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*Governor*



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State of Nevada  
**Department of Health and  
Human Services**

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**Community Services Block Grant  
State Plan**

Grant Management Unit (GMU)

Tawny Chapman, Social Services Program Specialist III



6/21/2024

*Helping people. It's who we are and what we do.*



# Agenda

1. Introduction
2. Overview
3. Review of the Community Services Block Grant State Plan by sections
4. Closing





# Introduction

## **Welcome to the Community Service Block Grant (CSBG) Public Hearing!**

This public hearing is in accordance with Nevada Revised Statutes (NRS) 428.375 and Title II – Community Services Block Grant Program Section 676.

Presenter: State of Nevada Grants Management Unit Program Manager, Tawny Chapman

If you have any questions regarding the State Plan, please contact the Grants Management Unit Office at [GMU@dhhs.nv.gov](mailto:GMU@dhhs.nv.gov).

This hearing will be utilized for public comment and recommendations for consideration.

**Thank you for joining!**





# Community Services Block Grant Overview

The Community Services Block Grant (CSBG) is a federally funded block grant in the Office of Community Services, Administration for Children and Families, United States Department of Health and Human Services that provides funds to states, territories, and tribes to administer support services that alleviate the causes and conditions of poverty in under resourced communities. Tribes, territories, and over 1,000 local Community Action Agencies provide CSBG funded services and activities including housing, nutrition, utility, and transportation assistance; employment, education, and other income and asset building services; crisis and emergency services; and community asset building initiatives, among other things. Over 9 million individuals are served by CSBG-funded programs annually.

<https://www.acf.hhs.gov/ocs/programs/community-services-block-grant-csbg>





# Section 1: CSBG Administrative Information

This section identifies this is a Two-Year State Plan. The Lead Agency location, Designation Letter, CSBG State Point of Contact, and the Nevada Community Action Association(NCAA) Executive Director information has been updated.

An updated Designation Letter from the Governor's Office was needed due to change in Administration since the last State Plan was submitted.

CSBG Point of Contact is now Tawny Chapman, Department of Health and Human Services, Grants Management Unit, Program Manager.

Nevada Community Action Associations new Executive Director, Vivian Ruiz.





## Section 2: State Legislation and Regulation

This section reflects the State has Statutes authorizing the Community Services Block Grant <https://www.leg.state.nv.us/NRS/NRS-428.html#NRS428Sec365>

State Legislature has not made any amendments to the existing authorization in the last Fiscal Year.





# Section 3: State Plan Development and Statewide Goals

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





# Section 4: CSBG Hearing Requirements

State is holding a public hearing today June 21st, 2024, for the two-year state plan. An agenda with the draft plan has been posted in three physical locations and various websites to ensure notice and to abide by Open Meeting Law (OML). The Legislative Hearing will be held August 15, 2024. Draft submission of the State Plan will be submitted to the Nevada Governor's Finance Office by June 26, 2024, to ensure the Plan is on the August 15, 2024, Interim Finance Committee, agenda as per NRS 428.365.







## Section 5: CSBG Eligible Entities

State of Nevada currently has 11 Community Action Agencies (CAA), also known as Eligible Entities.

Eligible Entity changes have been made since the last State Plan submission. The Agency previously serving Humboldt, Lander, and Pershing Counties is no longer serving these areas.

State will post an Open-Competitive Notice of Funding Opportunity (NOFO) for the geographical services need. A NOFO will be posted on the DHHS GMU website with an application to be completed. State will set a date and time for submittal; a committee will then review all applicants and use a scoring process to make the final decision of the agency funded and designated as the Eligible Entity.



# Section 5: CSBG Eligible Entities Cont....

CSBG Eligible Entity Official Name	Geographical Areas Served	Public or Non-Profit
<b>Carson City Health and Human Services</b>	Carson City	Public
<b>Churchill County Social Services</b>	Churchill County	Public
<b>Community Chest, Inc</b>	Storey County	Non-Profit
<b>Community Services Agency</b>	Washoe County	Non-Profit
<b>Consolidated Agencies of Human Services</b>	Mineral & Esmeralda Counties	Non-Profit
<b>Douglas County Social Services</b>	Douglas County	Public
<b>Economic Opportunity Board of Clark County</b>	Clark County	Non-Profit
<b>Lincoln County Human Services</b>	Lincoln County	Public
<b>Lyon County Human Services</b>	Lyon County	Public
<b>Nye County Health and Human Services</b>	Nye County	Public
<b>White Pine County Social Services</b>	White Pine County	Public
<b>TO BE DETERMINED</b>	Humboldt, Lander, Pershing Counties	Non-Profit





# Section 6: Organizational Standards for Eligible Entities

State will continue to implement the CSBG Organizational Standards Center of Excellence (COE)\* organizational standards.

Organizational Standards are sent annually to each eligible entity for completion and submittal back to the State.

Submitted documents will be reviewed by the State Office and final acceptance of each standard will be signed off by the State CSBG Office. Each agency will be notified of compliance status on each of the 58 standards. Technical Assistance Plans may be issued for any standards identified as incomplete or non-compliant, along with a timeframe for submission. Technical assistance will be provided by the State CSBG Office, or appropriate third-party consultant as needed.

\*\*In 2012, the Federal Office of Community Services (OCS) provided funding to establish the CSBG Organizational Standards Center of Excellence (COE). The COE was charged with developing a set of organizational standards designed to ensure that CSBG Eligible Entities (CEEs) have the capacity to provide high-quality services to low-income families and communities.\*\*





## Section 7: State Use of Funds

State uses a historic funding formula. Funding formula may be revised in the future based on census data.

90% of the Federal Funding passes through to the Eligible Entities, 5% of the Discretionary Funds goes to the Nevada Community Action Association for budget and training needs, and the remaining 5% Administration Funding goes to the State. State will use these dollars for Administration costs.

The funding amounts are based on the previous Federal Fiscal Year allotments and are subject to change, depending on funding the State gets in the next two years.

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 will prepare a budget work plan and submit it to the State Legislature Interim Finance Committee for approval. This process is to prevent any delays in distribution of funds to CAAs.





# Section 7: State Use of Funds Cont....

Planned CSBG 90 Percent Funds for Year One and Year Two

<b>CSBG Eligible Entity</b>	<b>Funding Amount FFY Year One &amp; Year Two</b>
<b>Carson City Health and Human Services</b>	\$129,412
<b>Churchill County Social Services</b>	\$111,387
<b>Community Chest, Inc</b>	\$55,950
<b>Community Services Agency</b>	\$582,126
<b>Consolidated Agencies of Human Services</b>	\$74,835
<b>Douglas County Social Services</b>	\$117,317
<b>Economic Opportunity Board of Clark County</b>	\$1,940,035
<b>Lincoln County Human Services</b>	\$57,465
<b>Lyon County Human Services</b>	\$130,107
<b>Nye County Health and Human Services</b>	\$128,982
<b>White Pine County Social Services</b>	\$76,415
<b>TO BE DETERMINED</b>	\$179,495





## Section 8: State Training and Technical Assistance (T&TA)

The State will meet with the Executive Director of the Nevada Community Action Association on an ongoing basis to discuss training and technical assistance plans for Community Action Agencies and to strategize on various ways to ensure all CAAs are in compliance with organizational standards.

Additionally, the State along with the State Association has identified training resources, that will be useful for CAAs to attend. These robust discussions will result in a year-long T&TA plan funded by CSBG discretionary funds and RPIC funds. A T&TA plan, once created will also be disseminated to all CAAs in the State Association's monthly board meetings, and feedback will be solicited.

Some of the T&TA expected to occur in the next two fiscal years are strategic planning, Organizational Standards for agencies with unmet standards, reporting, governance/tripartite boards, Community Assessments and ROMA.





## Section 9: State Linkages and Communication

As part of the Community Action Plan (CAP) submitted annually, CAAs are asked to identify the coalitions and collaborations that they are involved in. In addition, they will also be asked to submit community engagement goals with the CAP. The CAPs submitted by CAAs demonstrate the wide range of key community coalitions and partnerships that CAAs participate in. The coalitions and partnerships involve critical community needs affecting low-income individuals and families such as unemployment, homelessness, and mental health issues. The agenda for the local coalitions involve improved coordination of service, prioritizing needs, and establishing common goals. The collaborative relationships that CAAs are engaged in with one or more other partner organizations are focused on specific service domains such as employment, youth, and housing. The CAA collaboration with partners includes joint planning, cross-referral, shared case management, and resource coordination.

The State CSBG Office plans to catalogue the types of community projects that CAAs are involved in across the state to understand the magnitude of impact and determine how to further leverage these projects.

The previous State Plan stated a Communication Plan was being drafted. Due to vacancies within the CSBG Office, a plan was not completed. The State will work with the Association and Eligible Entities to implement a plan in conjunction with current needs.





# Section 10: Monitoring, Corrective Action, and Fiscal Controls

**Monitoring:** State has a Subrecipient Monitor Policy and a Monitoring Toolkit used when conducting Site Monitors. State is looking to update the policy and toolkit to best align with needs.

**Corrective Action:** The State CSBG Office follows the process outlined in the Office of Community Services, Information Memorandum (IM) #116, Corrective Action, Termination, or Reduction in Funding.

**Fiscal Controls:** CAAs are required to submit a monthly Request for Reimbursement (RFR) 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 RFR is reviewed against the approved budget and for accuracy and completeness by two fiscal staff and one program staff. Once approved, the RFR 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.







# Section 10: Monitoring, Corrective Action, and Fiscal Controls

Eligible Entity	Monitoring Target Quarter	Review Type
Carson City Health and Human Services	FY1 Q1	Full On-Site
Churchill County Social Services	FY2 Q1	Full On-Site
Community Chest, Inc	No Review	N/A
Community Services Agency	No Review	N/A
Consolidated Agencies of Human Services	FY1 Q2	Full On-Site
Douglas County Social Services	FY1 Q3	Full On-Site
Economic Opportunity Board of Clark County	No Review	N/A
Lincoln County Human Services	FY1 Q4	Full On-Site
Lyon County Human Services	FY2 Q2	Full On-Site
Nye County Health and Human Services	FY2 Q3	Full On-Site
White Pine County Social Services	FY2 Q4	Full On-Site





# Section 11: Eligible Entity Tripartite Board

Community Action Agencies have been required to have tripartite governing boards to gain and retain designation as eligible entities and to receive CSBG funding. Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies. Boards are responsible for assuring that agencies continue to assess and respond to the causes and conditions of poverty in their community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.





# Section 12: Individual and Community Income Eligibility Requirements

CSBG eligible entities will continue to apply the higher eligibility rate of 200% of the Federal Poverty Level (FPL) for services provided. Depending on future action by Congress, adjustments to the State Plan will be made if necessary and notification will be provided to eligible entities.

All clients receiving services from a CAA participate in a standard intake process, which includes income eligibility screening.

Eligible Entities submit their Community Action Plans to State. State has the opportunity to review each CAP to ensure the plans are targeted to low-income individuals, communities and issues. Amendments can be made to the CAP and budget if the eligible entity deems necessary to align with community needs.





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

State uses the Results Oriented Management and Accountability System. ROMA is a management and accountability process that is focused on the results achieved as a result of the agency's activities.

ROMA training is a need under SECTION 8: Training and Technical Assistance. State plans to work with the Nevada Community Action Association to bring training to our Agencies to ensure we are meeting community needs.

**ROMA focuses on the following initiatives:**

**Community Assessment:** This identifies the need and resources for communities

**Agency Priorities:** The agencies identify the priorities based on their mission and vision

**Outcomes & Indicators:** Identifying out comes and indicators that align with priorities and assessments

**Services and Activities:** Designing and developing services and activities based on the identified outcomes, priorities and resources





# Section 14: CSBG Programmatic Assurance and Information Narrative

This section focuses on how the State assures agencies and the State CSBG Office are in alignment with the State Plan.

**Use of Funds Supporting Local Activities (CSBG Services, Youth Needs, Coordination of Other Programs):** CAAs meet this requirement by using the Nevada Service Delivery Model. Funds are made available for CAAs to use to address the overall needs in their communities. 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:** The remainder of discretionary funds go directly to the Nevada Community Action Association. NCAA supports CAAs Training/Technical Assistance, Conference attendance, NCAA Partnership dues, etc. State plans to continually work with NCAA to further assess how to best serve eligible entities and communities.


**Eligible Entity Service Delivery, Coordination, and Innovation:** State has created a Development and Implementation Data Centric Organizational Framework for Delivery of Services in Nevada's Community Action Agencies.

**Eligible Entity Emergency Food and Nutrition Services:** . 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:** State intends to build stronger relationships with each of the offices/agencies in Section 9 under the State Plan. State is looking to better collaborate with each of offices by establishing meetings, and exploring ways to meet the need of the communities we serve through the linkages and any additional resources. State reviews and has the opportunity to identify local coalition and collaborations through the CAAs, Community Action Plans.

**State Coordination/Linkages and Low-income Home Energy Assistance:** CAAs serve as one of the local intake sites for the state Energy Assistance Program. They screen and refer clients to energy assistance programs as part of the intake process.





# Section 14: CSBG Programmatic Assurance and Information Narrative Cont...

**Federal Investigations:** The state will “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act.

**Funding Reduction or Termination:** The state assures that “any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)” per Section 676(b)(8) of the CSBG Act.

**Coordination with Faith-based Organizations, Charitable Groups, Community Organizations:** The state describes this assurance in Section 9.6 State Linkages and Communication.

**Eligible Entity Tripartite Board Representation:** The State has implemented CSBG IM#82 and emphasized that the Tripartite Board Standards as defined by. 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.

**Eligible Entity Community Action Plans and Community Needs Assessments:** The State CSBG Office has prepared a Community Action Plan that CAAs are required to submit each year as a condition for receiving a grant award. The Nevada CAP template was created with the assistance of a Master ROMA trainer thru ANCRT, to develop a plan that is centered with a strong foundation in ROMA. The CAP is the foundation for the agencies and guide their reporting of National Performance Indicators.

**State and Eligible Entity Performance Measurement: ROMA or Alternate system:** Nevada developed an applied ROMA model for serving low-income individuals and families known as the Nevada Services Delivery Model.

**Validation for CSBG Eligible Entity Programmatic Narrative Sections:** The state provides information for each of the assurances directly in Section 14 and in corresponding items throughout the State Plan



# Section 15: Federal Certifications

**Lobbying**

**Drug Free Workplace Requirements**

**Debarment**

**Environmental Tobacco Smoke**

These assurances are placed in the NOTICE OF SUBAWARD (NOSA) under Section A, GRANT CONDITIONS AND ASSURANCES. The subaward is reviewed and signed by each agency's Executive Director.





# Acronyms

- ACF – Administration for Children and Families
- ANCRT – Association of Nationally Certified ROMA Trainers
- CAA – Community Action Agency
- CAP – Community Action Plan
- COE – Center of Excellence
- CSBG – Community Services Block Grant
- DHHS – Department of Health and Human Services
- FFY – Federal Fiscal Year
- FPL – Federal Poverty Level
- FY – Fiscal Year
- GMU – Grants Management Unit
- IM – Information Memorandum
- NCAA – Nevada Community Action Association
- NOFO – Notice of Funding Opportunity
- NOSA – Notice of Subaward
- NRS – Nevada Revised Statutes
- OCS – Office of Community Services
- OML – Open Meeting Law
- Q - Quarter
- RFR – Request for Reimbursement
- ROMA – Results Oriented Management Accountability
- RPIC – Regional Performance Innovation Consortium
- T&TA – Training & Technical Assistance

