

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Nevada

Report Name: CSBG State Plan

Report Period: 10/01/2021 to 09/30/2022

Report Status: Saved -- Validated

Report Sections

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
COVER PAGE	

* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other r (2 Year)	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/PI an/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update

7. APPLICANT INFORMATION

* a. Legal Name: State of Nevada			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 88-600002 2		* c. Organizational DUNS: 809888266	
* d. Address:			
* Street 1:	4126 Technology Way, Suite 100	* Street 2:	
* City:	Carson City	* County:	Carson City
* State:	NV	* Province:	
* Country:	United States	* Zip / Postal Code:	89706 -

e. Organizational Unit:

Department Name: Nevada Department of Health and Human Services.	Division Name: Director's Office, Grant Management Unit
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Constance	Middle Name:	* Last Name: Lucido
Suffix:	Title: Chief	Organizational Affiliation:	
* Telephone Number: (775) 684-4018	Fax Number:	* Email: c.lucido@dhhs.nv.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
CSBG State Plan

12. Areas Affected by Funding:
Statewide

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant 2	b. Program/Project: CSBG
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Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0

*** 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**

a. This submission was made available to the State under the Executive Order 12372
Process for Review on :

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

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:06/30/2021
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	

1.1. Identify whether this is a One-Year or a Two-Year Plan	<input checked="" type="radio"/> one-year <input type="radio"/> two-year
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1.1a. Provide the federal fiscal years this plan covers:	Year One 2022	Year Two
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1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information in regards to the state lead agency has changed since the last submission of the state plan? <input type="radio"/> Yes <input checked="" type="radio"/> No
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If yes, provide the date of change and select the fields that have been updated

<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"/> Business Number	<input type="checkbox"/> Fax Number
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website	

1.2a. Lead agency	Nevada Department of Health and Human Services.
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1.2b. Cabinet or administrative department of this lead agency *[Select one option and narrative where applicable]*

<input type="radio"/> Community Services Department
<input checked="" type="radio"/> Human Services Department
<input type="radio"/> Social Services Department
<input type="radio"/> Governor's Office
<input type="radio"/> Community Affairs Department
<input type="radio"/> Health Department
<input type="radio"/> Housing Department
<input type="radio"/> Other, describe

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official	Directors Office, Office of Community Partnerships and Grants
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1.2d. Authorized official of the lead agency

Name: Richard Whitley	Title: Director
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1.2e. Street Address	4126 Technology Way, Suite 100
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1.2f. City	Carson City	1.2g. State NV	1.2h. Zip 89706
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1.2i. Work Telephone number and extension 775 684 - 4000 ext.	1.2j. Fax number 775 684 - 4010
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1.2k. Email address rwhitley@dhhs.nv.gov	1.2l. Lead agency website www.dhhs.nv.gov
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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 in regards to the state point of contact changed since the last submission of the state plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply			
<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>		<input type="checkbox"/>	Street Address
<input type="checkbox"/>		<input type="checkbox"/>	Office Number
<input type="checkbox"/>		<input type="checkbox"/>	Website
1.4a. Agency Name Nevada Department of Health & Human Services - Director's Office Grant Mgmt Unit			
1.4b Point of Contact Name			
Name: Constance Lucido		Title: CSBG Program Manager	
1.4c. Street Address		4126 Technology Way, Suite 100	
1.4d. City		Carson City	1.4e. StateNV
		1.4f. Zip 89706	
1.4g. Telephone Number 775 684 - 4001 ext.		1.4h. Fax Number 775 684 - 4010	
1.4i. Email Address c.lucido@dhhs.nv.gov		1.4j. Agency Website www.dhhs.nv.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 in regards to the state Community Action Association has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply			
<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Executive Director
<input type="checkbox"/>	City	<input type="checkbox"/>	State
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number
<input type="checkbox"/>		<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead
1.5a. Agency Name Nevada Community Action Association			
1.5b. Executive Director or Point of Contact			
Name: Lyndsey Schoolzel		Title: Executive Director	
1.5c. Street Address		1090 East Eighth Street	
1.5d. City		Reno	1.5e. StateNV
		1.5f. Zip 89510	
1.5g. Telephone number 775 786 - 6023 ext.		1.5h. Fax number 775 786 - 5743	
1.5i. Email Address lschoelzel@nevadacaa.org		1.5j. State Association Website www.nevadacaa.org	
1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input checked="" type="radio"/> Yes <input 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.

<https://www.leg.state.nv.us/NRS/NRS-428.html#NRS428Sec355>

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

2.4c. Designation: State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency Yes No

Section 3: State Plan Development and Statewide Goals

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
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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 Nevada Department of Health and Human Services (DHHS) promotes the health and well-being of Nevadans through the delivery or facilitation of essential services to ensure families are strengthened, public health is protected, and individuals achieve their highest level of self-sufficiency. DHHS is an office of the Executive Branch of State Government and is led by a Director appointed by the Governor. The Director of DHHS also serves in an advisory capacity as a member of the Governors Cabinet. DHHS is one of the largest departments in state government comprising of five Divisions including: Aging and Disability Services, Child and Family Services, Health Care Financing and Policy (Medicaid), Public and Behavioral Health, and Welfare and Supportive Services. There are over 5,200 employees who work statewide in the department, which served as the states social safety net. DHHS is also responsible for several critical programs managed through the Directors Office such as the Office of Consumer Health Assistance, the Tribal Liaison Office, the Office of minority Health, and the Grants Management Unit (GMU). The CSBG Program is in the GMU under the Directors Office.

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 State adheres to the the following Theory of Change : 1. To support innovative programs and activities conducted by eligible entities to eliminate poverty, promote self-sufficiency, and promote community revitalization. 2. To coordinate with the Nevada Community Action Association to provide training and technical assistance for Community Action Partners in complying with organizational standards. 3. To support and build capacity of the eligible entities in Nevada so they more effectively and efficiently meet the letter and intent of the CSBG Act.

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 narrative where applicable]

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

U.S. Census data

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

Monitoring Visits/Assessments

Tools not identified above (specify)

3.3b. Analysis of local-level tools [Check all that apply and narrative 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]

3.3c. Consultation with [Check all that applies and narrative 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 (The Partnership)

Community Action Program Legal Services (CAPLAW)

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

Regional Performance Innovation Consortium (RPIC)

Association for Nationally Certified ROMA Trainers (ANCRT)

Federal CSBG Office

Organizations not identified above [Specify]

3.4. Eligible Entity Involvement		
3.4a. 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>		
The State engages with all the Eligible entities and the State Association during monthly board meetings in addition to 1-1 meetings when needed. The State informed Eligible Entities and the State Association that their feedback on the FY22 CSBG state plan will be required. Due to the current pandemic, the State posted a word version of its FY22 CSBG state plan to the states website, and a link was emailed to all eligible entities and the state association. Feedback was solicited for two weeks. Reminder emails were sent one week prior to the end of the feedback deadline. A virtual meeting will be scheduled to receive feedback. Feedback from eligible entities and state association was carefully reviewed and adapted as needed. In cases for clarification of feedback, state contacted eligible entities directly.		
3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous 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>		
The state has solicited all eligible entities feedback in the state plan to ensure all stakeholders under the CSBG program have shared vision of the goals and objectives. The State Association strategic planning will take place mid September 2020. In the future, the State will work in conjunction with the State Association to align our shared goals and objectives.		
3.5. Eligible Entity Overall Satisfaction: Provide the State's target for eligible entity Overall Satisfaction during the performance period:		
Year One	3	Year Two
Instructional Note: 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.

Due to the pandemic landscape nationally and in Nevada, to ensure compliance with state-mandated directives, public hearings were not issued for this state plan review. Instead, the State posted a word version of its FY22 CSBG state plan to the states website, and a link was emailed to all eligible entities and the state association. Feedback was solicited for two weeks. Reminder emails were sent one week prior to the end of the feedback deadline. A virtual meeting will be scheduled to receive feedback. Feedback from eligible entities and state association was carefully reviewed and adapted as needed. In cases for clarification of feedback, state contacted eligible entities directly.

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.

Due to the pandemic landscape nationally and in Nevada, to ensure compliance with state-mandated directives, public hearings were not issued for this state plan review. Instead, the State posted a word version of its FY22 CSBG state plan to the states website, and a link was emailed to all eligible entities and the state association. Feedback was solicited for two weeks. Reminder emails were sent one week prior to the end of the feedback deadline. A virtual meeting will be scheduled to receive feedback. Feedback from eligible entities and state association was carefully reviewed and adapted as needed. In cases for clarification of feedback, state contacted eligible entities directly.

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	08/20/2021	www.dhs.nv.gov (website + email)	Public	<input type="checkbox"/>

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

Due to the pandemic landscape nationally and in Nevada, to ensure compliance with state-mandated directives, public hearings were not issued for this state plan review. Instead, the State posted a word version of its FY22 CSBG state plan to the states website, and a link was emailed to all eligible entities and the state association. Feedback was solicited for two weeks.

Section 5: CSBG Eligible Entities

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

**Form Approved
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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.

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Carson City Health and Human Services	Carson City, NV	Public	Community Action Agency
2	Churchill County Social Services	Churchill County	Public	Community Action Agency
3	Community Chest, Inc	Storey County	Non-Profit	Community Action Agency
4	Community Service Agency	Washoe County	Non-Profit	Community Action Agency
5	Consolidated Agencies of Human Services	Mineral & Esmerelda Counties	Non-Profit	Community Action Agency
6	Douglas County Social Services	Douglas County	Public	Community Action Agency
7	Frontier Community Action Agency	Pershing, Winnemucca, Lander, Elko	Non-Profit	Community Action Agency
8	Lincoln County Human Services	Lincoln County	Public	Community Action Agency
9	Lyon County Human Services	Carson City County	Public	Community Action Agency
10	Nye County Health and Human Services	Nye County	Public	Community Action Agency
11	White Pine County Social Services	White Pine and Eureka County	Public	Community Action Agency
12	Economic Opportunity Board of Clark County	Clark County	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 12

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 been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated).

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

5.3b. De-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.

CSBG Eligible Entity	Reason	Delete

5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were each listed in the prior year State Plan.

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:06/30/2021
<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 HERE for IM 138.	
6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period	
<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	
6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.	
6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.	
6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards	
<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	
6.2. Implementation: 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. [Check all that apply and narrative where applicable]	
<input type="checkbox"/> Regulation	
<input checked="" type="checkbox"/> Policy	
<input type="checkbox"/> Contracts with eligible entities	
<input type="checkbox"/> Other, describe:	
6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). [Check all that apply.]	
<input type="checkbox"/> Peer-to-peer review (<i>with validation by the State or state-authorized third party</i>)	
<input 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 checked="" type="checkbox"/> State-authorized third party validation	
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring	
<input checked="" type="checkbox"/> Other	
6.3a. Assessment Process: Describe the planned assessment process.	
The State office has developed a compliance policy document as guidance for the agencies on what types of documentation to submit per each standard. The document was recently revised with input from the State Association and the agencies. Submitted documents will be reviewed by the State Office and final acceptance of each standard will be signed off by the State CSBG Office. Each agency will be notified of compliance status on each of the 58 standards, and agencies will be able to view their status ongoing through the statewide system. Technical Assistance Plans may be issued for any standards identified as incomplete or non-compliant, along with a timeframe for submission. Technical assistance will be provided by the State CSBG Office or appropriate third-party consultant as needed.	
6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? <input type="radio"/> Yes <input checked="" type="radio"/> No	
6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption	
Total Number of Exempt Entities: 0	

CSBG Eligible Entity			
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			
Year One		90%	Year Two
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.</i>			

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:06/30/2021
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.
 The Proportional Share of Funding was established in the SFY 2016 funding formula and the CSBG State Plan for 2015-2017 approved by the Office of Community Services. It will be used to allocate funding in future SFYs until data from the next Federal Decennial Census is available, or the funding formula is revised through the public hearing process per sections 678(b)8 and 678(c) of the CSBG Act.

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.

Year One	90.00%	Year Two
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Carson City Health and Human Services	\$121,287	
Churchill County Social Services	\$104,394	
Community Chest, Inc	\$52,437	
Community Service Agency	\$545,579	
Consolidated Agencies of Human Services	\$70,137	
Douglas County Social Services	\$109,952	
Frontier Community Action Agency	\$168,226	
Lincoln County Human Services	\$53,858	
Lyon County Human Services	\$121,939	
Nye County Health and Human Services	\$120,884	
White Pine County Social Services	\$71,618	
Economic Opportunity Board of Clark County	\$1,818,238	
Total	\$3,358,549	

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).

CSBG funds awarded to eligibility entities are available without disruption throughout the entire grant cycle. The State CSBG Office obtains budget authority from the State Budget Office based on the current and project federal CSBG award. Whenever the budget authority needs to be adjusted upward, the State CSBG Office prepares a budget work plan and submits it to the State Legislature Interim Finance Committee for approval. This process is managed in order to prevent any delays in distributing funds to CAAs.

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.

7.5. 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.

The State is committed to ensuring funds are disbursed in a timely manner to eligible entities and management of subawards rigidly adhere to federal and state mandates and 2CFR 200 practices. The State is revising their CSBG policies and procedures manual, which will be shared with all eligible entities, state association, and other stakeholders, and meetings scheduled to go over manual and solicit feedback or encourage robust discussions. One of the State's top strategies is to foster and ensure smooth communication between State and eligible entities. And to lessen administrative burden on eligible entities where possible.

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.

Year One (0.00%)	5.00	Year Two (0.00%)
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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

Year One	1.00	Year Two
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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

Year One	1.00	Year Two
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7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? Yes 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%)
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Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

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

Instructional Note: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to "support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act]." Include this description in Item 7.9f of the table below.

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.

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$186,586.00	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	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$186,586.00	

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.

[Check all that apply and narrative where applicable]

The state directly carries out all activities (No Partnerships)

The state partially carries out some activities

CSBG eligible entities (*if checked, include the expected number of CSBG eligible entities to receive funds*) 12

Other community-based organizations

State Community Action association

Regional CSBG technical assistance provider(s)

National technical assistance provider(s)

Individual consultant(s)

Tribes and Tribal Organizations

Other

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

7.11. Performance Management Adjustment:

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

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

The State has informed the State Association and eligible entities of the exact amount of discretionary funds available. At a recent quarterly meeting, the State has asked eligible entities to identify, rank, and determine several possible programs to fund. The State plans on creating a T&TA plan in conjunction with the State Association with a calendar to monitor and ensure that the training needs of eligible entities are achieved through FY22 and FY23.

Section 8: State Training and Technical Assistance

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

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

SECTION 8 State Use of Funds

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

Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic.

(CSBG funding used for this activity is referenced under item 7.9a Use of, Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)

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	FY1-Q1	Both	Strategic Planning	
2	FY1-Q2	Both	Organizational Standards - General	
3	FY1-Q3	Both	ROMA	
4	FY1-Q4	Both	Community Assessment	
5	All quarters	Technical Assistance	Technology	
6	FY1-Q3	Both	Other	Trauma Informed Organizational Culture Assessment
7	FY1-Q4	Both	Communication	
8	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
9	FY1-Q3	Both	Fiscal	
10	FY1-Q2	Both	Reporting	

Training and Technical Assistance - Year Two

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	\$186,586	Year Two
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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 has standing every two week meetings with the Executive Director of the Nevada Association of Community Action (NCAA state association) to discuss training and technical assistance plans for CAAs and strategize on various ways to ensure all CAAs are 100% in compliance with organizational standards. The Association sent out an survey to eligible entities to determine training needs. The State helped with the survey questions. Additionally, the State along with the state association identifies training resources, virtual and in-person, that will be useful for CAAs to attend. These robust discussions will result in a year-long T&TA plan funded by CSBG discretionary funds and RPIC funds. The T&TA plan is also disseminated to all CAAs in state associations monthly board meetings, and feedback solicited. Some of the T&TA expected to occur in FY22 are strategic planning, trauma-informed training for organizational settings, board governance, fiscal management, case management, virtual case management, data-driven holistic approach, ROMA training, local theory of change, logic model etc.

8.2. TAPs and QIPs: Does the state have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? Yes No

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

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The State in conjunction with NCAA (state association) will have a robust T&TA plan in place. Once eligible entities with unmet organizational standards are identified, the State will in conjunction with NCAA (state association) will identify T&TA resources (both virtual and in-person) applicable to the unmet standards. Once identified, the State and NCAA will contact the eligible entities and arrange for them to attend and participate in the T&TA resources. The State will closely monitor the T&TA plan and solicit feedback from eligible entities on its efficiency. If required, the State and Association will adapt the T&TA plan to ensure it has a beneficial and educational impact on eligible entities. The State with NCAA will review the T&TA plan quarterly to ensure it is fulfilling the training needs of the eligible entities.

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.]*

CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)*

<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 type="checkbox"/>	National technical assistance provider(s)
<input checked="" type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input checked="" type="checkbox"/>	Other The state adopted CAMP-ELOGIC as their state-wide case management system. Elogic is developing an online training hub with several modules that range from deep dive sessions on CSBG programs, community needs assessment, and community linkages etc. This online training hub is funded by the State and available to all eligible entities free of charge. One of the trainings provided is a data driven holistic approach to services. 24 staff members of eligible entities participated. To date, 4 have successfully completed the module. The State will highlight and disseminate specific training hubs that will be beneficial for all eligible entities in gaining a comprehensive understanding of the CSBG programs and how to make the program impactful and effective in Nevada.
8.4. 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.	
<i>Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form</i>	
The State in conjunction with NCAA (state association) will have a robust T&TA plan in place. Once eligible entities with unmet organizational standards are identified, the State will in conjunction with NCAA (state association) will identify T&TA resources (both virtual and in-person) applicable to the unmet standards. Once identified, the State and NCAA will contact the eligible entities and arrange for them to attend and participate in the T&TA resources. The State will closely monitor the T&TA plan and solicit feedback from eligible entities on its efficiency. If required, the State and Association will adapt the T&TA plan to ensure it has a beneficial and educational impact on eligible entities. The State with NCAA will review the T&TA plan quarterly to ensure it is fulfilling the training needs of the eligible entities. Some of the T&TA expected to occur in FY22 are strategic planning, trauma-informed training for organizational settings, board governance, fiscal management, case management, virtual case management, data-driven holistic approach, ROMA training, local theory of change, logic model etc.	

Section 9: State Linkages and Communication

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

Form Approved
OMB No:0970-0382
Expires:06/30/2021

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. [Check all that apply from the list below and provide a narrative]

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and may pre-populate the State's Annual Report, 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
- State Head Start office
- State public health office
- State education department
- State Workforce Innovation and Opportunity Act (WIOA) agency
- State budget office
- Supplemental Nutrition Assistance Program (SNAP)
- State child welfare office
- State housing office
- Other

9.2. State Linkages and Coordination at the Local Level:

Describe the linkages and coordination at the local level that the state intends to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and 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.

The State CSBG Office will promote linkage and coordination at the local level through the following activities: If funding is requested, local human service coalitions and partnerships will be funded with CSBG funds in the individual Community Action Plans (CAP) prepared by CAAs each year. The annual Community Action Plan submitted by CAAs will identify existing collaborations and coalitions. CAAs will submit Community Engagement goals in the CAP and will also identify local coalitions and collaborations that they are involved in. The State has explored the development of a closer working relationship and integration of services between CSBG and Family Resource Centers. The Family Resource Centers provide information and referral, parent education, and child protective services in 30+ locations throughout the state. Some of the eligible entities also manage FRCs within their specific jurisdictions, and the State continues to strongly support synergy between the CSBG and FRC programs in terms of supporting Nevadans.

9.3. Eligible Entity Linkages and Coordination

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

Describe how the state will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

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

As part of the Community Action Plan (CAP) submitted each year, CAAs will be asked to identify the coalitions and collaborations that they are involved in. In addition, they will also be asked to submit community engagement goals with the CAP. The CAPs submitted by CAAs demonstrate the wide range of key community coalitions and partnerships that CAAs participate in, including the rural CAAs. The coalitions and partnerships involve critical community needs affecting low-income individuals and families such as unemployment, homelessness, and mental health issues. The agenda for the local coalitions involve improved coordination of service, prioritizing needs, and establishing common goals. The collaborative relationships that CAAs are engaged in with one or more other partner organizations are focused on specific service domains such as employment and housing. The CAA collaboration with partners includes joint planning, cross-referral, shared case management, and resource coordination. The State CSBG Office has begun promoting community service coordination projects through the use of discretionary funds awarded to individual CAAs to launch new local initiatives. The State CSBG Office also plans to catalogue the types of community projects that CAAs are involved in across the state in order to understand the magnitude of impact and determine how to further leverage these projects.

<p>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.</p>
<p><i>Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.</i></p>
<p>The State CSBG Office and CAAs have adopted the Nevada Service Delivery Model. The model consists of a standardized intake assessment across 12 domains (e.g., employment, housing, transportation) that each client completes. The intake is scale-based and measures client status in each domain using a five level scale: Thriving, Safe, Stable, Vulnerable and In-crisis. The intake assessment results are used to determine the types of services that will be received, which include any combination of the following: direct services provided by the agency, information and referral, and case management. For clients receiving case management, a goal plan is established with the client and periodic reassessments are scheduled to track progress on domain scales. As part of the Service Delivery Model, CAAs establish an agency Data Model which contains an extensive list of information and referral sources that are used to link clients with services the agency is not able to provide. The CAAs maintain on-going relationships with their network of referral agencies through meetings and phone contact. This helps to insure that linkages are developed and maintained and gaps in service are addressed.</p>
<p>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)? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><i>Note: This response will link to the corresponding CSBG assurance, item 14.5.</i></p>
<p>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.</p>
<p>Nevada has a Unified State Plan and two local plans that cover the northern and southern regions of the state. The Unified State Plan references coordination with mandated partners, which includes CSBG, to create a more seamless system for individuals seeking employment, referred to as "No Wrong Door." The two local plans will accomplish this objective by establishing a One Stop Center that incorporates required affiliate partners into the service delivery system. CSBG agencies have signed a Memorandum of Understanding agreeing to work toward establishing and integrated service system, share resources, and develop a common set of procedures and data collection elements.</p>
<p>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.</p>
<p>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.</p>
<p><i>Note: This response will link to the corresponding CSBG assurance, item 14.6.</i></p>
<p>CAAs serve as one of the official local intake sites for the state Energy Assistance Program. They screen and refer clients to energy assistance programs as part of the intake process. Due to the pandemic, CAAs have seen an uptick on energy assistance even though of energy deferrals optioned by energy</p>
<p>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.</p>
<p><i>Note: this response will link to the corresponding assurance, item 14.9.</i></p>
<p>The State CSBG Office asks CAAs to list and describe their partnerships in the annual Community Action Plan. CAAs will prepare an Agency Data Model listing of the referral sources that they utilize to serve clients. CAA partnerships will also be monitored through the annual CSBG report.</p>
<p>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.</p>
<p><i>Note: this response will link to the corresponding assurance, item 14.3c.</i></p>
<p>CSBG funding is integrated with several different federal, state, and local resources within each CSBG agency. CSBG is the key source of funding that is used by CAAs to link these resources together to accomplish the larger mission of assisting families and communities to achieve greater levels of economic self-sufficiency. Many of the CSBG funded services are combined with other funding sources to support the delivery of specific services such as case management, employment, and food assistance. CAAs have adopted the Nevada Service Delivery Model which integrates all funding sources under a unified system for assessing, delivering, monitoring, evaluating, and reporting on services. This ensures that all funding sources are coordinated to accomplish a common mission.</p>
<p>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.</p>
<p><i>Note: This information will pre-populate the Annual Report, Module 1, Item G.5.</i></p>
<p>The State and the Nevada Community Action Association have developed a combined development, training and technical assistance plan using CSBG Discretionary and RPIC funds. The activities that are funded under the current plan include: Organizational Standards Assistance in completing Technical Assistance Plans Implementation of Strategic Planning based on guidelines developed by the State CSBG Office, NCAA, and CAAs. Implementation on new community level national performance indicators Continuation of the Nevada Service Delivery Model project. The model helps CAAs assist individuals and families to achieve economic stability and self-sufficiency. Nevada is the first state to implement a statewide service delivery model that operationalizes the CSBG Results Oriented Management and Accountability (ROMA) Cycle. The State strongly encourages communication and linkages between eligible entities and state association and attends the monthly state associations board meetings. The State also partially funds the state association to ensure that the T&TA plan is efficiently carried out and all eligible entities are in 100% compliance with CSBG and state programmatic mandates.</p>
<p>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.</p>

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Twice-Monthly	Meetings/Presentation	State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
State Plan Development	Twice-Monthly	Meetings/Presentation	State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
Organizational Standards Progress	Twice-Monthly		State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
State Accountability Measures Progress	Quarterly		State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
Community Needs Assessments/Community Action Plans	Quarterly	Meetings/Presentation	State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
State Monitoring Plans and Policies	As needed		State in conjunction with State Association will be imple

			menting a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
Training and Technical Assistance (T/TA) Plans	Twice-Monthly		State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
ROMA and Performance Management	Quarterly		State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
State Interagency Coordination	Twice-Monthly		State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
CSBG Legislative/Programmatic Updates	Twice-Monthly	Email	State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
Tripartite Board Requirements	Twice-Monthly		State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state,

			and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc.
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	Topic	Expected Frequency	Format	Brief Description of "Other"
1	Communication Plan	Twice-Monthly		

9.10. Feedback to Eligible Entities and State Community Action Association:
Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

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

In FY21 annual reporting, the State will be providing detailed memos to each eligible entity on their annual data reporting. These memos will highlight achievements as well as question and track areas that need further strengthening. This feedback to eligible entities based on their annual reporting for both regular CSBG and CARES reporting intends to ensure eligible entities that their data collection is being reviewed and their achievements are applauded. Furthermore, this feedback will allow the State to identify areas to monitor and work with eligible entities. The State Association will be provided with the memos as they are created and disseminated.

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

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

Given the recent FY21 ACSI survey, the State has revamped their communication plan. The plan is currently being written. The State has met with Utah CSBG office to understand their communication plans. The State is also working with the Association. State in conjunction with State Association will be implementing a recorded webinar every two weeks at a set day and time of the week where both entities will update CAAs on relevant federal, state, and local news as related to CSBG, housekeeping notes, looming deadlines in the horizon, and also provide a platform for Q&A. These recorded webinars will also be an avenue to inform CAAs of org standards, state plan, monitoring, T&TA, ROMA etc. The communication plan, once completed, will be shared with eligible entities at monthly board meetings.

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:06/30/2021
SECTION 10 State Use of Funds	

**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	Carson City Health and Human Services	Other	Desk Review	FY1 Q2	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
2	Churchill County Social Services	Other	Desk Review	FY1 Q1	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
3	Community Chest, Inc	Other	Desk Review	FY1 Q3	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
4	Community Service Agency	Other	Desk Review	FY1 Q2	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
5	Consolidated Agencies of Human Services	Other	Desk Review	FY1 Q3	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
6	Douglas County Social Services	Other	Desk Review	FY1 Q2	09/01/2019	09/01/2019	All CAAs

							are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
7	Frontier Community Action Agency	Other	Desk Review	FY1 Q3	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
8	Lincoln County Human Services	Other	Desk Review	FY1 Q3	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
9	Lyon County Human Services	Other	Desk Review	FY1 Q4	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
10	Nye County Health and Human Services	Other	Desk Review	FY1 Q4	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
11	White Pine County Social Services	Other	Desk Review	FY1 Q1	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.
12	Economic Opportunity Board of Clark County	Other	Desk Review	FY1 Q1	09/01/2019	09/01/2019	All CAAs are past due for monitoring. Monitoring will be conducted per OCS's guidance due to pandemic.

10.2. Monitoring Policies:

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

Monitoring Policy for 10.2 attached.

10.3. Initial Monitoring Reports:

According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

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

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**Corrective Action, Termination and Reduction of Funding and Assurance Requirements
(Section 678C of the Act)**

10.4. Closing Findings:
Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? Yes No

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

Upon findings, the State will issue a memo detailing areas of findings and mitigation steps. Then the State in conjunction with the Association will work on ensure the findings are resolved and all recommendations duly followed by eligible entity.

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.

0

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

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

The State CSBG Office will notify the OCS Grant Representative within 30 days of approving a QIP. The email will summarize the findings and the expected timeline for resolving the findings.

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

The State CSBG Office will follow the process outlined in OCS IM #116, Corrective Action, Termination, or Reduction in Funding.

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

The State CSBG Office will follow the process outlined in OCS IM #116, Corrective Action, Termination, or Reduction in Funding.

10.10. Eligible Entity Re-designation: Does the State CSBG statute and/or regulations provide for re-designation of an existing eligible entity? Yes No

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

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

The State CSBG Office will follow the process outlined in OCS IM #116, Corrective Action, Termination, or Reduction in Funding.

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).

CAAs are required to submit a monthly Request for Funds that includes a detailed transaction list broken out by budget category. The transaction list must include: check number, date of payment, payee, and amount of payment. Each monthly RFF is reviewed against the approved budget and for accuracy and completeness by two fiscal staff and one program staff. Once approved, the RFF is entered on a grantee expenditure tracking sheet which tracks the amount expended year to date based on the approved budget categories and the remaining balance of funds. DHHS has established an Internal Controls Manual to ensure that federal funds are requested based on actual federal expenditures. See Attachment.

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 procedures that are used by the DHHS Grant Management Unit (GMU) for CSBG are outlined below: 1. All agencies are required to submit agency single audits upon completion. The audit must be submitted within 9 months following the end of the agency's fiscal year. The GMU Auditor will set up a tracking spreadsheet to track the due date and receipt of agency single audits. 2. The GMU Auditor will review the audits upon receipt and determine if the agency has received an unqualified opinion. If the opinion is not unqualified, the CSBG Grant Manager and OCPG Auditor will meet with the GMU Chief to determine the next steps, which may include fiscal monitoring, probation, a request for a Quality Improvement Plan or a decision to terminate funding. 3. The GMU Auditor will also review the audits to determine if there are any specific findings related to CSBG funds as well as systemic fiscal management findings that may negatively affect all agency funding sources. 4. The CSBG Grant Manager will request agencies that have findings that impact CSBG to submit a corrective action plan. The GMU Auditor will follow-up with the agency to verify that all of the findings have been addressed. If the corrective actions have not been successfully addressed, the CSBG Grant Manager and GMU Auditor will meet with the GMU Chief to determine the next steps, which may include fiscal monitoring, probation, a Quality Improvement Plan or termination of funding. 5. The GMU Auditor will indicate on the tracking sheet that the audit has been reviewed and whether any action is required. If an action by DHHS is indicated, the type of action will be noted.

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.

10.14. 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.

No changes planned. All 12 CAAs are due for monitoring in FY22. All monitoring will be conducted virtually.

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:06/30/2021
SECTION 11 State Use of Funds	
11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act <i>[Check all that applies and narrative where applicable]</i>	
<input type="checkbox"/> Attend Board meetings	
<input type="checkbox"/> Organizational Standards Assessment	
<input 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 The, the statewide case management system, CAMP-Elogic, has a feature which will allow eligible entities to insert their Tripartite Board members, remind them of expiration dates of terms, and ensure that the board members adhere to compliance requirements. Eligible Entities are required to fill out the information so that the State can monitor.	
11.2. Tripartite Board Updates: Provide how often the state requires eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member s election process, etc., <i>[Select one and narrative where applicable]</i>	
<input type="radio"/> Annually	
<input type="radio"/> Semiannually	
<input checked="" type="radio"/> Quarterly	
<input type="radio"/> Monthly	
<input type="radio"/> As it Occurs	
<input type="radio"/> Other	
11.3. Tripartite Board Representation Assurance: 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>	
The State has implemented CSBG IM#82 and emphasized that the Tripartite Board Standards as defined by IM#82. According to these standards, CAAs are required to have a provision in their bylaws that will allow individuals or organizations to petition the Board for adequate representation. Additionally, the case management system utilized by eligible entities will also oversee that entities are in complete compliance with Tripartite Board expectations.	
11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and 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	
11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.	

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input checked="" type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
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.	
Nevada has established the attached definitions (Attachment 12.1a) and policies for determining income eligibility and family/household composition in conjunction with the Nevada Service Delivery Model. Given the OCS mandate to increase FPL to 200% due to the pandemic, Nevada followed suit till that eligibility expired.	
12.2. Income Eligibility for General/Short-Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.	
All clients that receive a direct service from CAA are required to participate in a standard intake, which includes income eligibility screening.	
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).	
Descriptions of community projects are included in the CAP plan submitted by CAAs. The State CSBG Office reviews them to ensure that they are targeted to low-income people, communities, and issues. The State also strongly encourages all eligible entities to utilize racial equity lens in serving clients.	

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:06/30/2021

SECTION 13 Results Oriented Management and Accountability (ROMA) System

13.1. Performance Management System:

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

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

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

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

Nevada has developed an applied ROMA model for serving low-income individuals and families known as the Nevada Services Delivery Model. The software that is used to implement the model is known as eLogic. ROMA is embedded into the Service Delivery Model. The model contains an efficient and accountable case management process, methods for bundling services, outcome reporting that links outcomes to needs and services, and evaluation reports that can be used to further improve agency performance and impacts. The National Performance Indicators (NPIs) are linked to the scales that are used to track customer progress. The primary policy documents that are used to guide CAAs in the administration of the Service Delivery Model are the Service Delivery Policies (Attachment 8) and the Agency Data Model which links agency services to the model and ROMA. The above policy addresses the Family goals of ROMA. For the Community and Agency level NPIs, the State CSBG Office is in the process of screening CAAs to determine which items they should track and report using the new ROMA NPIs.

13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

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

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

The Data Centric Organizational Framework document describes the Intake and Assessment process that is the foundation for agency and client accountability. The Assessment also known as the Nevada Primary Assessment is comprised of twelve outcome scales administered to the client directly after the initial intake. The scales are written in ROMA outcome language which incorporates all relevant NPIs and are used to measure the status of the client ranging from In-Crisis-Thriving. The initial assessment is the baseline that identifies the need and course of action; strategies and services. The baseline placement on the outcome scale is documented in the software. Each time a service is provided, the client is reassessed or followed up using the same scale. The comparison of the baseline to subsequent placement on a scale is documented to determine any change or movement towards stability and self-sufficiency. These subsequent placements are associated with the NPIs and are integrated into the software. Various reports in the software are available to measure performance at the family as well as the community level. Pages 19-24 of the Data Centric Organizational Framework illustrate how performance is documented and measured.

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

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

The State CSBG Office provides discretionary funding to pay for the software and support that is used to implement ROMA and also provides extensive monitoring, training and support for CAAs on how to use the software effectively, analyze data, and use the data to improve services. User fees are paid by the CAAs. The State CSBG Office allows CAAs to use the 90% pass through funds for this purpose.

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

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

A fundamental component of the Data Centric Organizational Framework is the production of Diagnostic and Management Reports, referenced on page 19 of the document. Utilizing specific client identifiers (Client Types), the Diagnostic Reports are generated to determine if agency staff are properly administering the client intake and assessment, creating goal plans where appropriate and conducting follow-up or reassessment to determine if there is any movement along the scale (self-sufficiency continuum) towards achievement of stability and self-sufficiency as measured by the NPIs. The software is a real-time system so Diagnostic Reports can be scheduled or run on an ad-hoc basis. The State Office runs at a minimum, monthly reports and the CAAs have the capacity and have been trained to run their own Diagnostic Reports. If the Diagnostic Reports indicate any deficiencies, corrective action can be taken immediately. Management Reports like their counterpart Diagnostic Reports can be scheduled or generated ad-hoc. Management Reports measure impact and performance, the extent to which clients achieve expected outcomes; see pages 20-23 of the Data Centric Organizational Framework. The Management Reports can also be used to associate specific services with achieved outcomes. Analysis of this data can be used to determine which services have the greatest impact and which do not, thereby helping a CAA rethink how to deploy its scarce resources.

Community Action Plans and Needs Assessments

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

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

The State CSBG Office has prepared a Community Action Plan that CAAs are required to submit each year as a condition for receiving a grant award. The Nevada CAP template is new beginning this grant cycle and was created with the assistance of a Master ROMA trainer thru ANCRT, in order to develop a plan that is centered with a strong foundation in ROMA. The CAP will be the foundation for the agencies and guide their reporting of NPIs. The CAP will be fully automated and integrated into the statewide software system used by the agencies. In order to reduce the administrative burden, the CAP will be saved in the software system and the agencies will be able to annually update the CAP by accessing the software .

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.

The State Office has prepared Community Needs Assessment Guidelines to assist the CAAs meet the Community Needs Assessment standards that are included in the National CSBG Organizational Standards. In addition, each CAAs intake and assessment data is analyzed to determine local/regional need. Analysis of client demographics with initial placement on the outcome (assessment) scale, provides an assessment of need of the eligible community action population , an excellent proxy for low-income persons in the community. This data source can then be compared to the macro needs assessment of the community to derive a better understanding of the overall needs of the at-risk population. For smaller eligible entities with limited capacity, the State also allows those entities to adopt the statewide Nevadas community needs assessment as their own. This statewide community needs assessment is rigorously conducted by the Nevada Department of Health & Human Services every three years.

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:06/30/2021

SECTION 14 State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- (i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
- (ii) to secure and retain meaningful employment;
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide spread 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;

CAAs meet this requirement by using the Nevada Service Delivery Model. The model provides for an intake assessment that consists of 12 domains of well-being (which include employment, education, budgeting, basic needs, and housing) and uses a scale based system to identify the individual or household current status as in-crisis, vulnerable, stable, safe or thriving. A service plan is established for each client based on their needs at intake. The plan includes direct services that will be provided by the CAA, referrals to other agencies, and goals that are established by the CAA and the customer.

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 are made available for CAAs to use to address the needs of youth in their communities. Because of the limited nature of CSBG funds and the limited capacity of many of the rural CAAs, most of the youth programming that is provided with CSBG funds is available in the two largest urban areas of the state, Las Vegas, and Reno. Some rural CAAs also provide youth programming on a limited basis to the extent that funds are available and there are other providers in the community to coordinate services with.

Coordination of Other Programs

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

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

The State CSBG Office assures that CSBG funds will be used to coordinate with other public and non-profit agencies in ways that are beneficial to customer outcomes. CAAs have identified a comprehensive list of referral agencies that are used as resources to accomplish customer case plans. The referral agencies are integrated into the software used by CAAs to facilitate linkage with customers. In addition, CAAs describe coordination activities in their Community Action Plans by identifying key community coalitions and collaborative partnerships that they involved are in.

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

d-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;

Attachment 14.2 fulfils this criterion.

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.

The State CSBG Office and CAAs have adopted the Nevada Service Delivery Model. The model consists of a standardized intake assessment across 12 domains (e.g., employment, housing, transportation) that each client completes. The intake is scale-based and measures client status in each domain using a five level scale: Thriving, Safe, Stable, Vulnerable and In-crisis. The intake assessment results are used to determine the types of services that will be received, which include any combination of the following: direct services provided by the agency, information and referral, and case management. For clients receiving case management, a goal plan is established with the client and periodic reassessments are scheduled to track progress on domain scales. As part of the Service Delivery Model, CAAs establish an agency Data Model which contains an extensive list of information and referral sources that are used to link clients with services the agency is not able to provide. The CAAs maintain on-going relationships with their network of referral agencies through meetings and phone contact. This helps to insure that linkages are developed and maintained and gaps in service are addressed.

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.

CSBG funding is integrated with several different federal, state, and local resources within each CSBG agency. CSBG is the key source of funding that is used by CAAs to link these resources together to accomplish the larger mission of assisting families and communities to achieve greater levels of economic self-sufficiency. Many of the CSBG funded services are combined with other funding sources to support the delivery of specific services such as case management, employment, and food assistance. CAAs have adopted the Nevada Service Delivery Model which integrates all funding sources under a unified system for assessing, delivering, monitoring, evaluating, and reporting on services. This ensures that all funding sources are coordinated to accomplish a common mission.

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).

To be revised by the state upon initialization and submission of the FY2022 state plan.

Eligible Entity Emergency Food and Nutrition Services

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

The Nevada Service Delivery Model uses 12 core scales to perform initial client intake. These scales cover basic areas of economic well-being such as employment, transportation, nutrition, childcare, education, access to health care, and housing. As result CAAs have developed a package of services, to the extent possible based on available resources, to address these needs either through the provision of direct services or referrals. Nutrition services are a key area of assessment and services are available in every community through the CAA and/or community partners.

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.

The State has implemented CSBG IM#82 and emphasized that the Tripartite Board Standards as defined by IM#82. According to these standards, CAs are required to have a provision in their bylaws that will allow individuals or organizations to petition the Board for adequate representation. Additionally, the case management system utilized by eligible entities will also oversee that entities are in complete compliance with Tripartite Board expectations.

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:06/30/2021

SECTION 15
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in cov

ered 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 at 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.