

**Model State Plan(CSBG)**  
**CSBG Cover Page (SF-424M)**

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

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

**COVER PAGE**

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

**7. APPLICANT INFORMATION**

* a. Legal Name: <b>STATE OF NEVADA</b>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <b>88-600022</b>		* c. Organizational DUNS: <b>809888266</b>	
* 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: <b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>	Division Name: <b>DIRECTOR'S OFFICE, GRANTS MANAGEMENT UNIT</b>
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:	* First Name: <b>Gary</b>	Middle Name:	* Last Name: <b>Gobleman</b>
Suffix:	Title: <b>CSBG PROGRAM MANAGER</b>	Organizational Affiliation: <b>State of NV DHHS/GMU</b>	
* Telephone Number: <b>7756843469</b>	Fax Number <b>(775) 684-4010</b>	* Email: <b>gobelman@dhhs.nv.gov</b>	

**\* 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:**  
**STATE OF NEVADA**

**13. CONGRESSIONAL DISTRICTS OF:**

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

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

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

a. This submission was made available to the State under the Executive Order 12372

Process for Review on :

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

\* 17. Is The Applicant Delinquent On Any Federal Debt?

- YES  
 NO

Explanation:

18. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**\*\*I Agree**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official

18c. Telephone (area code, number and extension)

18d. Email Address

18b. Signature of Authorized Certifying Official



18e. Date Report Submitted (Month, Day, Year)

11/24/2015

**Attach supporting documents as specified in agency instructions.**

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**SECTION 1**

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

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

<b>1.1a. Lead agency</b>	Nevada Department of Health and Human Services.
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**1.1b. Cabinet or administrative department of this lead agency** *[Check one option and narrative where applicable]*

- Community Services Department
- Human Services Department
- Social Services Department
- Governor's Office
- Community Affairs Department
- Other, describe

<b>1.1c. Division, bureau, or office of the CSBG authorized official</b>	Director's Office, Grants Management Unit
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<b>1.1d. Authorized official of lead agency</b>	Richard Whitley, Director, Nevada Department of Health and Human Services
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<b>1.1e. Street Address</b>	4126 Technology Way, Suite 100
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<b>1.1f. City</b>	Carson City	<b>1.1g. State</b> NV	<b>1.1h. Zip</b> 89706
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<b>1.1i. Telephone number and extension</b> ( 775 ) 684 - 4000 ext.	<b>1.1j. Fax number:</b> ( 775 ) 684 - 4010
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<b>1.1k. Email address</b> <a href="mailto:rwhitley@dhhs.nv.gov">rwhitley@dhhs.nv.gov</a>	<b>1.1l. Lead agency website</b> <a href="http://www.dhhs.nv.gov">www.dhhs.nv.gov</a>
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**1.2. Provide the following information in relation to the designated State CSBG point of contact**

<b>1.2a. Agency name</b>	Nevada Department of Health and Human Services
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<b>1.2b. Name of the point of contact</b>	Gary Gobelman
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<b>1.2c. Street address</b>	4126 Technology Way, Suite 100
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<b>1.2d. City</b>	Carson City	<b>1.2e. State</b> NV	<b>1.2f. Zip</b> 89706
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<b>1.2g. Point of contact telephone number</b> ( 775 ) 684 - 4000 ext.	<b>1.2h. Fax number</b> ( 775 ) 684 - 4010
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<b>1.2i. Point of contact email address</b> <a href="mailto:gobelman@dhhs.nv.gov">gobelman@dhhs.nv.gov</a>	<b>1.2j. Point of contact agency website</b> <a href="http://www.dhhs.nv.gov">www.dhhs.nv.gov</a>
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**1.3. Designation Letter:**  
 Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly.

Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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**SECTION 2**  
State Legislation and Regulation

2.1. CSBG State Legislation:

Does the State have a statute authorizing CSBG?  Yes  No

2.2. CSBG State Regulation:

Does the State have regulations for CSBG?  Yes  No

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

2.4. State Authority:

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

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

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

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

## Section 3: State Plan Development and Statewide Goals

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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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.*

Mission Statement 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. The Department of Health and Human Services (DHHS) is an office of the Executive Branch of State Government and is led by a Director appointed by the Governor. The Director also serves in an advisory capacity as a Member of the Governor's Cabinet. DHHS is one of the largest departments in state government comprised 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 serves as the state's social safety net. DHHS is also responsible for several critical programs managed through the Director's Office such as the Office of Consumer Health Assistance, the Tribal Liaison Office, the Public Defender Office, and the Grants Management Unit. The CSBG program is located in the Grants Management Unit.

**3.2. State Plan Goals:**

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

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

Attachment 3

**3.3. State Plan Development:**

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

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



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



**U.S. Census data**



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



**Other data [describe]**



**Eligible entity community needs assessments**



**Eligible entity plans**



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

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



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



**State community action association and regional CSBG T&TA providers**



**State partners and/or stakeholders (describe)** The Nevada Department of Employment, Training, and Rehabilitation was contacted for assistance in completing item 9.4.



**National organizations (describe)**



**Federal Office of Community Services**



**Other (describe)**

**3.4. Eligible Entity Involvement**

**3.4a. Describe the specific steps the State took in developing the State Plan to involve the eligible entities.**

*(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)*

Input on the following sections was obtained from CAAs prior to the development of the draft State Plan: Section 6 - Organizational Standards for Eligible Entities - CAAs were involved in developing the State Organizational Standards Compliance Policy, which defines what is required to achieve compliance with each standard and how compliance will be monitored. Section 7 - Use of State Funds - CAAs participated in two workgroup meetings to discuss the revision of the Funding Formula prior to the Public Hearing. - CAAs participated in two workgroup meetings to discuss the development of the combined State CSBG Discretionary/RPIC Plan for SFY 2016. Section 13 - Results Oriented Management and Accountability (ROMA) System - CAAs have been involved with the State Office in implementing a Service Delivery Model, which operationalizes ROMA for the delivery of services to families. The Nevada service delivery model includes several key best practice concepts for CAAs to use to effectively organize their service delivery system. These include: central intake, bundling of services, scaled assessments and reassessments, a seven step process for effective case management, and the ability to capture higher level outcome measures. 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 ROMA Cycle. - CAAs were involved in developing the guidelines that will be used for the development of Community Needs Assessments. The guidelines were piloted at one of the CAAs. The results of the pilot were reviewed with the CAAs and the guidelines were finalized with input from CAAs. Section 14 - CSBG Programmatic Assurance and Information Narrative - Information for a number of items in this section was collected on the Community Action Plans submitted by CAAs for SFY 2016. In addition to the above, an in-person meeting was held with CAA representatives on July 28, 2015 to review the draft State Plan.

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

**3.4b. Performance Management Adjustment:**

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

1) to encourage eligible entity participation and

2) to ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.

*(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and may pre-populate the State's annual report form)*

Not applicable.

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

**3.5. Eligible Entity Overall Satisfaction:**

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

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

## Section 4: CSBG Hearing Requirements

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### SECTION 4 CSBG Hearing Requirements

**4.1. Public Inspection:**

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

The public was provided with an opportunity to comment on the State Plan through the following means: The State Plan Public Hearing Notice was emailed to each CSBG eligible entity on August 5, 2015. It was sent directly to each CAA, emailed to the DHHS listserv to over 600 subscribers consisting of non-profit and government agency representatives, and posted on the DHHS website. Each CSBG eligible entity was requested to post the Notice of Public Hearing. The notice was also sent to seven other state, local government, and non-profit agencies. The draft State Plan was also posted on the Department of Health and Human Services (DHHS) website.

**4.2. Public Notice/Hearing:**

**Describe how the State ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under [Section 676\(a\)\(2\)\(B\)](#) of the CSBG Act.**

The draft State Plan and public hearing notice was made available on August 5, 2015. The comment period was extended to August 24, 2014 to provide the public with an opportunity to comment on the draft plan.

**4.3. Public and Legislative Hearings:**

**Specify the [date\(s\)](#) and [location\(s\)](#) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under [Section 676\(a\)\(2\)\(B\)](#) and [Section 676\(a\)\(3\)](#) of the Act.**

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

	Date	Location	Type of Hearing <small>[Select an option]</small>
1	8/18/2015	Department of Health and Human Services, 4126 Technology Way, Suite 100, Carson City, NV	Public

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

Attachment 4

## Section 5: CSBG Eligible Entities

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### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

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

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

#	CSBG Eligible Entity	Public or Nonprofit	Type of Agency [choose all that apply]	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
1	Carson City Health and Human Services	Public	Local Government Agency	Carson City	
2	Churchill County Social Services	Public	Local Government Agency	Churchill County	
3	Community Chest	Nonprofit	Community Action Agency (CAA)	Storey County	
4	Community Services Agency	Nonprofit	Community Action Agency (CAA)	Washoe County	
5	Consolidated Agencies of Human Services	Nonprofit	Community Action Agency (CAA)	Mineral and Esmeralda Counties	
6	Douglas County Social Services	Public	Local Government Agency	Douglas County	
7	Frontier Community Action Agency	Nonprofit	Community Action Agency (CAA)	Pershing, Humboldt, Lander and Elko Counties	
8	Las Vegas Urban League	Nonprofit	Community Action Agency (CAA)	Clark County	
9	Lincoln County Human Services	Public	Local Government Agency	Lincoln County	
10	Lyon County Human Services	Public	Local Government Agency	Lyon County	
11	Nye County Health and Human Services	Public	Local Government Agency	Nye County	
12	White Pine County Social Services	Public	Local Government Agency	White Pine and Eureka Counties	

**5.2 Total number of CSBG eligible entities 12**

**5.3 Changes to Eligible Entities List:**

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

*If yes, please briefly describe the changes.*

One change has occurred. Community Chest, a non-profit CAA, has succeeded Storey County as the agency serving Storey County effective February 2015. Community Chest had been working as a sub-contract agency under Storey County prior to the transition. With the establishment of the Organizational Standards, it was determined by all parties that the funds would be more effectively administered directly by Community Chest. Added 11/10/15: Storey County is a small rural county located in the mountains about 25 miles outside of Reno, Nevada. The county population is 4,000 and the annual CSBG allocation for the county is about \$50,000. There are two non-profit social services agencies located in the county: Community Chest and a small senior center. The procedures that were followed in making this transition included: 1) Discussion with the Storey County Grant Manager in the summer of 2014 which indicated that the county had determined it did not have the capacity to continue functioning as an eligible entity due to the increased requirements resulting from the pending adoption of the Organizational Standards. 2) Discussion with the Director of Community Chest also in the summer of 2014 who indicated that his agency was interested in becoming an eligible entity. 3) The State CSBG Offices requested that Storey County send a letter signed by the Chair of the County Commission indicating that they were relinquishing the grant. Community Chest was also asked to send a letter indicating their interest in becoming an eligible entity. The letter from Community Chest was dated August 18, 2014. The letter from Storey County was dated September 16, 2014. In 676A(a)(1) of the CSBG Act it states that "the chief executive officer may solicit applications from, and designate and eligible entity." The State CSBG Office chose not to solicit applications because there were no other qualified non-profit agencies in the county service area, Community Chest had performed as a successful CSBG sub-recipient agency under Storey County for several years, and Community Chest is a highly regarded agency that manages other state social service grant programs.



## 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)**

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### SECTION 6

#### Organizational Standards for Eligible Entities

**Note:** Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

**6.1. Choice of Standards:**

Check the box that applies. If using alternative standards

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

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

The State will use an alternative set of organizational standards

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

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

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

Regulation

Policy

Contracts with eligible entities

Other, describe:

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

Peer-to-peer review (with validation by the State or State-authorized third party)

Self-assessment (with validation by the State or State-authorized third party)

Self-assessment/peer review with State risk analysis

State-authorized third party validation

Regular, on-site CSBG monitoring

Other

**6.4a. Describe the assessment process.**

Annual submission of Organizational Standards Documents to State Office. The State CSBG Office in partnerships with the State Association and CAAs, has developed an Organizational Standards Compliance Policy. The Compliance Policy outlines the documentation that must be maintained and submitted to verify compliance. The process consists of the following: A schedule has been set-up for CAAs to submit documents to the State CSBG Office every year, 2 years, 3 years, or 5 years depending upon the timeline established in the Organizational Standards. A The submitted documents will be reviewed by State CSBG Office staff. A CAA compliance status on each of the 58 standards will be recorded in a tracking system designed by the State CSBG Office. A CAAs will receive a Technical Improvement Plan covering any standards that identified as incomplete or non-compliant, along with a timeframe for submission. A Technical assistance will be provided by the State CSBG Office or appropriate third party as needed. A On-site monitoring will also occur per the Monitoring Policy attached to item 10.2. In addition to the above, CAAs will submit a self-assessment form with the annual Community Action plan. Each CAA will identify their current status on the self-assessment form.

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

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

Three CAAs will be exempted from the standards referenced in the attachment. The three CAAs are Consolidated Agencies of Human Services, Lincoln County Human Services, and White Pine County Social Services.

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

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

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

Section 7: State Use of Funds

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

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

**7.1. Formula:**

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

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

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

**7.2. Planned Allocation:**

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

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

Planned CSBG 90 Percent Funds

	CSBG Eligible Entity	Year One Funding Amount \$	Year One Funding Amount %	Year Two Funding Amount \$	Year Two Funding Amount %
1	Carson City Health and Human Services	\$0	3.61%	\$0	3.61%
2	Churchill County Social Services	\$0	3.11%	\$0	3.11%
3	Community Chest	\$0	1.56%	\$0	1.56%
4	Community Services Agency	\$0	16.24%	\$0	16.24%
5	Consolidated Agencies of Human Services	\$0	2.09%	\$0	2.09%
6	Douglas County Social Services	\$0	3.27%	\$0	3.27%
7	Frontier Community Action Agency	\$0	5.01%	\$0	5.01%
8	Las Vegas Urban League	\$0	54.14%	\$0	54.14%
9	Lincoln County Human Services	\$0	1.60%	\$0	1.60%
10	Lyon County Human Services	\$0	3.63%	\$0	3.63%
11	Nye County Health and Human Services	\$0	3.60%	\$0	3.60%
12	White Pine County Social Services	\$0	2.13%	\$0	2.13%
<b>Total</b>		\$0	99.99%	\$0	99.99%

**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. 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.*

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

**7.5. Performance Management Adjustment:**

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

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

Not Applicable.

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

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

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 3

7.8. How many State Full Time Equivalent (FTEs) will be funded with CSBG funds under this State Plan? 1

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

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

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

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

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$67,000	0.00%	\$67,000	0.00%	
b. Coordination of State-operated programs and/or local programs	\$0	0.00%	\$0	0.00%	NA
c. Statewide coordination and communication among eligible entities	\$0	0.00%	\$0	0.00%	NA
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0	0.00%	\$0	0.00%	NA
e. Asset-building programs	\$0	0.00%	\$0	0.00%	NA
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$110,500	0.00%	\$110,500	0.00%	Funding under this category may be used for: 1) services that promote Family Self-sufficiency, which is defined by Nevada CAAs as the movement of household income above 200% of poverty or 2) Community Engagement, which is defined as projects that organize other non-profits, local government, local business, and interested members of the community to better coordinate services and develop common goals. Funding is reserved for rural CAAs. Interested CAAs submit a proposal to the State CSBG Office based on a RFP.
g. State charity tax credits	\$0	0.00%	\$0	0.00%	NA
h. Other activities, specify in column 6	\$0	0.00%	\$0	0.00%	NA
<b>Total</b>	<b>\$177,500</b>	<b>0.00%</b>	<b>\$177,500</b>	<b>0.00%</b>	

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

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

Other community-based organizations

State Community Action association

Regional CSBG technical assistance provider(s)

National technical assistance provider(s)

Individual consultant(s)

Tribes and Tribal Organizations

Other

None (the State will carry out activities directly)

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

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

**7.11. Performance Management Adjustment:**

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

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

Not Applicable.

Section 8: State Training and Technical Assistance

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

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

**SECTION 8**  
State Training and Technical Assistance

**8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds.)**

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

**Training and Technical Assistance**

	Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q1	Both	Community Assessment	
2	FY1-Q1	Both	Strategic Planning	
3	FY1-Q1	Both	ROMA	
4	FY1-Q2	Both	Community Assessment	
5	FY1-Q2	Both	Strategic Planning	
6	FY1-Q2	Both	ROMA	
7	FY1-Q3	Both	Community Assessment	
8	FY1-Q3	Both	Strategic Planning	
9	FY1-Q2	Both	ROMA	
10	FY1-Q4	Technical Assistance	Organizational Standards - General	Organizational Standards - TAPs
11	FY1-Q4	Both	Community Assessment	
12	FY1-Q4	Both	Strategic Planning	
13	FY1-Q4	Both	ROMA	
14	FY1-Q4	Technical Assistance	Organizational Standards - General	Organizational Standards - TAPs
15	FY2-Q1	Both	Community Assessment	
16	FY2-Q1	Both	Strategic Planning	
17	FY2-Q1	Both	ROMA	
18	FY2-Q2	Both	Community Assessment	
19	FY2-Q2	Both	Strategic Planning	
20	FY2-Q2	Both	ROMA	
21	FY2-Q3	Both	Community Assessment	
22	FY2-Q3	Both	Strategic Planning	
23	FY2-Q3	Both	ROMA	
24	FY2-Q3	Technical Assistance	Organizational Standards - General	Organizational Standards - TAPs
25	FY2-Q4	Both	Community Assessment	
26	FY2-Q4	Both	Strategic Planning	
27	FY2-Q4	Both	ROMA	
28	FY2-Q4	Technical Assistance	Organizational Standards - General	Organizational Standards - TAPs

**8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9) \$355,000**

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

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

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

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

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

<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 type="checkbox"/>	Other
<i>If this is the first year filling out the automated State Plan, skip the following question.</i>	
<b>8.4. Performance Management Adjustment:</b>	
How is the State adjusting the training and technical assistance plan under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.	
<i>Note: This information is associated with State Accountability Measures 3Sd may pre-populate the State's annual report form</i>	

## 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  
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### SECTION 9 State Linkages and Communication

*Note: This section describes activities that the State may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The State may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).*

#### 9.1 State Linkages and Coordination at the State Level:

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

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

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

State Low Income Home Energy Assistance Program (LIHEAP) office

State Weatherization office

State Temporary Assistance for Needy Families (TANF) office

State Head Start office

State public health office

State education department

State Workforce Innovation and Opportunity Act (WIOA) agency

State budget office

Supplemental Nutrition Assistance Program (SNAP)

State child welfare office

State housing office

Other

No Wrong Door Initiative; The State CSBG Office will contact the State Officials who manage LIHEAP, Weatherization, WIOA, and SNAP to discuss opportunities for increased coordination at Nevada Community Action Association meetings. Nevada is in the first year of a three year grant funded project known as "No Wrong Door." The purpose of the project is to build the capacity and effectiveness of standard community access points for people to access social service information and programs. The State CSBG Office will link the CSBG network to this initiative. *[Click paper clip to attach file]*

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

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

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

The 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 CSBG Office is located in the DHHS Grants Management Unit with the State Family Resource Center program. The Family Resource Centers provide information and referral, parent education, and child protective services in 30+ locations throughout the state. The DHHS Grant Management Unit will explore the development of a closer working relationship and integration of services between CSBG and FRC. The discussion will include both CSBG and FRC agencies. *[Click paper clip to attach file]*

#### 9.3. Eligible Entity Linkages and Coordination

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

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

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

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 for State Fiscal Year 2016 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, mental health issues and drug abuse. 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. *[Click paper clip to attach file]*

##### 9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:

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

*Note: This response will link to the corresponding CSBG assurance, item 14.3b.*

The 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.

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

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

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

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

Coordination is occurring on a regional basis through the two largest CAAs in the state located in Reno and Las Vegas. The Las Vegas Urban League (LVUL) has established a MOU with the One-Stop Center. LVUL provides training and workshops at the center every week and signs up people for the employment program that the agency provides. LVUL also requires employment customers to register with Job Connect, a one-stop partner that lists job openings and provides placement assistance. In Reno, the Community Services Agency (CSA) participates in meetings scheduled by the lead workforce provider agency. CSA receives workforce funding and also provides wrap around services to people referred by other providers. In the rural areas of the state, the workforce system is still in development and will be addressed in the State Unified Plan. CSBG will look for opportunities to partner once the plan has been completed.

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

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

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.

**9.6. State Assurance: Faith-based Organizations, Charitable Groups, Community Organizations:**  
**Describe how the State will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the State's assurance under Section 676(b)(9) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, item 14.9.*

The 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. *[Click paper clip to attach file]*

**9.7 Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:**  
**Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, item 14.3c.*

CSBG funding is integrated with a number of different federal, state, and local resources within each CSBG agency. In SFY 2014 (the most recent reporting period), CAAs received more than \$3.5 million in CSBG funding and leveraged these funds with more than \$35 million in other federal, state, local and private resources to provide services to low-income families. 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.

**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.**

For the last three years, the State CSBG Office 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 plan include: Organizational Standards - Implementation - Implementation of Community Needs Assessment based on guidelines developed by the State CSBG Office, NCAA, and CAAs. - Implementation of Strategic Planning based on guidelines developed by the State CSBG Office, NCAA, and CAAs. - Implementation of an annual report template. Nevada Service Delivery Model The Nevada service delivery model includes several key best practice concepts for CAAs to use to effectively organize their service delivery system. These include: central intake, bundling of services, scaled assessments/reassessments, a seven step process for effective case management, and the ability to capture higher level outcome measures. 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. Funds under this category will accomplish three objectives: 1) pay for the software and technical assistance contract with the Center for Applied Management Practices (CAMP), 2) fund the creation of a new statewide Service Delivery Model Coordinator position, and 3) provide additional on-site training to CAAs. CAA Training Opportunities Funding will be provided for on-site training 2 - 4 times during the grant year on a variety of topics, including on-site training on the Nevada Service Delivery Model software, information on Job Retention services, and opportunities to meet and discuss other state CSBG network topics of common interest.

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

**Communication Plan**

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	Draft State Plan - Sec 3	Other	Meetings/Presentation	Every two years
2	Public Hearing - Sec 4	Other	Meetings/Presentation	Every two years



3	Legislative Hearing Â Sec 4	Other	Meetings/Presentation	Every three years
4	Organizational Standards Â Sec 5	Semi-Annually	Meetings/Presentation	
5	Organizational Standards Â Sec 5	Annually	Email	
6	CSBG Funding Formula Â Sec 7	Annually	Email	
7	Discretionary Funding Â Sec 7	Annually	Meetings/Presentation	
8	Monitoring Policies Â Sec 10	Other	Meetings/Presentation	As needed when updates occur
9	Tripartite Board Requirements Â Sec 11	Other	Other	Part of Community Action Plan requirements.
10	Income Eligibility Â Sec 12	Annually	Email	Whenever policy changes, plus annual update of the poverty standards
11	ROMA Â Sec 13	Monthly	Other	Phone calls, webinars, and meetings

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

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

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

The State CSBG Office will provide written feedback to CAAs on the annual CSBG report as the report is being screened and reviewed prior to submission. The feedback will consist of: Â Gaps/Areas of improvement needed in data collection; Â A review of agency performance in relation to NPIs and statewide performance measures.

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

**9.11. Performance Management Adjustment:**

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

*Note: This information is associated with [State Accountability Measures 7Sb](#); this response may pre-populate the State's annual report form.*

Not Applicable.

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

**Monitoring of Eligible Entities**  
(Section 678B(a) of the Act)

**10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.**

**This is an estimated schedule to assist States in planning. States may indicate "no review" for entities the State does not plan to monitor in the performance period.**

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

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

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
1	Carson City Health and Human Services	No review			
2	Churchill County Social Services				
3	Community Chest				
4	Community Services Agency				
5	Consolidated Agencies of Human Services				
6	Douglas County Social Services				
7	Frontier Community Action Agency				
8	Las Vegas Urban League				
9	Lincoln County Human Services				
10	Lyon County Human Services				
11	Nye County Health and Human Services				
12	White Pine County Social Services				

**10.2. Monitoring Policies:**

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

Monitoring Schedule related to 10.1 attached. We do separate on-site program and fiscal monitoring visits. The attached schedule contains the schedule for both. 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. If no describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of the closure of findings.**

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

**How many eligible entities are currently on Quality Improvement Plans?**

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

0

**10.6. Reporting of QIPs:**

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

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

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:**

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

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

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

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

10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.

NA

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

10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of eligible entities.

NA

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

10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.

NA

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

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

The procedures that are used by the DHHS Grants 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 CSBG Program Manager will set up a tracking spreadsheet to track the due date and receipt of agency single audits. 2. The CSBG Program Manager and 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 grant manager will meet with the Grants Management Unit Chief and the Deputy Director, Fiscal Services to determine the next step, which may include fiscal monitoring, probation, a request for a Quality Improvement Plan or a decision to terminate funding. 3. The CSBG Program Manager and 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 and SSBG grant managers will request agencies that have findings that impact CSBG or SSBG 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 Program Manager and GMU Auditor will meet with the Grants Management Unit Chief and the Deputy Director, Fiscal Services to determine the next step, which may include fiscal monitoring, probation, a Quality Improvement Plan or termination of funding. 5. The CSBG and SSBG grant managers will sign and date the first page of the audit indicating 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. A separate tracking sheet will be maintained that summarizes the status of each CAA's audit status.

##### 10.13. Assurance on Federal Investigations:

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

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

##### 10.14. Performance Management Adjustment:

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

*Note: This item is associated with State Accountability Measure 4Sband may pre-populate the State's annual report form.*

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  
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**SECTION 11**  
Eligible Entity Tripartite Board

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

Attend Board meetings

Review copies of Board meeting minutes

Keep a register of Board vacancies/composition

**Other** The State CSBG Office has developed a policy document for board governance, called the Nevada Tripartite Board Standards and Board Toolkit. The standards outline the requirements for board bylaws and operations. CAAs will submit their bylaws annually to the State CSBG Office and board operations will be reviewed during on-site monitorings.

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

Annually

Semiannually

Quarterly

Monthly

Other

11.3. Assurance on Eligible Entity Tripartite Board Representation:

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

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

The State CSBG Office has created Tripartite Board Standards with input from the CAAs. 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.

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

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

## Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Administration for Children and Families  
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### SECTION 12

#### Individual and Community Income Eligibility Requirements

##### 12.1. Required Income Eligibility:

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

*[Check one item below.]*

125% of the HHS poverty line

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

Varies by eligible entity

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

Nevada has established the attached definitions (Attachment 7) and policies for determining income eligibility and family/household composition in conjunction with the Nevada Service Delivery Model.

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

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

This is not an issue in Nevada. 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:

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

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.

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

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

**13.1. ROMA Participation:**

In which performance measurement system will the State and all eligible entities participate, as required by [Section 678E\(a\)](#) of the CSBG Act and the assurance under [Section 676\(b\)\(12\)](#) of the CSBG Act?

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

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

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

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. A systematic process for the Community and Agency goals will be developed as part of the Community Action Plan requirements for SFY 2017.

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

**13.2. Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under [Section 676\(b\)\(12\)](#) of the CSBG Act?**

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

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

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

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

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

**13.4. Eligible Entity Use of Data:**

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

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

The State CSBG Office will train CAAs how to run outcome reports in eLogic software and use the results to improve services. The Community Action Plan (CAP) that CAAs submitted in June 2015 required CAAs to evaluate aggregate client needs. Additional data analysis will be included in future CAPs.

**Community Action Plans and Needs Assessments**

**13.5. Describe how the State will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by [Section 676\(b\)\(11\)](#) of the CSBG Act.**

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

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 Plan contains several sections: a budget, description of services, description of community engagement, description of agency capacity building, data analysis, a report of last year's CAP goals, goals for the current CAP, and a self-assessment checklist on compliance with the Organizational Standards.

**13.6. State Assurance:**

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

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

The State Office has prepared Community Needs Assessment Guidelines to assist CAAs meet the Community Needs Assessment standards included in the National CSBG Organizational Standards. Compliance will be evaluated by the State CSBG Office as part of the overall monitoring of the National CSBG Organizational Standards.

## Section 14: CSBG Programmatic Assurances and Information Narrative

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

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

#### 14.1 Use of Funds Supporting Local Activities

##### CSBG Services

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

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

(i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

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's 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, 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-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;

See attachment.

#### Eligible Entity Linkages - Approach to Filling Service Gaps

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

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

#### Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."

Note: The State describes this assurance in the State Linkages and Communication section, item 9.7.

#### Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).

CSBG funding has been stagnate for a number of years, making it difficult for CAAs to initiate new projects. Nonetheless, there are three principal ways that CAAs pursue innovation: 1) If funds become available in their budgets, CAAs launch new programs using new strategies, typically ones that are emerging as promising practices within the network, to assist customers to achieve stability and/or self-sufficiency. 2) CSBG is the funding source that provides CAAs with the mission for their work. Innovation is achieved through creative partnerships with other community organizations, which results in resources being combined to address a community poverty issue. 3) CAAs are engaged in providing services using the Nevada Service Delivery Model, which is designed to ensure that customer needs are identified, linkages are made with internal and external services to address the needs, goal plans are established, reassessments are conducted, and aggregate data is analyzed and used to further improve service delivery. 4) CAAs are asked to specifically identify innovative projects in the annual Community Action Plan. 5) The State CSBG Office and State Association work together to identify innovative projects and provide information to CAAs through periodic training.

#### 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."

Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

#### Funding Reduction or Termination

14.8. 676(b)(8) Provide "an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)."



*Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.*

**Coordination with Faith-based Organizations, Charitable Groups, Community Organizations**

**14.9. 676(b)(9) Describe how the State will assure "that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations."**

*Note: The State describes this assurance in the State Linkages and Communication section, item 9.6.*

**Eligible Entity Tripartite Board Representation**

**14.10. 676(b)(10) Describe how "the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."**

*Note: The State describes this assurance in the Eligible Entity Tripartite Board section, 11.3.*

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

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

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

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

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

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

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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



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

Section 15: Federal Certifications

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

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Expires:08/31/2016

**SECTION 15**  
Federal Certifications

**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76,

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

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

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

&nbsp;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.

&nbsp;3. For grantees other than individuals, Alternate I applies.

&nbsp;4. For grantees who are individuals, Alternate II applies.

&nbsp;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.

&nbsp;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).

&nbsp;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).

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

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

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

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

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

## Certification Regarding Drug-Free Workplace Requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

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

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

Instructions for Certification

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

&nbsp;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.

&nbsp;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.

&nbsp;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.

&nbsp;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.

&nbsp;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.

&nbsp;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

**&nbsp;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.**

**&nbsp;9. Nothing contained in the foregoing shall be construed to require establishment of a**

system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

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

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

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

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

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

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

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

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

***Instructions for Certification***

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

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

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

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

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart

9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

&nbsp;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.

&nbsp;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.

&nbsp;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.

&nbsp;9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

**15.3. Debarment**

After assurance select a check box:



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

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

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

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