

Model State Plan(CSBG)

Program Name: Community Services Block Grant

Grantee Name: Nevada

Report Name: Model State Plan(CSBG) Revision # 1

Report Period: 10/01/2017 to 09/30/2018


Report Status: Submitted (Revision #1)

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)			Form Approved OMB No: 0970-0382 Expires:08/31/2016
COVER PAGE			
* 1.a. Type of Submission: Plan	* 1.b. Frequency: Other (2 Year)	* 1.c. Consolidated Application/Plan/Funding Request? Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	* 1.d. Version: Initial State Use Only: 5. Date Received By State: 6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: STATE OF NEVADA			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 88-600022		* c. Organizational DUNS: 809888266	
* d. Address:			
* Street 1:	4126 Technology Way	Street 2:	
* City:	Carson City	County:	Carson City
* State:	NV	Province:	
* Country:	United States	* Zip / Postal Code:	89706 -
e. Organizational Unit:			
Department Name: DEPARTMENT OF HEALTH AND HUMAN SERVICES		Division Name: DIRECTOR'S OFFICE, GRANTS MANAGEMENT UNIT	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Gary	Middle Name:	* Last Name: Gobleman
Suffix:	Title: CSBG PROGRAM MANAGER	Organizational Affiliation: State of NV DHHS/OCPG	
* Telephone Number: (775) 687-1905	Fax Number (775) 684-4010	* Email: gobelman@dhhs.nv.gov	
* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:			
* 9. Name of Federal Agency:			
10. CFDA Numbers and Titles		Catalog of Federal Domestic Assistance Number: 93569	CFDA Title: Community Services Block Grant
11. Descriptive Title of Applicant's Project CSBG STATE PLAN			
12. Areas Affected by Funding: STATE OF NEVADA			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 2		b. Program/Project: STATEWIDE	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	

a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input checked="" type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official 		18e. Date Report Submitted (Month, Day, Year) 11/22/2017	
Attach supporting documents as specified in agency instructions.			

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

<p>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)</p>	<p>Form Approved OMB No:0970-0382 Expires:08/31/2016</p>
<p>SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</p>	
<p>1.1. Provide the following information in relation to the lead agency designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act. <i>The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.</i></p>	
1.1a. Lead agency	Nevada Department of Health and Human Services.
1.1b. Cabinet or administrative department of this lead agency [Check one option and narrative where applicable]	
Human Services Department	
1.1c. Division, bureau, or office of the CSBG authorized official	Director's Office, Office of Community Partnerships and Grants
1.1d. Authorized official of lead agency	Richard Whitley, Director, Nevada Department of Health and Human Services
1.1e. Street Address	4126 Technology Way, Suite 100
1.1f. City	Carson City
1.1g. State	NV
1.1h. Zip	89706
1.1i. Telephone number and extension (775) 684 - 4000 ext.	1.1j. Fax number: (775) 684 - 4010
1.1k. Email address rwhitley@dhhs.nv.gov	1.1l. Lead agency website www.dhhs.nv.gov
<p>1.2. Provide the following information in relation to the designated State CSBG point of contact</p>	
1.2a. Agency name	Nevada Department of Health and Human Services
1.2b. Name of the point of contact	Gary Gobelman
1.2c. Street address	4126 Technology Way, Suite 100
1.2d. City	Carson City
1.2e. State	NV
1.2f. Zip	89706
1.2g. Point of contact telephone number (775) 687 - 1905 ext.	1.2h. Fax number (775) 684 - 4010
1.2i. Point of contact email address gobelman@dhhs.nv.gov	1.2j. Point of contact agency website www.dhhs.nv.gov
<p>1.3. Designation Letter: Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly.</p>	

Section 2: State Legislation and Regulation

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

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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

Does the State have a statute authorizing CSBG? Yes No

2.2. CSBG State Regulation:

Does the State have regulations for CSBG? Yes No

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

See attachment 2.3.

2.4. State Authority:

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

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

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

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

Section 3: State Plan Development and Statewide Goals

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

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SECTION 3 State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

Briefly describe the mission and responsibilities of the State agency that serves as the CSBG Lead Agency.

Mission Statement The Nevada Department of Health and Human Services (DHHS) promotes the health and well-being of Nevadans through the delivery or facilitation of essential services to ensure families are strengthened, public health is protected, and individuals achieve their highest level of self-sufficiency. The Department of Health and Human Services (DHHS) is an office of the Executive Branch of State Government and is led by a Director appointed by the Governor. The Director also serves in an advisory capacity as a Member of the Governor's Cabinet. DHHS is one of the largest departments in state government comprised of five Divisions including: Aging and Disability Services, Child and Family Services, Health Care Financing and Policy (Medicaid), Public and Behavioral Health, and Welfare and Supportive Services. There are over 5,200 employees who work statewide in the department, which serves as the state's social safety net. DHHS is also responsible for several critical programs managed through the Director's Office such as the Office of Consumer Health Assistance, the Tribal Liaison Office, Office of Food Security, the Office of Minority Health, and the Office of Community Partnerships and Grants (OCPG). The CSBG program is located in the OCPG.

3.2. State Plan Goals:

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

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

Attachment 3

3.3. State Plan Development:

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

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

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

U.S. Census data

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

Other data [describe]

Eligible entity community needs assessments

Eligible entity plans

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

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

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

State community action association and regional CSBG T&TA providers

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

National organizations (describe)

Federal Office of Community Services

Other (describe)

3.4. Eligible Entity Involvement

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

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

Two webinars were held with the CAAs to review the State Plan. The first webinar was held on July 11, 2017 and provided an overview of the State Plan requirements, with a focus on the items that related directly to CAA performance and statewide goals. The second webinar was held on August 8, 2017 and involved a review of the draft plan with CAAs. The Public Hearing, which was held August 21, 2017, provided a final opportunity for CAA input. In addition, the CAAs were involved in the development of statewide projects, plans and policies as follows: Section 6 - Organizational Standards for Eligible Entities CAAs were involved in developing the State Organizational Standards Compliance Instructions, which defines what is required to achieve compliance with each standard and how compliance will be monitored. Section 7 - Use of State Funds CAAs participated in two workgroup meetings to discuss the revision of the funding formula in 2015 prior to the Public Hearing. The funding formula adopted in 2015 will remain in effect until the next U.S. census data becomes available. CAAs participated in a workgroup meetings to help draft the combined State CSBG Discretionary/RPIC Plan for SFY 2018. Section 13 - Results Oriented Management and Accountability (ROMA) System CAAs have been involved with the State Office in implementing a Service Delivery Model, which operationalizes ROMA for the delivery of services to families. The Nevada service delivery model includes several key best practice concepts for CAAs to use to effectively organize their service delivery system. These include: central intake, bundling of services, scaled assessments and reassessments, a seven step process for effective case management, and the ability to capture higher level outcome

measures. The model helps CAAs assist individuals and families to achieve economic stability and self-sufficiency. Nevada is the first state to implement a statewide service delivery model that operationalizes the ROMA Cycle. CAAs were involved in developing the guidelines that will be used for the development of Community Needs Assessments and also will be involved in testing and providing feedback on the Strategic Planning Guidelines developed by the State CSBG Office. Section 14 Â CSBG Programmatic Assurance and Information Narrative Information for a number of items in this section was collected on the Community Action Plans submitted by CAAs for SFY 2018.

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

3.4b. Performance Management Adjustment:

**How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order
1) to encourage eligible entity participation and
2) to ensure the State Plan reflects input from eligible entities?**

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

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

The 2017 ASCI survey reflected a drop of 3 points from 69 in 2015 to 66. The State Office will meet with CAAs prior to the next plan to find out what level of involvement they would like to have. The State Office will provide additional background information on the purpose of the State Plan. CAAs will be given an opportunity to draft portions of the state plan or provide written input for the State Office to consider.

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

3.5. Eligible Entity Overall Satisfaction:

Provide the State's *target* for eligible entity Overall Satisfaction during the performance period: 90

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

Section 4: CSBG Hearing Requirements

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

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SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

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

The public was provided with an opportunity to comment on the State Plan through the following means: The State Plan Public Hearing Notice was emailed to each CSBG eligible entity on August 8, 2017. It was sent directly to each CAA, emailed to the DHHS listserv to over 600 subscribers consisting of non-profit and government agency representatives, and posted on the DHHS website. Each CSBG eligible entity was requested to post the Notice of Public Hearing. The notice was also sent to seven other state, local government, and non-profit agencies. The draft State Plan was also posted on the Department of Health and Human Services (DHHS) website.

4.2. Public Notice/Hearing:

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

The draft State Plan and public hearing notice was made available on August 8, 2017. The comment period was extended to August 25, 2017 to provide the public with an opportunity to submit written comments on the draft plan. No written comments were received.

4.3. Public and Legislative Hearings:

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

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

	Date	Location	Type of Hearing [Select an option]
1	08/22/2017	Department of Health and Human Services, 4126 Technology Way, Suite 100, Carson City, NV	Public
2	06/30/2016	State Legislative, Room 401 South Carson Street, Carson City, NV	Legislative

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

See attachments for 4.4 - State Plan Public Hearing and State Plan Legislative Hearing.

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

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

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

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

5.2 Total number of CSBG eligible entities 12

5.3 Changes to Eligible Entities List:

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

If yes, please briefly describe the changes.

Section 6: Organizational Standards for Eligible Entities

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SECTION 6 Organizational Standards for Eligible Entities

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

6.1. Choice of Standards:

Check the box that applies. If using alternative standards

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

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

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

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

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

- Regulation
- Policy
- Contracts with eligible entities
- Other, describe:

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

- Peer-to-peer review (with validation by the State or State-authorized third party)
- Self-assessment (with validation by the State or State-authorized third party)
- Self-assessment/peer review with State risk analysis
- State-authorized third party validation
- Regular, on-site CSBG monitoring
- Other

6.4a. Describe the assessment process.

Annual submission of Organizational Standards Documents to State Office. The State CSBG Office in partnerships with the State Association and CAAs, has developed an Organizational Standards Compliance Policy. The Compliance Policy outlines the documentation that must be maintained and submitted to verify compliance. The process consists of the following: CAA's will submit documents to the State CSBG Office every year. The submitted documents may be pre-screened by a consultant and will receive a final review by State CSBG Office staff. CAA compliance status on each of the 58 standards will be recorded in a tracking system designed by the State CSBG Office. CAA's will receive a Technical Improvement Plan covering any standards that 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. On-site monitoring will also occur per the Monitoring Policy attached to item 10.2.

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

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

Three CAAs will be exempted from the standards referenced in the attachment. The three CAAs are Consolidated Agencies of Human Services, Lincoln County Human Services, and White Pine County Social Services. See Attachment 6.5.

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

6.6. Performance Target: What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next year? (Provide as a percentage) **33%**

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

Section 7: State Use of Funds

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Community Services Block Grant (CSBG)**

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SECTION 7 State Use of Funds

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

7.1. Formula:

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

Base + Formula

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities?

Yes No

7.2. Planned Allocation:

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

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

Planned CSBG 90 Percent Funds

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

7.3. Distribution Process:

Describe the specific steps in the State's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about State legislative approval or other types of administrative approval (such as approval by a board or commission).

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

7.4. Distribution Timeframe:

Does the State plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the Federal award? Yes

No

7.4a. If no, describe State procedures to ensure funds are made available to eligible entities consistently and without interruption.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the State's annual report form.

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

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

Note: This information is associated with State Accountability Measure 25b and may prepopulate the State's annual report form.

The ASCI score for this item went from 89 in 2015 to 73 in 2017. Some of the factors for managing the distribution of funds are beyond the control of the State CSBG Office and are handled by the Grants Management Unit that house the CSBG program. These factors include: fiscal staff turnover, the implementation of a new software for CAAs to use to request funding, and the implementation of new processes and forms for processing awards. These administrative processes should be fully in place at the start of the next grant year. The State CSBG Office will evaluate the status of these factors when it sets its calendar for receiving and reviewing Community Action Plans and processing awards so that funds can be distributed in a more timely manner.

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

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

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

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

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

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

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

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

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$82,000.00	0.00%	\$82,000.00	0.00%	
b. Coordination of State-operated programs and/or local programs	\$0.00	0.00%	\$0.00	0.00%	NA
c. Statewide coordination and communication among eligible entities	\$0.00	0.00%	\$0.00	0.00%	NA
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	0.00%	\$0.00	0.00%	NA
e. Asset-building programs	\$0.00	0.00%	\$0.00	0.00%	NA
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$105,000.00	0.00%	\$105,000.00	0.00%	Funding under this category will be used to support the development of collaborative CAA community projects, which is defined as projects that organize other non-profits, local government, local business, and interested members of the community to better coordinate and delivery services to the community. Interested CAAs submit a proposal to the State CSBG Office annually based on a RFA.
g. State charity tax credits	\$0.00	0.00%	\$0.00	0.00%	NA
h. Other activities, specify in column 6	\$0.00	0.00%	\$0.00	0.00%	NA
Total	\$187,000.00	0.00%	\$187,000.00	0.00%	

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

- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) 4
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)

<input type="checkbox"/> National technical assistance provider(s)
<input checked="" type="checkbox"/> Individual consultant(s)
<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other
<input type="checkbox"/> None (the State will carry out activities directly)
<i>Note: This response will link to the corresponding CSBG assurance, item 14.2.</i>
<i>If this is the first year filling out the automated State Plan, skip the following question.</i>
7.11. Performance Management Adjustment: How is the State adjusting the use of remainder/discretionary funds under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.
<i>Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.</i>
The State CSBG Office and the Nevada Community Action Association have prepared a joint plan using state discretionary and RPIC funds based on input from the CAAs at an annual meeting. The ASCI score for this item in 2015 was 93 and it was 88 in 2017. Since this score remains high, we don't plan to make significant changes.

Section 8: State Training and Technical Assistance

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

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SECTION 8 State Training and Technical Assistance

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

*Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic.
(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds.)*

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

Training and Technical Assistance

	Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q1	Both	Community Assessment	
2	Ongoing / Multiple Quarters	Both	Reporting	
3	Ongoing / Multiple Quarters	Both	ROMA	
4	Ongoing / Multiple Quarters	Both	Strategic Planning	
5	Ongoing / Multiple Quarters	Both	Technology	

8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9) **Year One \$82000 , Year Two \$82000**

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

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

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

The State CSBG Office has issued TAPs for 11 CAAs that have not achieved 100% compliance. The State Association is funding a consultant to provide assistance to each agency to help them improve their compliance.

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

- CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)*
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

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

8.4. Performance Management Adjustment:

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

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

The ASCI score went from 77 in 2015 to 87 in 2017. The State CSBG Office does not plan to make any significant changes. Two areas where technical assistance is being further increased are extensive assistance on the Organizational Standards and individual assistance to CAAs on the statewide client tracking and outcome reporting software.

Section 9: State Linkages and Communication

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

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SECTION 9 State Linkages and Communication

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

9.1 State Linkages and Coordination at the State Level:

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

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

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

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

[Click paper clip to attach file]

9.2. State Linkages and Coordination at the Local Level:

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

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

The State CSBG Office will promote linkage and coordination at the local level through the following activities:
 • If funding is requested, local human service coalitions and partnerships will be funded with CSBG funds in the individual Community Action Plans (CAP) prepared by CAAs each year.
 • The annual Community Action Plan submitted by CAAs will identify existing collaborations and coalitions.
 • CAAs will submit Community Engagement goals in the CAP and will also identify local coalitions and collaborations that they are involved in.
 • The State CSBG Office is located in the DHHS Grants Management Unit with the State Family Resource Center program. The Family Resource Centers provide information and referral, parent education, and child protective services in 30+ locations throughout the state. The DHHS Grant Management Unit will explore the development of a closer working relationship and integration of services between CSBG and FRC. *[Click paper clip to attach file]*

9.3. Eligible Entity Linkages and Coordination

9.3a State Assurance of Eligible Entity Linkages and Coordination:

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

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

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

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

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

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

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

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

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

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

Nevada has a Unified State Plan and two local plans that cover the northern and southern regions of the state. The Unified State Plan references coordination with mandated partners, which includes CSBG, to create a more seamless system for individuals seeking employment, referred to as "No Wrong Door." The two local plans will accomplish this objective by establishing a One Stop Center that incorporates required affiliate partners into the service delivery system. CSBG agencies have signed a Memorandum of Understanding agreeing to work toward establishing and integrated service system, share resources, and develop a common set of procedures and data collection elements.

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

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

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

CAAs serve as one of the official local intake sites for the state Energy Assistance Program. They screen and refer clients to energy assistance programs as part of the intake process.

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

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

The State CSBG Office asks CAAs to list and describe their partnerships in the annual Community Action Plan. CAAs will prepare an Agency Data Model listing of the referral sources that they utilize to serve clients. CAA partnerships will also be monitored through the annual CSBG report. *[Click paper clip to attach file]*

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

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

CSBG funding is integrated with a number of different federal, state, and local resources within each CSBG agency. In SFY 2016 (the most recent reporting period), CAAs received more than \$3.5 million in CSBG funding and leveraged these funds with more than \$44 million in other federal, state, local and private resources to provide services to low-income families. CSBG is the key source of funding that is used by CAAs to link these resources together to accomplish the larger mission of assisting families and communities to achieve greater levels of economic self-sufficiency. Many of the CSBG funded services are combined with other funding sources to support the delivery of specific services such as case management, employment, and food assistance. CAAs have adopted the Nevada Service Delivery Model which integrates all funding sources under a unified system for assessing, delivering, monitoring, evaluating and reporting on services. This ensures that all funding sources are coordinated to accomplish a common mission.

9.8. Coordination among Eligible Entities and State Community Action Association:
Describe State activities for supporting coordination among the eligible entities and the State Community Action Association.

For the last three years, the State CSBG Office and the Nevada Community Action Association have developed a combined development, training and technical assistance plan using CSBG Discretionary and RPIC funds. The activities that are funded under the current plan include: A Organizational Standards A Assistance in completing Technical Assistance Plans A Implementation of Strategic Planning based on guidelines developed by the State CSBG Office, NCAA, and CAAs. A Implementation on new community level national performance indicators A Continuation of the Nevada Service Delivery Model project - The Nevada service delivery model includes several key best practice concepts for CAAs to use to effectively organize their service delivery system. These include: central intake, bundling of services, scaled assessments/reassessments, a seven step process for effective case management, and the ability to capture higher level outcome measures. The model helps CAAs assist individuals and families to achieve economic stability and self-sufficiency. Nevada is the first state to implement a statewide service delivery model that operationalizes the CSBG Results Oriented Management and Accountability (ROMA) Cycle. Funds under this category will pay for the software and technical assistance contract with the Center for Applied Management Practices (CAMP) for development and technical support.

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

Communication Plan

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	Draft State Plan	Other	Meetings/Presentation	Every two years
2	Public Hearing	Other	Meetings/Presentation	Every two years
3	Legislative Hearing	Other	Meetings/Presentation	Every three years
4	Organizational Standards	Other	Meetings/Presentation	On-going contact to work on TAPs
5	CSBG Funding Formula	Annually	Email	
6	Discretionary Funding	Annually	Meetings/Presentation	
7	Monitoring Policies	Other	Meetings/Presentation	As needed when updates occur
8	Annual CSBG Report	Annually	Email	
9	Income Eligibility	Annually	Email	
10	ROMA/NPIs	Monthly	Other	Phone calls, webinars, and meetings
11	Nevada Service Delivery Model	Monthly	Meetings/Presentation	

9.10. Feedback to Eligible Entities and State Community Action Association:
Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.

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

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

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

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

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

The ASCI score improved from 75 in 2015 to 84 for Linkages and 93 for Communication in 2017. We don't plan to make any major changes in these areas. Additional efforts will be made to create linkages between state human services divisions and CAAs.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

Form Approved
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Expires:08/31/2016

SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

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

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
1	Carson City Health and Human Services	Full onsite	FY1 Q2	02/25/2015	
2	Churchill County Social Services	Full onsite	FY1 Q2	03/23/2015	
3	Community Chest	Full onsite	FY2 Q2	01/25/2016	
4	Community Services Agency	No review		02/15/2017	
5	Consolidated Agencies of Human Services	Full onsite	FY2 Q3	05/12/2016	
6	Douglas County Social Services	No review		11/01/2016	
7	Frontier Community Action Agency	Full onsite	FY1 Q2	02/11/2015	
8	Las Vegas Urban League	Full onsite	FY2 Q1	10/09/2015	Interim monitoring will also be performed in FY1 Q1 and additional interim monitoring visits may be performed prior to the full site monitoring.
9	Lincoln County Human Services	No review		10/06/2016	
10	Lyon County Human Services	Full onsite	FY2 Q2	02/10/2016	
11	Nye County Health and Human Services	Full onsite	FY2 Q3	04/27/2016	
12	White Pine County Social Services	No review		12/01/2016	

10.2. Monitoring Policies:
Provide a copy of State monitoring policies and procedures by attaching and/or providing a hyperlink.

Monitoring Policy for 10.2 attached.

10.3. Initial Monitoring Reports:
According to the State's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

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

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

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

10.4a. If no describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of the closure of findings.

10.5. Quality Improvement Plans (QIPs):
How many eligible entities are currently on Quality Improvement Plans?

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

0

10.6. Reporting of QIPs: Describe the State's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP
<i>Note: This item is associated with State Accountability Measures 4Sa(iii).</i>
The State CSBG Office will notify the OCS Grant Representative within 30 days of approving a QIP. The email will summarize the findings and the expected timeline for resolving the findings.
10.7. Assurance on Funding Reduction or Termination: Does the State assure, according to Section 676(b)(8), "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)". <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Note: This response will link with the corresponding assurance under item 14.8.</i>
Policies on Eligible Entity Designation, De-designation, and Re-designation
10.8. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.
The State CSBG Office will follow the process outlined in OCS IM #116, Corrective Action, Termination, or Reduction in Funding.
10.9. Does the State CSBG statute and/or regulations provide for de-designation of eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of eligible entities.
The State CSBG Office will follow the process outlined in OCS IM #116, Corrective Action, Termination, or Reduction in Funding.
10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.
Fiscal Controls and Audits and Cooperation Assurance
10.11. Fiscal Controls and Accounting: Describe how the State's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).
CAAs are required to submit a monthly Request for Funds that includes a detailed transaction list broken out by budget category. The transaction list must include: check number, date of payment, payee, and amount of payment. Each monthly RFF is reviewed against the approved budget and for accuracy and completeness by two fiscal staff and one program staff. Once approved, the RFF is entered on a grantee expenditure tracking sheet which tracks the amount expended year to date based on the approved budget categories and the remaining balance of funds. DHHS has established an Internal Controls Manual to ensure that federal funds are requested based on actual federal expenditures. See Attachment.
10.12. Single Audit Management Decisions: Describe State procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number. CLICK HERE FOR LINK TO 45 CFR 75.521
<i>Note: This information is associated with State Accountability Measure 4Sd.</i>
The procedures that are used by the DHHS Office of Community Grants and Partnerships (OCPG) 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 OCPG Auditor will set up a tracking spreadsheet to track the due date and receipt of agency single audits. 2. The OCPG 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 OCPG 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 OCPG 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 OCPG 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 OCPG Auditor will meet with the OCPG Chief to determine the next steps, which may include fiscal monitoring, probation, a Quality Improvement Plan or termination of funding. 5. The OCPG 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: Will the State "permit and cooperate with Federal investigations undertaken in accordance with Section 678D(a)" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act? <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>If this is the first year filling out the automated State Plan, skip the following question.</i>
10.14. Performance Management Adjustment: How is the State adjusting monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.
<i>Note: This item is associated with State Accountability Measure 4Sband may pre-populate the State's annual report form.</i>
The ASCI score on this item was 82 in 2015 and 91 in 2017. We are not planning to make major changes to this item as a result of the increased score. The monitoring policies and procedures have received some updates. The significant changes involved combining program and fiscal on-site monitoring and clarifying desk review monitoring activities versus on-site monitoring activities.

Section 11: Eligible Entity Tripartite Board

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

Form Approved
 OMB No:0970-0382
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SECTION 11 Eligible Entity Tripartite Board

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

- Attend Board meetings
- Review copies of Board meeting minutes
- Keep a register of Board vacancies/composition
- Other** The State CSBG Office has developed a policy document for board governance, called the Nevada Tripartite Board Standards and Board Toolkit. The standards outline the requirements for board bylaws and operations. Board bylaws and operations will be reviewed during on-site monitorings.

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

- Annually
- Semiannually
- Quarterly
- Monthly
- Other

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

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

The State CSBG Office has created Tripartite Board Standards with input from the CAAs. According to these standards, CAAs are required to have a provision in their bylaws that will allow individuals or organizations to petition the Board for adequate representation.

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

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

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/31/2016
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: What is the income eligibility threshold for services in the State? <i>[Check one item below.]</i>	
125% of the HHS poverty line	
% <i>[Response Option: numeric field]</i>	
12.1a. Describe any State policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
Nevada has established the attached definitions (Attachment 12.1a) and policies for determining income eligibility and family/household composition in conjunction with the Nevada Service Delivery Model.	
12.2. Income Eligibility for General/Short-Term Services: For services with limited in-take procedures (where individual income verification is not possible or practical), how does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.	
This is not an issue in Nevada. All clients that receive a direct service from CAA are required to participate in a standard intake, which includes income eligibility screening.	
12.3. Community-targeted Services: For services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations), how does the State ensure eligible entities' services target and benefit low-income communities?	
Descriptions of community projects are included in the CAP plan submitted by CAAs. The State CSBG Office reviews them to ensure that they are targeted to low-income people, communities, and issues.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/31/2016
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
13.1. ROMA Participation: In which performance measurement system will the State and all eligible entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> The Results Oriented Management and Accountability (ROMA) System	
<input type="checkbox"/> Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act	
<input type="checkbox"/> An alternative system for measuring performance and results.	
13.1a. If ROMA was selected in Item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.	
Nevada has developed an applied ROMA model for serving low-income individuals and families known as the Nevada Services Delivery Model. The software that is used to implement the model is known as eLogic. ROMA is embedded into the Service Delivery Model. The model contains an efficient and accountable case management process, methods for bundling services, outcome reporting that links outcomes to needs and services, and evaluation reports that can be used to further improve agency performance and impacts. The National Performance Indicators (NPIs) are linked to the scales that are used to track customer progress. The primary policy documents that are used to guide CAAs in the administration of the Service Delivery Model are the Service Delivery Policies (Attachment 8) and the Agency Data Model which links agency services to the model and ROMA. The above policy addresses the Family goals of ROMA. For the Community and Agency level NPIs, the State CSBG Office is in the process of screening CAAs to determine which items they should track and report using the new ROMA NPIs.	
13.1b. If ROMA was not selected in Item 13.1, describe the system the State will use for performance measurement. [Narrative, 2500 characters]	
13.2. Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input checked="" type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
13.3. How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
The State CSBG Office provides discretionary funding to pay for the software and support that is used to implement ROMA and also provides extensive monitoring, training and support for CAAs on how to use the software effectively, analyze data, and use the data to improvement services. User fees are paid by the CAAs. The State CSBG Office allows CAAs to use the 90% pass through funds for this purpose.	
13.4. Eligible Entity Use of Data: How is the State validating that the eligible entities are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
The State CSBG Office is training CAAs how to run outcome reports in eLogic software and use the results to analyze results and improve services. Group and individual webinars will be provided as needed. The State CSBG Office is evaluating ways to incorporate data analysis and program improvement into the Community Action Plan submitted by CAAs each year.	
Community Action Plans and Needs Assessments	
13.5. Describe how the State will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
The State CSBG Office has prepared a Community Action Plan that CAAs are required to submit each year as a condition for receiving a grant award. The Plan contains several sections: a budget, description of services, description of community engagement, description of agency capacity building, data analysis (planned for the future), a report of last year's CAP goals, and goals for the current CAP.	
13.6. State Assurance: Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
The State Office has prepared Community Needs Assessment Guidelines to assist CAAs meet the Community Needs Assessment standards included in the	

National CSBG Organizational Standards. Compliance will be evaluated by the State CSBG Office as part of the overall monitoring of the National CSBG Organizational Standards.

Section 14: CSBG Programmatic Assurances and Information Narrative

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

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

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

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

Needs of Youth

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

- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--**
- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs);**
 - and**
 - (ii) after-school child care programs;**

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

Coordination of Other Programs

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

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

The State CSBG Office assures that CSBG funds will be used to coordinate with other public and non-profit agencies in ways that are beneficial to customer outcomes. CAAs have identified a comprehensive list of referral agencies that are used as resources to accomplish customer case plans. The

referral agencies are integrated into the software used by CAAs to facilitate linkage with customers. In addition, CAAs describe coordination activities in their Community Action Plans by identifying key community coalitions and collaborative partnerships that they involved are in.

State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) "Based on information provided by eligible entities in the State, a description of..."

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

See attachment 14.3a

Eligible Entity Linkages - Approach to Filling Service Gaps

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

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

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

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

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

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

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

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

CSBG funding has been stagnate for a number of years, making it difficult for CAAs to initiate new projects. Nonetheless, there are three principal ways that CAAs pursue innovation: 1) If funds become available in their budgets, CAAs launch new programs based on agency Community Needs Assessments and Strategic Plans 2) Innovation is achieved through creative partnerships with other community organizations, which results in resources being combined to address a community poverty issue. Several CAAs have moved in the direction of working on community projects with partner agencies in the past two years. The State CSBG Office is encouraging this work by supporting start-up community projects through the use of discretionary funds. 3) CAAs are engaged in providing services using the Nevada Service Delivery Model, which is designed to ensure that customer needs are identified, linkages are made with internal and external services to address the needs, goal plans are established, reassessments are conducted, and aggregate data is analyzed and used to further improve service delivery. 4) The State CSBG Office is working to connect CAAs with opportunities to collaborate with Welfare, Aging, Health and Child Services divisions located in the state DHHS.

Eligible Entity Emergency Food and Nutrition Services

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

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

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

14.5. 676(b)(5) Describe how the State will assure "that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act."

Note: The State describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

14.6. 676(b)(6) Provide "an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community."

Note: The State describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5.

Federal Investigations
14.7. 676(b)(7) Provide "an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D."
<i>Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.</i>
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)."
<i>Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.</i>
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."
<i>Note: The State describes this assurance in the State Linkages and Communication section, item 9.6.</i>
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."
<i>Note: The State describes this assurance in the Eligible Entity Tripartite Board section, 11.3.</i>
Eligible Entity Community Action Plans and Community Needs Assessments
14.11. 676(b)(11) Provide "an assurance that the State will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."
<i>Note: The State describes this assurance in the ROMA section, items 13.5 and 13.6.</i>
State and Eligible Entity Performance Measurement: ROMA or Alternate system
14.12. 676(b)(12) Provide "an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."
<i>Note: The State describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.</i> 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."
<i>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.</i>
<input checked="" type="checkbox"/> By checking this box, the State CSBG authorized official is certifying the assurances set out above.

Section 15: Federal Certifications

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

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

SECTION 15 Federal Certifications

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

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

from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

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

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

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

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

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

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

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

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

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

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

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

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -

Lower Tier Covered Transactions

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

15.3. Debarment

After assurance select a check box:



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

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

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