



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services

**Community Services Block Grant (CSBG)
State Plan**

CSBG Cover Page (SF-424M)

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is 08/31/2024. If you have any comments on this collection of information, please contact M. Monique Alcantara at melania.alcantara@acf.hhs.gov.

Instructions

The CSBG State Plan is currently under review through the Office of Management and Budget (OMB) clearance per the requirements of the Paperwork Reduction Act of 1995. OCS created this fillable form as a tool for CSBG grantees as they plan for the administration of CSBG for Fiscal Year (FY) 2022. CSBG grantees can use this tool for planning purposes including, but not limited to: consultation with stakeholders, and meeting public and legislative hearing requirements (Section 676(a)(2)(B) and Section 676(a)(3) of the CSBG Act).

Once the CSBG State Plan receives clearance through OMB and the CSBG State Plan is available through GrantSolutions.gov, CSBG grantees may copy and paste their answers into the online form.

This form allows for the following types of responses:

Checkbox – Select the box to choose an option.

Choose an item. **Dropdowns** – Select the box, and then click the down arrow that appears to select an available option.

Click or tap to enter a date. **Date Picker:** Select the box, and then click the down arrow that appears to select an available option.

Click or tap here to enter text. **Narrative Text Field (No Characters Limit).** Click the box to start entering text.

Narrative Text Field (Character Limit). Start typing within the gray square to enter text. These fields only allow for a certain character limit as described in the **blue** instructive text.

Tables: Some tables allow you to add additional rows as needed. To add a row within this form: place your cursor within any column of the table, and then select the plus sign (+) at the end of the row.

- For the purposes of this form, tables 5.1, 7.2, and 10.1 allows you to add rows. However, within OLDC, you will be unable to add or delete rows and Column 1 of each table will be read-only.

Please note: There is no requirement for CSBG grantees to use this tool. This tool cannot be submitted in lieu of the CSBG State Plan within GrantSolutions.gov neither can this tool be attached within GrantSolutions.gov as the official submission.

SECTION 1: CSBG Administrative Information

1.1. Identify whether this is a one-year or a two-year plan. Two-Year

1.1a. Provide the federal fiscal years this plan covers: **Year One** 2025
Year Two 2026

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”.

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

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

If yes, select the fields that have changed. [\[Check all the apply\]](#)

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

1.2a. Lead agency [Nevada Department of Health and Human Services](#)

GUIDANCE: Please only provide the exact name of the CSBG state lead agency as designated within the designation letter and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

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

- Community Affairs Department
- Community Services Department
- Governor’s Office
- Health Department
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe: The technical name is Nevada Department of Health and Human Services.

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

1.2d. Authorized Official of the Lead Agency: The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements. [Narrative, 50 characters each]

Name Richard Whitley

Title Director

1.2e. Street Address 1000 N. Carson Street, Ste. 202, Carson City, NV 89703

1.2f. City Carson City

1.2g. State Nevada

1.2h. Zip Code 89703

1.2i. Telephone Number 775-684-4000

1.2j. Fax Number Not Applicable

1.2k. Email Address rwhitley@dhhs.nv.gov

1.2l. Lead Agency Website www.dhhs.nv.gov

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

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

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

INSTRUCTIONAL NOTE: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

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

Has information regarding the state point of contact changed since the last submission of the State Plan? Yes No Yes

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

- | | | | |
|---|--|--|-------------------------------------|
| <input type="checkbox"/> Agency Name | <input checked="" type="checkbox"/> Point of Contact | <input checked="" type="checkbox"/> Street Address | <input type="checkbox"/> City |
| <input type="checkbox"/> State | <input checked="" type="checkbox"/> Zip Code | <input type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number |
| <input checked="" type="checkbox"/> Email Address | <input type="checkbox"/> Website | | |

1.4a. Agency Name Nevada Department of Health and Human Services – Director’s Office Grants Management Unit

1.4b. Point of Contact Name Tawny Chapman

Name Tawny Chapman

Title CSBG Program Manager

1.4c. Street Address 1000 North Carson Street, Ste 201

1.4d. City Carson City

1.4e. State Nevada

1.4f. Zip Code 89703

1.4g. Telephone Number 775-684-4000

1.4h. Fax Number NA

1.4i. Email Address tawny.chapman@dhhs.nv.gov

1.4j. Agency Website www.dhhs.nv.gov

1.5. Provide the following information in relation to the State Community Action Association.

There is currently a state Community Action Association within the state.

Yes No Yes

Has information regarding the state Community Action Association changed since the last submission of the State Plan?

Yes No Yes

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

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Agency Name | <input checked="" type="checkbox"/> Executive Director | <input checked="" type="checkbox"/> Street Address | <input checked="" type="checkbox"/> City |
| <input type="checkbox"/> State | <input checked="" type="checkbox"/> Zip Code | <input checked="" type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number |
| <input checked="" type="checkbox"/> Email Address | <input type="checkbox"/> Website | <input checked="" type="checkbox"/> RPIC Lead | |

1.5a. Agency name Nevada Community Action Association

1.5b. Executive Director or Point of Contact [Narrative, 50 characters each]

Name Vivian Ruiz

Title Executive Director

1.5c. Street Address P.O. Box 10167

1.5d. City Reno

1.5e. State Nevada

1.5f. Zip Code 89510

1.5g. Telephone Number 775-843-5817

1.5h. Fax Number NA

- 1.5i. **Email Address** vruiz@nevadacaa.org
- 1.5j. **State Association Website** <https://www.nevadacommunityaction.org/>
- 1.5k. **State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead** Yes No Yes

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SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. Yes No Yes
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. Yes No No
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2.
<https://www.leg.state.nv.us/nrs/nrs-428.html#NRS428Sec355>

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year.
 Yes No No
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year.
 Yes No No

SECTION 3: State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency.

The Nevada Department of Health and Human Services (DHHS) promotes the health and well-being of Nevadans through the delivery or facilitation of essential services to ensure families are strengthened, public health is protected, and individuals achieve their highest level of self-sufficiency. DHHS is an office of the Executive Branch of State Government and is led by a director appointed by the Governor. The Director of DHHS also serves in an advisory capacity as a member of the Governor’s Cabinet. DHHS is one of the largest departments in state government comprising of five Divisions including: Aging and Disability Services, Child and Family Services, Health Care Financing and Policy (Medicaid), Public and Behavioral Health, and Welfare and Supportive Services. There are over 7,200 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 Tribal Liaison Office, the Office of Minority Health and Equity, the Fund for Resilient Nevada, and the Grants Management Unit (GMU)/ Office of Community Partnerships and Grants. The CSBG Program is in the GMU under the Director’s Office.

- 3.2. State Plan Goals:** Describe the state’s CSBG-specific goals for state administration of CSBG under this State Plan.

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.

GUIDANCE: States should consider feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their State Plan goals.

Instructional Note: For examples of “goals,” see State Accountability Measure 1Sa(i).

Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the state’s Annual Report, Module 1, Item B.1.

- 3.3. State Plan Development:** Indicate the information and input the state accessed to develop this State Plan.

- 3.3a. Analysis of state-level tools** [Check all that applies and provide additional information where applicable]
- State Performance Indicators and/or National Performance Indicators (NPIs)
 - U.S. Census data
 - State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
 - Monitoring Visits/Assessments
 - Tools Not Identified Above (specify) [Narrative, 500 characters]
- 3.3b. Analysis of local-level tools** [Check all that applies and provide additional information where applicable]
- Eligible Entity Community Needs Assessments
 - Eligible Entity Community Action Plans
 - Public Hearings/Workshops
 - Tools Not Identified Above (e.g., state required reports) [specify] [Narrative, 500 characters]
- 3.3c. Consultation with** [Check all that applies and provide additional information where applicable]
- Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
 - State Association
 - National Association for State Community Services Programs (NASCSPP)
 - Community Action Partnership (NCAP)
 - Community Action Program Legal Services (CAPLAW)
 - CSBG Tribal Training and Technical Assistance (T/TA) provider
 - Regional Performance Innovation Consortium (RPIC)
 - Association for Nationally Certified ROMA Trainers (ANCRT)
 - Federal CSBG Office
 - Organizations not identified above (specify) [Narrative, 500 characters]

3.4. Eligible Entity Involvement

- 3.4a. State Plan Development:** Describe the specific steps the state took in developing the State Plan to involve the eligible entities. [Narrative, 3000 Characters]

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

ADDING AFTER PUBLIC HEARING

3.4b. Performance Management Adjustment: Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state’s analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 3000 Characters\]](#)

Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.

The state will solicit all eligible entities feedback in the state plan to ensure all stakeholders under the CSBG program have shared vision of the goals and objectives. State has used resources such as CAPLAW, NASCASP, and OCS State Plan Trainings.

3.5. Eligible Entity Overall Satisfaction: Provide the state’s target for eligible entity Overall Satisfaction during the performance period. [\[3 digits\]](#) **Year One** 73 **Year Two** 74
Instructional Note: The state’s target score will indicate improvement or maintenance of the states’ Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state’s eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state’s annual report form.

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

SECTION 4: CSBG Hearing Requirements

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

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g. via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

State posted the draft version of its FY25 CSBG state plan to the state’s website, and a link was emailed to all eligible entities and the state association. Feedback will be solicited. A virtual meeting scheduled to receive feedback. Feedback from eligible entities and state association will be carefully reviewed and adapted as needed. In cases for clarification of feedback, state contacted eligible entities directly.

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act. [\[Narrative, 2500 Characters\]](#)

State is holding a public hearing June 18, 2024, for the two-year state plan. An agenda with the draft plan will be posted in three physical locations and various websites to ensure notice and abide by Open Meeting Law. 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.

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

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date <i>[Select a Date]</i>	Location <i>[Provide the facility and city – Narrative 100 characters]</i>	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirmed that the public was invited.
6/18/2024	TEAMS Virtual Meeting, DHHS, Director’s Office,	Public	<input type="checkbox"/>

Date <i>[Select a Date]</i>	Location <i>[Provide the facility and city – Narrative 100 characters]</i>	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirmed that the public was invited.
	Grants Management Unit. No Physical Location		
8/15/2024	Legislative Counsel Bureau, 4100 of the Legislative Building in Carson City/Virtual	Legislative	<input type="checkbox"/>

NOTE: ADD-A-ROW function – States can add rows as needed for each hearing as needed. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

- 4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings. *[Attach supporting documentation or provide a hyperlink(s), 500 characters]*
 Will be attached following the Legislative Committee meeting. (Public & Legislative information will be attached.)

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE NAMING CONVENTION: 4.4. Public and Legislative Hearings Agenda 062117

SECTION 5: CSBG Eligible Entities

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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Carson City Health and Human Services	Carson City	Public	Community Action Agency
Churchill County Social Services	Churchill County	Public	Community Action Agency
Community Chest, Inc	Storey County	Nonprofit	Community Action Agency
Community Services Agency	Washoe County	Nonprofit	Community Action Agency
Consolidated Agencies of Human Services	Mineral & Esmeralda Counties	Nonprofit	Community Action Agency
Douglas County Social Services	Douglas County	Public	Community Action Agency
To Be Determined	Pershing, Humboldt, & Lander Counties	Nonprofit	Community Action Agency
Lincoln County Human Services	Lincoln County	Public	Community Action Agency
Lyon County Human Services	Lyon County	Public	Community Action Agency
Nye County Health and Human Services	Nye County	Public	Community Action Agency
White Pine County Social Services	White Pine & Eureka Counties	Public	Community Action Agency
Economic Opportunity Board of Clark County	Clark County	Nonprofit	Community Action Agency

NOTE: WITHIN OLDC, you will not be able to add-a-row. Any additions/deletions to the Eligible Entity List should be made within the CSBG Eligible Entity List within OLDC prior to initializing a new CSBG State Plan within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

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

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

NOTE: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

INSTRUCTIONAL NOTE: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

INSTRUCTIONAL NOTE: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state under Section 675A or 675B.

5.2. Total number of CSBG eligible entities: 11

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

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

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

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3.

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
Community Services Agency	Interim Re-Designation	5/1/2024	Pershing, Humboldt, & Lander Counties

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

5.3b. De-Designations and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

CSBG Eligible Entity	Reason
Frontier Community Action Agency	Termination/De-designation

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

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

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

GUIDANCE: This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.

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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: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period. [Select one]

- COE CSBG Organizational Standards
- Modified Version of COE CSBG Organizational Standards
- Alternative Set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

Not Applicable

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

Not Applicable

6.1c. Alternative Organizational Standards: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards.

- There were no changes from the previous State Plan submission

Not Applicable

Provide reason for using alternative standards

Not Applicable

Describe rigor compared to COE-developed Standards

Not Applicable

6.2. Implementation: Check the box that best describes how the state officially adopted organizational standards for eligible entities 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 applies and provide a narrative (as applicable)]

- Regulation
- Policy
- Contracts with Eligible Entities
- Other, describe: [Narrative, 4000 characters]

6.3. Organizational Standards Assessment: Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s). [Check all that applies]

- 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 [Narrative, 2500 characters]

6.3a. Assessment Process: Describe the planned assessment process. The State Office had developed [Narrative, 4000 characters]

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

The State office has developed a compliance policy document as guidance for the agencies on what types of documentation to submit per each standard. Submitted documents will be reviewed by the State Office and final acceptance of each standard will be signed off by the State CSBG Office. Each agency will be notified of compliance status on each of the 58 standards, and agencies will be able to view their status ongoing through the statewide system. Technical Assistance Plans may be issued for any standards identified as incomplete or non-compliant, along with a timeframe for submission. Technical assistance will be provided by the State CSBG Office, or appropriate third-party consultant as needed.

6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? Yes No No

GUIDANCE: You will only need to respond to the following question if you responded “yes” to 6.4.

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards and provide a description and a justification for each exemption. Total Number of Exempt Entities: [Auto – calculated] **Note: this form will not auto-calculate, please enter the number of exempt entities:** Click or tap here to enter text.

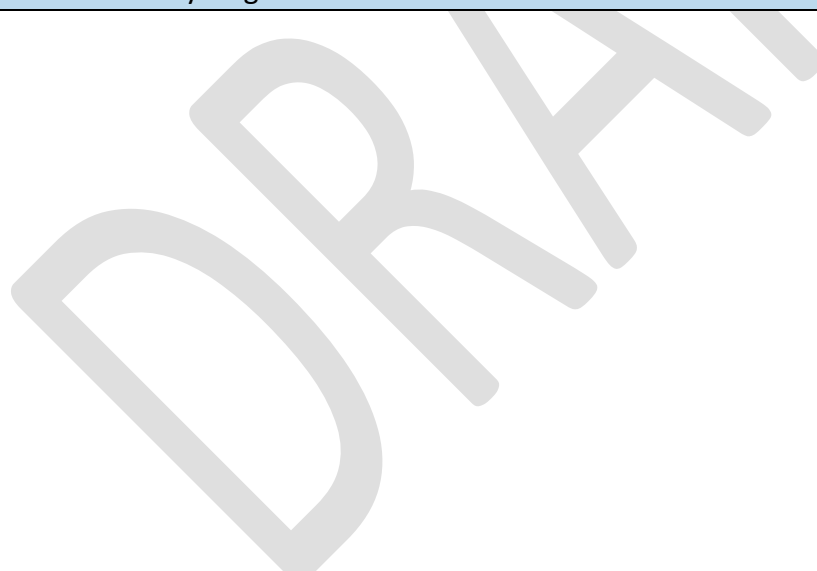
CSBG Eligible Entity	Description/Justification
Click or tap here to enter text.	

NOTE: ADD-A-ROW FUNCTION – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [Insert a percentage] **Year One 80 %** **Year Two 85 %**

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets



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. [\[Check one\]](#)

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other [\[Narrative, 1500 characters\]](#)

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

The Proportional Share of Funding was established in the SFY 2016 funding formula. It is used to allocate funding in all future FFYs until the funding formula is revised through the public hearing process per sections 678(b)8 and 678(c) of the CSBG Act.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating “not less than 90 percent” funds among eligible entities?

Yes No No

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance to the “not less than 90 percent funds” requirement as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Year One 90% Year Two 90%

Planned CSBG 90 Percent Funds – Year One

CSBG Eligible Entity	Funding Amount (\$)
Carson City Health and Human Services	\$129,412
Churchill County Social Services	\$111,387
Community Chest	\$55,950
Community Services Agency	\$582,126
Consolidated Agencies of Human Services (CAHS)	\$74,835
Douglas County Social Services	\$117,317
Economic Opportunity Board of Clark County (EOB)	\$1,940,035

CSBG Eligible Entity	Funding Amount (\$)
Lincoln County Human Services	\$57,465
Lyon County Human Services	\$130,107
Nye County Health and Human Services	\$128,982
TBD	\$179,495
White Pine County Social	\$76,415
Total (Auto-calculated)	\$3,583,526

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".

Planned CSBG 90 Percent Funds – Year Two

CSBG Eligible Entity	Funding Amount (\$)
Carson City Health and Human Services	\$129,412
Churchill County Social Services	\$111,387
Community Chest	\$55,950
Community Services Agency	\$582,126
Consolidated Agencies of Human Services (CAHS)	\$74,835
Douglas County Social Services	\$117,317
Economic Opportunity Board of Clark County (EOB)	\$1,940,035
Lincoln County Human Services	\$57,465
Lyon County Human Services	\$130,107
Nye County Health and Human Services	\$128,982
TBD	\$179,495
White Pine County Social	\$76,415
Total (Auto-calculated)	\$3,583,526

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".

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

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. Please 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 a timely fashion to prevent any delays in distributing funds to CAAs.

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

- Reimbursement
- Advance
- Hybrid
- Other [Narrative, 4000 characters]

7.4. Distribution Timeframe: Does the state intend to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award?

Yes No Yes

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

Not Applicable

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the state’s annual report form.

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

The State is committed to ensuring funds are disbursed in a timely manner to eligible entities and management of subawards rigidly adhere to federal and state mandates and 2CFR 200 practices. The State is revising their CSBG policies and procedures manual,

which will be shared with all eligible entities, state association, and other stakeholders. Meetings will be scheduled to go over manual and solicit feedback or encourage robust discussions. One of the State’s top strategies is to foster and ensure smooth communication and standardization between State and eligible entities. And to lessen administrative burden on eligible entities where possible.

Note: This information is associated with State Accountability Measure 2Sb and may pre-populate the state’s annual report form.

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

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

Year One 5 % **Year Two** 5 % **[Numeric response, specify %]**

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

7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan. 1

Year One 1 **Year Two** 1 **[Numeric response, 0.00 – 99.99]**

7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan? 1

Year One 1 **Year Two** 1 **[Numeric response, 0.00 – 99.99]**

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

7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds as described in Section 675C(b) of the CSBG Act? Yes No Yes

GUIDANCE: “No” should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One** 5 % **Year Two** 5 %

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

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

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state

provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. – 7.9c. If allocation is not possible, the state may allocate the funds to the primary category with which the activity is associated.

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

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	To be Determined	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.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	\$0.00	
7.9e. Asset-building programs (Briefly describe under Column 4)	To be Determined	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.
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$0.00	
7.9g. State Charity tax credits (Briefly describe under Column 4)	\$0.00	
7.9h. Other activities (Specify these other activities under Column 4)	\$199,085.00	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.
Totals (Auto-Calculated)	\$199,085	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

Use of Remainder/Discretionary Funds – Year Two

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	To be Determined	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	\$0.00	
7.9e. Asset-building programs (Briefly describe under Column 4)	To be Determined	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.
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under	\$0.00	

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act) Column 4)	Planned \$	Brief Description of Services and/or Activities
7.9g. State Charity tax credits (Briefly describe under Column 4)	\$0.00	
7.9h. Other activities (Specify these other activities under Column 4)	\$199,085.00	The remainder of discretionary funds go directly to the Nevada Community Action Association. NCAA supports CAAs Training/Technical Assistance coordination, Conference attendance, NCAA Partnership dues, etc. State plans to continually work with NCAA to further assess how to best serve eligible entities and communities.
Totals (Auto-Calculated)	\$199,085	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9. [Check all that applies and narrative where applicable]

- The State Directly Carries Out All Activities (No Partnerships)
- The State Partially Carries Out Some Activities
- CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) [Numeric response, 0 – 100] As of now Nevada has 11 Eligible Entities. There will be a funding opportunity to serve Humboldt, Pershing, and Lander counties who have recently lost a Community Action Agency in the last fiscal year. This will bring the number to 12.
- Other Community-based Organizations
- State Community Action Association
- Regional CSBG Technical Assistance Provider(s)

- National Technical Assistance Provider(s)
- Individual Consultant(s)
- Tribes and Tribal Organizations
- Other [Narrative, 2500 characters]

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

7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:

Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State 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.

State will continue to work with the Community Action Agencies and the Community Action Association to determine what is needed for communities to thrive. State will collaborate with the Community Action Association to identify T/TA needs and calendar planned trainings.

SECTION 8: State Training and Technical Assistance

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

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

Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Governance/Tripartite Boards	
Ongoing/Multiple Quarters	Technical Assistance	Reporting	
Ongoing/Multiple Quarters	Both	Strategic Planning	
Ongoing/Multiple Quarters	Both	Case Management	

highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Organizational Standards - for eligible entities with unmet TAPs or QIPs	

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Ongoing/Multiple Quarters	Technical Assistance	Reporting	
Ongoing/Multiple Quarters	Both	Strategic Planning	
Ongoing/Multiple Quarters	Both	Community Assessment	
Ongoing/Multiple Quarters	Both	Case Management	

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 500 characters.

8.1a. Training and Technical Assistance Budget: The planned budget for all training and technical assistance:

Year One To be Determined **Year Two** To be Determined

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance. [\[Narrative, 2500 characters\]](#)

The State will meet with the Executive Director of the Nevada Association of Community Action (NCAA state association) on an ongoing basis to discuss training and technical assistance plans for CAAs and strategize on various ways to ensure all CAAs are in compliance with organizational standards. Additionally, the State along with the state association 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 state association’s monthly board meetings, and feedback solicited. Some of the T&TA expected to occur in the next two fiscal years are strategic planning, Organizational Standards for with unmet TAPs or QIPs, reporting, governance/tripartite boards, strategic planning, community assessments and ROMA.

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

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

8.2a. Address Unmet Organizational Standards: Describe the state’s plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. [\[Narrative, 2500 characters\]](#)

The State in conjunction with NCAA (state association) will have a robust T&TA plan in place. Once eligible entities with unmet organizational standards are identified, the State will in conjunction with NCAA (state association) will identify T&TA resources applicable to the unmet standards. Once identified, the State and NCAA will contact the eligible entities and arrange for them to attend and participate in the T&TA resources. The State will closely monitor the T&TA plan and solicit feedback from eligible entities on its efficiency. If required, the State and Association will adapt the T&TA plan to ensure it has a beneficial and educational impact on eligible entities. The State with NCAA will review the T&TA plan quarterly to ensure it is fulfilling the training needs of the eligible entities.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) **[Check all that applies and narrative where applicable]**

- All T/TA is conducted by the state
- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [\[Numeric response, 0 – 100\]](#) [Click or tap here to enter text.](#)
- 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 [\[Narrative, 1000 characters\]](#)

The state adopted CAMP-ELOGIC as their state-wide case management system. eLogic has an online training hub with several modules that range from deep dive sessions on CSBG programs, community needs assessment, and community linkages etc. This online training hub is funded by the State and available to all eligible entities free of charge. One of the trainings provided is a data driven holistic approach to services. The State will highlight and disseminate specific training hubs that will be beneficial for all eligible entities in gaining a comprehensive understanding of the CSBG programs and how to make the program impactful and effective in Nevada.

8.4. CSBG-Funded T/TA Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 2500 Characters\]](#)

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

The previous plan had ten planned T/TA. With turnover and new staffing, it wasn’t totally achievable. We are looking to have an attainable approach with the upcoming years. Going into the next two fiscal years we are going to deep dive into realistic goals of maintaining compliance and training needs. State is also open to amending the current plan to better align with future needs as they arise.

DRAFT

SECTION 9: State Linkages and Communication

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

9.1. State Linkages and Coordination at the State Level: Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [\[Check all that apply from the list below and provide a Narrative, 4000 characters\]](#)

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

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

State intends to build stronger relationships with each of the above selected offices. 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 linkages and additional resources.

9.2. State Linkages and Coordination at the Local Level: Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)). [\[Narrative, 4000 characters\]](#)

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

The State CSBG Office will promote linkage and coordination at the local level through the following activities: If funding is requested, local human service coalitions and

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

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). [\[Narrative, 4000 characters\]](#)

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

As part of the Community Action Plan (CAP) submitted each year, CAAs 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, including the rural CAAs. The coalitions and partnerships involve critical community needs affecting low-income individuals and families such as unemployment, homelessness, and mental health issues. The agenda for the local coalitions involve improved coordination of service, prioritizing needs, and establishing common goals. The collaborative relationships that CAAs are engaged in with one or more other partner organizations are focused on specific service domains such as employment and housing. The CAA collaboration with partners includes joint planning, cross-referral, shared case management, and resource coordination. The State CSBG Office 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.

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. [Narrative, 4000 characters]

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

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

9.4a. WIOA Combined Plan: If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy. [Narrative, 4000 characters]

Nevada has developed a comprehensive range of workforce development programs to address the diverse needs of its population and promote economic growth. These programs are carried out through the American Job Centers branded as EmployNV

Career, Youth or Business Hubs and/or other Nevada agencies. Below is an overview of the programs: Programs directly operated, or co-located within EmployNV Career, Youth or Business Hubs: 1. Title I Adult: This program offers employment and training services to adults, with a focus on enhancing skills and securing suitable employment. 2. Dislocated Worker: The Dislocated Worker program provides support to individuals who have been laid off or terminated due to business closures, mass layoffs, or other economic factors. It offers reemployment assistance, training, and job placement services. 3. Youth: Nevada's Youth program aims to assist young individuals, especially those facing 57 employment barriers, in developing skills, completing education, and gaining work experience. It provides various services such as career counseling, job readiness training, and paid work experience opportunities. 4. Title II Adult Education: This program focuses on adult education and literacy, providing resources for individuals to improve their basic literacy skills, obtain a high school equivalency diploma, or enhance their English language proficiency. 5. Title III Wagner Peyser: The Wagner Peyser program supports employment services and labor exchange activities. It connects job seekers with employers, facilitates job matching, and provides valuable labor market information. 6. Business Services: Nevada's Business Services program assists employers in finding qualified candidates, accessing training resources, and meeting their workforce needs. It offers services such as recruitment assistance, job fairs, and incumbent worker training programs which includes Silver State Works, an incentive program for businesses hiring new employees. 7. Title IV Vocational Rehabilitation: The Vocational Rehabilitation program aims to empower individuals with disabilities by helping them overcome employment barriers and achieve greater independence. It provides vocational assessment, training, job placement support, and assistive technology services. 8. TANF and SNAP: Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) offer support to eligible individuals and families to meet their basic needs. These programs may provide job search training, education opportunities, and supportive services to enhance self-sufficiency. 9. Jobs for Veterans State Grants (JVSG): Nevada administers JVSG to support employment and training services specifically tailored for veterans. Veterans receive priority of service for job search assistance, vocational guidance, training and employer outreach to help veterans secure meaningful employment. 10. Unemployment Compensation programs 11. Trade Adjustment Assistance programs 12. Career Enhancement Program (CEP) –The Career Enhancement Program (CEP) is a state funded program to assist job seekers and businesses. CEP is an employer-funded training and reemployment program that provides job seekers with training opportunities designed to improve earning potential and increase job skills required in today's workplace. https://gowinn.nv.gov/wp-content/uploads/2023/08/PYS-2024-2028-WIOA-State-Plan.Draft_10-04-2023.pdf

9.4b. Employment and Training Activities: If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system. [Narrative, 4000 characters]

- 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 Program) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act. [\[Narrative, 4000 characters\]](#)

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. Faith-based Organizations, Charitable Groups, and 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. [\[Narrative, 4000 characters\]](#)

Note: this response will link to the corresponding assurance, Item 14.9

The State asks eligible entities to list and describe their partnerships in the annual Community Action Plan (CAP). 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.

- 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. [\[Narrative, 4000 characters\]](#)

Note: This response will link to the corresponding assurance, Item 14.3c.

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

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. [\[Narrative, 4000 characters\]](#)

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

The State and the Nevada Community Action Association is looking to create combined development, training and technical assistance plan using CSBG Discretionary and RPIC funds. The activities that are funded under the current plan include: Organizational Standards Assistance in completing Technical Assistance Plans Implementation of Strategic Planning based on guidelines developed by the State CSBG Office, NCAA, and CAAs. Implementation on new community level national performance indicators Continuation of the Nevada Service Delivery Model project. The model helps CAAs assist individuals and families to achieve economic stability and self-sufficiency. The State strongly encourages communication and linkages between eligible entities and state association and attends the monthly state association’s board meetings. The State also partially funds the state association to ensure that the T&TA plan is efficiently carried out and all eligible entities are in compliance with CSBG and state programmatic mandates.

9.9. Communication with Eligible Entities and the State Community Action Association:

In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief Description of “Other”
Upcoming Public and/or Legislative Hearings	As needed	Website	
State Plan Development	Upon Request	Meetings/Presentations	Or Emails
Organizational Standards Progress	Quarterly	Meetings/Presentations	Or Emails
State Accountability Measures Progress	Quarterly	Meetings/Presentations	Or Emails
Community Needs Assessments/Community Action Plans	Quarterly	Meetings/Presentations	Or Emails
State Monitoring Plans and Policies	As needed	Email	
Training and Technical Assistance (T/TA) Plans	Not Applicable	Meetings/Presentations	Or Emails

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
ROMA and Performance Management	Quarterly	Meetings/Presentations	
State Interagency Coordination	Quarterly	Meetings/Presentations	
CSBG Legislative/Programmatic Updates	As needed	Meetings/Presentations	Or Emails
Tripartite Board Requirements	As needed	Meetings/Presentations	Or Emails
Click or tap here to enter text.	Choose an item.	Choose an item.	

Note: ADD-A-ROW FUNCTION – States can add rows for each additional communication topic. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 250 characters.

9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures. [Narrative, 4000 characters]

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

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

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

9.11. Communication Plan Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [Narrative, 4000 characters]

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

The previous State Plan stated the Communication Plan was being drafted. Due to vacancies and employee turnover, it was not fully completed. State will work with the association and eligible entities to implement a plan in conjunction with current needs. Once the final plan is complete, the document will be sent out to all eligible entities and the association.

DRAFT

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

This is an estimated schedule to assist states in planning. States may indicate “no review” for entities the state does not plan to monitor in the performance period.

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

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Community Services Agency	No Review	Choose an item.	Choose an item.	1/30/2024	1/30/2024	No review
Community Chest, Inc	No Review	Choose an item.	Choose an item.	2/29/2024	2/29/2024	No review
Economic Opportunity Board of Clark County	No Review	Choose an item.	Choose an item.	8/21/2024	8/23/2024	No review
Frontier Community Action Agency	No Review	Choose an item.	Choose an item.	2018	2018	No review. FCAA has lost their 501(c)3 and have been de-funded as of March 2024.
Carson City Health and Human Services	Full On-Site	Onsite	FY1 Q1	2018	2018	The last recorded date for an onsite

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
						review is in 2018. Staff turnover, vacancies and the pandemic had cancelled all site monitors. We are actively working to get up to date with site monitoring.
Consolidated Agencies for Human Services	Full On-Site	Onsite	FY1 Q2	2018	2018	The last recorded date for an onsite review is in 2018. Staff turnover, vacancies and the pandemic had cancelled all site monitors. We are actively working to get up to date with site monitoring.
Douglas County	Full On-Site	Onsite	FY1 Q3	2018	2018	The last recorded

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Social Services						date for an onsite review is in 2018. Staff turnover, vacancies and the pandemic had cancelled all site monitors. We are actively working to get up to date with site monitoring.
Lincoln County Human Services	Full On-Site	Onsite	FY1 Q4	2018	2018	The last recorded date for an onsite review is in 2018. Staff turnover, vacancies and the pandemic had cancelled all site monitors. We are actively working to get up to date with site monitoring.

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

Monitoring Schedule – Year Two

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Churchill County Social Services	Full On-Site	Onsite	FY2 Q1	3/22/2022	3/23/2022	The last recorded date for an onsite review is in 2018. Staff turnover, vacancies and the pandemic had cancelled all site monitors. We are actively working to get up to date with site monitoring.
Lyon County Human Services	Full On-Site	Onsite	FY2 Q2	2018	2018	The last recorded date for an onsite review is in 2018. Staff turnover, vacancies and the pandemic had cancelled all site monitors.

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
						We are actively working to get up to date with site monitoring.
Nye County Human Services	Full On-Site	Onsite	FY2 Q3	2018	2018	The last recorded date for an onsite review is in 2018. Staff turnover, vacancies and the pandemic had cancelled all site monitors. We are actively working to get up to date with site monitoring.
White Pine County Social Services	Full On-Site	Onsite	FY2 Q4	2018	2018	The last recorded date for an onsite review is in 2018. Staff turnover, vacancies and the pandemic had cancelled

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
						all site monitors. We are actively working to get up to date with site monitoring.

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

GUIDANCE: Comprehensive monitoring includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program, this can be listed under "Other."

When providing the date of your last full onsite review – this could be for any type of review that took place **onsite**. No dates for desk reviews should be provided here.

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. [\[Attach a document or add a link\]](#)

Attachment will be added when the State Plan is submitted into OLDC.

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?

[\[Insert a number from 1 – 100\]](#)

60

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

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 the documenting closure of findings included in the state monitoring policies attached under 10.2? Yes No Yes

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

[\[Narrative, 2500 characters\]](#)

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. [Numeric Response, 0 – 100] 0

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

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? [Narrative, 4000 characters]

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

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

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

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

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

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

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters]

State does not currently have a written policy on designation of an Eligible Entity. One will be drafted, and the final will be posted on the DHHS website. To receive this grant, an agency must be an already established Community Action Agency. State uses the open competitive Notice of Funding Opportunity (NOFO) method if there is a geographical service 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 applications and use a scoring process to make the final decision of the agency funded and designated as the Eligible Entity.

10.9. Eligible Entity Termination: Does the state CSBG statute and/or regulations provide for termination of eligible entities? Yes No No

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 characters]

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters]

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

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

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters]

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

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

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). [Narrative, 4000 characters]

CAAs are required to submit a monthly Request for Funds (RFF) 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. [\[Narrative, 4000 characters\]](#)

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

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

Yes No

Yes

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

10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?

Yes No

No

10.14. Monitoring Procedures Performance Management Adjustment: Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 2500 Characters\]](#)

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

State is working to update the Policies and Procedures along with the on-site monitoring questionnaire used to guide the monitor assuring compliance. State will include procedures for permitting and cooperating with federal investigations.

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SECTION 11: Eligible Entity Tripartite Board

11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG eligible entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act. [\[Check all that applies and narrative where applicable\]](#)

- Attend Board meetings
- Organizational Standards Assessment
- Monitoring
- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other [\[Narrative, 2500 characters\]](#)

Community Action Plan (CAP) submittal. Additionally, The, the statewide case management system, CAMP-eLogic, has a feature which will allow eligible entities to insert their Tripartite Board members, remind them of expiration dates of terms, and ensure that the board members adhere to compliance requirements. Eligible Entities are required to fill out the information so that the State can monitor. State is working toward having capacity to review board meeting minutes.

11.2. Tripartite Board Updates: Provide how often the state requires eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc. [\[Select one and provide a narrative where applicable\]](#)

- Annually
- Semiannually
- Quarterly
- Monthly
- As It Occurs
- Other [\[Narrative, 2500 characters\]](#)

11.3. Tripartite Board Representation Assurance: Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act. [\[Narrative, 2500 Characters\]](#)

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

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. Additionally, the case management system utilized by

eligible entities will also oversee that entities are in complete compliance with Tripartite Board expectations.

- 11.4. Tripartite Board Alternative Representation:** Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, “another mechanism specified by the state to assure decision-making and 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 Yes

11.4a. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. [\[Narrative, 2500 Characters\]](#)

Previously, Nevada Community Action Association worked with CAPLAW to create new bylaws for White Pine County Social Services (WPCSS), an entity who has been unable to maintain a Tri-Partite Board due to difficulty finding an elected official to sit on their board. Language in the new bylaws state “for the sake of WPCSS, the board may consist of 2/3 low-income persons who reside in the agency’s service area.” Due to turnover and vacancies this initiative was put in a standstill position. State will make this a priority and will continue working with WPCSS to ensure compliance.

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. [Select one item below and numeric response where applicable.]

- 125% of the HHS poverty line
- 200 % of the HHS poverty line (fill in the threshold): 200%
- Varies by eligible entity [Narrative, 4000 characters]

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.

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition. [Narrative, 4000 characters]

State has an established Nevada CSBG Client Eligibility Policy (attachment 12.1a) for determining income eligibility and family/household composition in conjunction with the Nevada Service Delivery Model. State is currently using the 200% Federal Poverty Level (FPL). Eligible Entities will be notified if the 200% FPL reverts back to 125% and adjust accordingly.

12.2. Income Eligibility for General/Short Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. [Narrative, 4000 characters]

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

12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). [Narrative, 4000 characters]

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 if the eligible entity deems necessary to align with community needs.

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

- 13.1. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act. [\[Select one\]](#)

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

- 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. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA. [\[Narrative, 4000 characters\]](#)

Nevada 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 CAMP-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) and the Agency Data Model which links agency services to the model and ROMA. The above policy addresses the Family goals of ROMA. For the Community and Agency level NPIs, the State is in the process of screening CAAs to determine which items they should track and report using the new ROMA NPIs.

- 13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement. [\[Narrative, 4000 characters\]](#)

- 13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act. [\[Select one and provide a narrative, 4000 characters\]](#)

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

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

□ Others

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

- 13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using ROMA or an alternative performance management system. [\[Narrative, 4000 characters\]](#)

Note: The activities described under Item 13.3 may include activities listed in “Section 8: 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 provides discretionary funding to pay for the software and support that is used to implement ROMA and also provides extensive monitoring, training and support for CAAs on how to use the software effectively, analyze data, and use the data to improvement services. User fees are paid by the CAAs. The State allows CAAs to use the 90% pass through funds for this purpose.

- 13.4. Eligible Entity Use of Data:** Describe how the state intends to validate that the eligible entities are using data to improve service delivery. [\[Narrative, 4000 characters\]](#)

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

A fundamental component of the Data Centric Organizational Framework is the production of Diagnostic and Management Reports, referenced on page 19 of the document. Utilizing specific client identifiers (Client Types), the Diagnostic Reports are generated to determine if agency staff are properly administering the client intake and assessment, creating goal plans where appropriate and conducting follow-up or reassessment to determine if there is any movement along the scale (self-sufficiency continuum) towards achievement of stability and self-sufficiency as measured by the NPIs. The software is a real-time system so Diagnostic Reports can be scheduled or run on an ad-hoc basis. The State Office runs at a minimum, monthly reports and the CAAs have the capacity and have been trained to run their own Diagnostic

Reports. If the Diagnostic Reports indicate any deficiencies, corrective action can be taken immediately. Management Reports like their counterpart Diagnostic Reports can be scheduled or generated ad-hoc. Management Reports measure impact and performance, the extent to which clients achieve expected outcomes; see pages 20-23 of the Data Centric Organizational Framework. The Management Reports can also be used to associate specific services with achieved outcomes. Analysis of this data can be used to determine which services have the greatest impact and which do not, thereby helping a CAA rethink how to deploy its scarce resources.

Community Action Plans and Needs Assessments

- 13.5. Community Action Plan:** Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act. [\[Narrative, 4000 characters\]](#)

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

The State CSBG Office has prepared a Community Action Plan that CAAs are required to submit each year as a condition for receiving a grant award. The Nevada CAP template 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 NPIs.

- 13.6. Community Needs Assessment:** Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act. [\[Narrative, 4000 characters\]](#)

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

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

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

14.1. Use of Funds Supporting Local Activities

CSBG Services

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

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

[Narrative, 4000 characters]

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.

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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;

[Narrative, 4000 characters]

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

Coordination of Other Programs

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

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

[Narrative, 4000 characters]

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

[No response as the state describes this assurance under 7.9 and 7.10.]

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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...”

Eligible Entity Service Delivery System

- 14.3a. 676(b)(3)(A)** Describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State;”

Attachment: Development and Implementation of a Data Centric Organizational Framework for Delivery of Services in Nevada’s Community Action Agencies.

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.

[No response as the state describes this assurance under 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.

[No response as the state describes this assurance under 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 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).

[Narrative, 4000 characters]

A plan will be drafted in coordination with the CAAs and the Association to develop innovative community and neighborhood-based initiatives based on the identified indicated by the CAAs.

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.”

[Narrative, 4000 characters]

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 Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 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 Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 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 Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 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 Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 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 Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 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 Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 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 State, as a condition to receipt of funding by the entity through a community 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 Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 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 section 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 Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 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.

[No response for this item]

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

SECTION 15: Federal Certifications

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

15.1. 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.

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

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15.2. Drug-Free Workplace Requirements

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

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

- (1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (2) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) For grantees other than individuals, Alternate I applies.
- (4) For grantees who are individuals, Alternate II applies.
- (5) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (6) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (7) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
- (8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

Place of Performance (Street address, city, county, state, zip code) [\[Narrative, 2500 characters\]](#)

- Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)
- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

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

15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or

agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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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 remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The

knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

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

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- By checking this box, the state CSBG authorized official is providing the certification set out above.

15.4. 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.

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