicant is a non-profit organization in good standing in the State of South Carolina; Proof that applicant has current Federal 501c (3) status; Evidence that applicant maintains ongoing partnerships with other non-profit and/or governmental entities in the service area; Provision by applicant of audited financial statements that indicate fiscal soundness and adequate liquidity; Proof that applicant currently provides multiple programs and services; Description of entitys current sources of funding and current budget; Evidence of applicants ability to provide services based on the unmet needs in the community and description of the applicant method of ascertaining those unmet needs; Applicant demonstrates that expected outcomes for current programs are achieved; Applicant provides all other documentation as required by the RFP. 3. Requirement. In order to serve as the areas designated eligible entity, an entity shall agree to add additional members to the board of the entity to ensure adequate representation: (a) In each of the three required categories described in the CSBG Act, 42 U.S.C. §9901 et seq. by members who reside in the community comprised by the unserved area; and (b) In the category relating to low income individuals by members that reside in the neighborhood to be served. 4. Special Consideration. The designation shall be granted to an organization of demonstrated effectiveness in meeting the goals and purposes of CSBG. Priority may be given to eligible entities that are providing related services in the unserved area. Reference attachment, SC OEO Policies on Entity Designation.

#### 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 75.521.

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

The threshold for Single Audit requirement increased to \$750,000 per 45 CFR§75.501. 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 per 45 CFR§75.501. OEO will review the single audit filed with FAC and issue a management decision on findings reported that relate to CSBG within six months from the FAC acceptance date.

**10.13. Assurance on Federal Investigations:**

The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act.  Yes  No

*Note: This response will link with the corresponding assurance, Item 14.7.*

**10.13a. Federal Investigations Policies:** Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?  Yes  No

**10.13b. Closing Findings Procedures:** If no, describe state procedures for permitting and cooperating with federal investigations.

**10.14. Monitoring Procedures Performance Management Adjustment:**

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

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

***report form.***

OEO will continue to monitor as a team (program and fiscal) and issue a combined monitoring report. While OEO is required to monitor once every three years, it is the state's goal to monitor annually. In lieu of a full on-site review each program year, CSBG program monitors may perform desk monitorings and/or onsite reviews of CAAs during interim 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)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
<b>SECTION 11</b> <b>Eligible Entity Tripartite Board</b>	
<b>11.1. Tripartite Board Verification:</b> Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[ <i>Check all that applies and narrative where applicable</i> ]	
<input checked="" type="checkbox"/> Attend Board meetings	
<input checked="" type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input checked="" type="checkbox"/> Other Statewide Board Training	
<b>11.2. Tripartite Board Updates:</b> Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc., [ <i>Select one and narrative where applicable</i> ]	
<input type="radio"/> Annually	
<input type="radio"/> Semiannually	
<input type="radio"/> Quarterly	
<input type="radio"/> Monthly	
<input checked="" type="radio"/> As it Occurs	
<input type="radio"/> Other	
<b>11.3. Tripartite Board Representation Assurance:</b> Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
To serve as the areas designated eligible entity, an entity shall agree to add additional members to the board of the entity to ensure adequate representation. Agency policies will be reviewed with the submission of each subgrantee's annual application. Actual representation will be verified during monitoring and through the periodic review of agency's board roster, composition forms and meeting minutes.	
<b>11.4. Tripartite Board Alternative Representation:</b> 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 participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>11.4a. Tripartite Board Alternative Mechanism:</b> If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.	

## Section 12: Individual and Community Eligibility Requirements

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
<b>SECTION 12</b> <b>Individual and Community Income Eligibility Requirements</b>	
<b>12.1. Required Income Eligibility:</b> Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input type="radio"/> 125% of the HHS poverty line <input checked="" type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
200%	% <i>[Response Option: numeric field]</i>
<b>12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.</b>	
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 200% 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.	
<b>12.2. Income Eligibility for General/Short-Term Services:</b> Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.	
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	
<b>12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).</b>	
Eligible entities are required to utilize members representing 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. Some agencies offer community-targeted services by providing access to CSBG programs utilizing senior centers or by hosting community events in low-income neighborhoods. However, for community-targeted services that are intended to increase community awareness or involvement in poverty issues, agencies are not limited to include income eligible constituents, so as not to discourage community-wide participation (ex. performing the Comprehensive Community Needs Assessment). OEO ensures community-targeted services by approving the agency's Community Action Plan. Services are verified during monitoring.	

## 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:08/30/2024
<b>SECTION 13</b> <b>Results Oriented Management and Accountability (ROMA) System</b>	
<b>13.1. Performance Measurement System:</b> Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module I, Item I.1.</i>	
<input checked="" type="radio"/> The Results Oriented Management and Accountability (ROMA) System	
<input type="radio"/> Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act	
<input type="radio"/> An alternative system for measuring performance and results	
<b>13.1a. ROMA Description:</b> If ROMA was chosen in Item 13.1, 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. South Carolina's 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.	
<b>13.1b. Alternative System Description:</b> If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.	
(Empty space for alternative system description)	
<b>13.2. Outcome Measures:</b> 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.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
CSBG National Performance Indicators (ROMA Next Generation NPIs)	
<b>13.3. Eligible Entity Support:</b> Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>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.</i>	
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.	
<b>13.4. Eligible Entity Use of Data:</b> Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
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. During the review of eligible entities Community Action Plans, OEO compares projected target data to final results of the previous years service delivery performance. Agencies are encouraged to set attainable goals based on need, agency capacity and funds. OEO monitors service delivery data during annual monitoring and by reviewing eligible entities monthly and quarterly program and fiscal reports.	
<b>Community Action Plans and Needs Assessments</b>	
<b>13.5. Community Action Plan:</b> 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.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
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. Community Needs Assessment:**

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

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

As a condition of funding, eligible entities are contractually required to conduct a comprehensive needs assessment every three years. While a comprehensive assessment is required every three years, an updated assessment may be submitted the following two years, as needed. 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)

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

### SECTION 14 CSBG Programmatic Assurance and Information Narrative (Section 676(b) of the CSBG Act)

#### 14.1 Use of Funds Supporting Local Activities

#### CSBG Services

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

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal 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;

Funds will be made available by way of contractual agreements with eligible entities to coordinate 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. In accordance with the needs of their local community based on a needs assessment, OEO will monitor activities approved with the submission of each entity's Community Action Plan.

#### 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;

Funds will be made available by way of contractual agreements to 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 to include the statewide youth leadership project. In accordance with the needs of their local community based on a needs assessment, OEO will monitor activities approved with the submission of each entity's Community Action Plan.

#### 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)

Eligible entities are required to submit to OEO a Community Action Plan that includes a description of how the agency will establish and/or maintain linkages. Memorandums of Understanding (MOUs) and letters of support echo the relationships developed with local entities to fill identified gaps in services. Funds made available by way of contractual agreements 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. In accordance with the needs of their local community based on a needs assessment, OEO will monitor activities approved with the submission of each entity's Community Action Plan.

### 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;**

Eligible entities are required to submit to OEO a Community Action Plan that includes a description of how the agency will establish and/or maintain linkages. Memorandums of Understanding (MOUs) and letters of support echo the relationships developed with local entities to fill identified gaps in services. 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. In accordance with the needs of their local community based on a needs assessment, OEO will monitor activities approved with the submission of each entity's Community Action Plan.

### 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.*

Eligible entities are required to submit to OEO a Community Action Plan that includes a description of how the agency will establish and/or maintain linkages per Section 675(b) (5). Eligible entities develop linkages to fill identified gaps in services through the provision of information, referrals, case management and follow-up consultations. Some eligible entities develop linkages with local private organizations, such as financial institutions, to develop individual savings and money management programs. Others contract with local non-profit agencies to provide specific services not offered by the Subgrantee, such as food banks, job training and education programs. While some partnerships are informal, others operate under Memorandums of Understanding (MOUs).

### 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.*

A total of ninety percent (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. At the local level, eligible entities work in partnership with a variety of groups, organizations, and institutions outlined in their annual Community Action Plans. OEO will verify the coordination of funds during monitoring.

### 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 are required to submit to OEO a Community Action Plan that includes a description of how the agency will establish and/or maintain linkages per Section 675(b) (5). Eligible entities develop linkages to fill identified gaps in services through the provision of information, referrals, case management and follow-up consultations. Some eligible entities develop linkages with local private organizations, such as financial institutions, to develop individual savings and money management programs. Others contract with local non-profit agencies to provide specific services not offered by the Subgrantee, such as food banks, job training and education programs. While some partnerships are informal, others operate under Memorandums of Understanding (MOUs).

### 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."**

A total of ninety percent (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. At the local level, eligible entities work in partnership with a variety of groups, organizations, and institutions outlined in their annual Community Action Plans. OEO will verify the coordination of funds during monitoring.

### **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." Yes

*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)." Yes

*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.*

To serve as the areas designated eligible entity, an entity shall agree to add additional members to the board of the entity to ensure adequate representation. Agency policies will be reviewed with the submission of each subgrantee's annual application. Actual representation will be verified during monitoring and through the periodic review of agency's board roster, composition forms and meeting minutes.

### **Eligible Entity Community Action Plans and Community Needs Assessments**

14.11. 676(b)(11) Provide "an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

*Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.*

### **State and Eligible Entity Performance Measurement: ROMA or Alternate system**

14.12. 676(b)(12) Provide "an assurance that the state and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."

*Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.*

### **Validation for CSBG Eligible Entity Programmatic Narrative Sections**

14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."

*Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.*



By checking this box, the state CSBG authorized official is certifying the assurances set out above.

Section 15: Federal Certifications

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

Form Approved  
OMB No:0970-0382  
Expires:08/30/2024

SECTION 15  
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

15.1. Lobbying

After assurance select a check box:



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

## 15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

**Controlled substance** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);.

**Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

**Criminal drug statute** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

### **Certification Regarding Drug-Free Workplace Requirements**

#### **Alternate I. (Grantees Other Than Individuals)**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

**Alternate II. (Grantees Who Are Individuals)**

(a)The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b)If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

**15.2. Drug-Free Workplace Requirements**

After assurance select a check box:



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

**15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions**

**Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions**

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the

statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -  
Lower Tier Covered Transactions**

***Instructions for Certification***

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from



participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**15.3. Debarment**

After assurance select a check box:



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

**15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through state or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

**15.4. Environmental Tobacco Smoke**

After assurance select a check box:



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

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

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.