

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

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

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

**SECTION 1**

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

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

1.1a. Lead agency	North Carolina Department of Health and Human Services		
1.1b. Cabinet or administrative department of this lead agency [Check one option and narrative where applicable]			
<input type="checkbox"/> Community Services Department			
<input checked="" type="checkbox"/> Human Services Department			
<input type="checkbox"/> Social Services Department			
<input type="checkbox"/> Governor's Office			
<input type="checkbox"/> Community Affairs Department			
<input type="checkbox"/> Other, describe			
1.1c. Division, bureau, or office of the CSBG authorized official	North Carolina Department of Health and Human Services, Secretary's Office		
1.1d. Authorized official of lead agency	Richard O. Brajer, Secretary		
1.1e. Street Address	101 Blair Drive		
1.1f. City	Raleigh	1.1g. State NC	1.1h. Zip 27603
1.1i. Telephone number and extension ( 919 ) 855 - 4800 ext.	1.1j. Fax number: ( 919 ) 715 - 4645		
1.1k. Email address <a href="mailto:Rick.Brajer@dhs.nc.gov">Rick.Brajer@dhs.nc.gov</a>	1.1l. Lead agency website <a href="http://www.ncdhhs.gov/">http://www.ncdhhs.gov/</a>		
1.2. Provide the following information in relation to the designated State CSBG point of contact			
1.2a. Agency name	Division of Social Services, Office of Economic Opportunity		
1.2b. Name of the point of contact	Verna P. Best		
1.2c. Street address	820 S. Boylan Avenue, Hargrove Building		
1.2d. City	Raleigh	1.2e. State NC	1.2f. Zip 27603
1.2g. Point of contact telephone number ( 919 ) 527 - 6250 ext.	1.2h. Fax number ( 919 ) 334 - 1265		
1.2i. Point of contact email address <a href="mailto:verna.best@dhs.nc.gov">verna.best@dhs.nc.gov</a>	1.2j. Point of contact agency website <a href="http://www.ncdhhs.gov/oeo">http://www.ncdhhs.gov/oeo</a>		
1.3. Designation Letter: Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly.			

## Section 2: State Legislation and Regulation

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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.**

North Carolina Statute Authorizing Federal Block Grants [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_143C/GS\\_143C7-2.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143C/GS_143C7-2.html)  
State CSBG Regulations 10A North Carolina Administrative Code Chapters 97A-C <http://reports.oah.state.nc.us/ncac.asp?folderName=\Title 10A - Health and Human Services\Chapter 97 - Economic Opportunity>

**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

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### SECTION 3

#### State Plan Development and Statewide Goals

**3.1. CSBG Lead Agency Mission and Responsibilities:**

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

The mission of the Division of Social Services' Office of Economic Opportunity (OEO) is to administer grant programs through the provision of financial resources to Community Action Agencies and Limited Purposes Agencies, for services that will substantially reduce the number of citizens in our state who are living in poverty. More specifically, to administer the Community Services Block Program (CSBG) and provide opportunities for low-income individuals and families to become self-sufficient. Responsibilities of OEO are specified in Title 10A North Carolina Administrative Code, Chapter 97A .0101 and are available at <http://reports.oah.state.nc.us/ncac.asp?folderName=\Title 10A - Health and Human Services\Chapter 97 - Economic Opportunity> and have been attached to the OLDC System.

**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.)*

The primary goal of the North Carolina Community Services Block Grant Program is to provide funding to Community Action Agencies to carry out activities that will enable low-income families to move out of poverty. Community Services Block Grant specific goals under this plan include: (i) Increase the number of families attaining economic self-sufficiency (income above the poverty level based on household size). (ii) Improve the administrative efficiency of the Office through staff training and development and integration of the use of automation technology in all aspects of office operations. (iii) Build grantee and community capacity to plan, develop and deliver services. (iv) Develop partnerships and collaborate with Departmental Divisions, other state agencies, public and private human service organizations to promote more effective utilization of existing resources. (v) Ensure results-based performance management through monitoring, assessment and evaluation standards.

**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]

Eligible Entity Organizational Standards Self-Assessments

**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 Social Services Commission, comprised of individuals appointed by the Governor, has the authority and responsibility for facilitating the public hearing, reviewing and approving the submission of CSBG State Plan.

National organizations (describe) OEO staff work with organizations such as National Association of State Community Services Programs (NASCSPP) and the Community Action Partnership (CAP) on a regular basis. Consultation with Community Action Program Legal Services, Inc. (CAPLaw) occurs on an as needed basis. OEO is also connected to and engaged in the Association of Nationally Certified ROMA Trainers.

Federal Office of Community Services

Other (describe) The OEO Director served on the Office of Community Services' (OCS) national working group to assist with the development of the Model State Plan and OEO Staff participated in multiple webinars and trainings regarding the Model State Plan.

**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)*

Eligible entities were involved in the development of the State Plan through in-person presentation sessions, webinars, email correspondence, facilitation of a stakeholders group conference call, public review/comment periods and the public hearing. These forms of engagement and communication served the dual purpose of providing eligible entities information and seeking feedback/ suggestions for the State Plan. Emphasis was placed on the Organizational Standards, the new Online Data Collection System, the state plan format, the National Performance Management framework and OEO's communications and monitoring plans. In addition, OEO engaged small groups of eligible entity representatives to inform future use of discretionary funds and provide input on the draft State Plan. Lastly, OEO staff reviewed and analyzed needs assessments and performance data submitted by eligible entities to inform the development of the State Plan.

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

**3.4b. Performance Management Adjustment:**

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

- 1) to encourage eligible entity participation and
- 2) to ensure the State Plan reflects input from eligible entities?

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

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

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

**3.5. Eligible Entity Overall Satisfaction:**

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

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

## Section 4: CSBG Hearing Requirements

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### SECTION 4 CSBG Hearing Requirements

**4.1. Public Inspection:**

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

The State Plan was made available for public inspection and comment July 2, 2015 through July 17, 2015. The State Plan and relevant notices were posted on the North Carolina Department of Health and Human Services, Division of Social Services' Office of Economic Opportunity website; Community Action Agencies, Limited Purpose Agencies and the North Carolina Community Action Association were encouraged to make the plan available at their locations for stakeholder and public review; a notice on the period of public inspection appeared in the legal section of newspapers having statewide or regional distribution; and all Community Action Agencies, Limited Purpose Agencies and the North Carolina Community Action Association were notified by email of the public inspection/ comment period and the public hearing. The public hearing for North Carolina's State Plan for Administering the Community Services Block Grant Program in Fiscal Years 2016 and 2017 was held on July 8, 2015 at 820 South Boylan Avenue, Raleigh, NC 27603 in the McBryde Building on Dorothea Dix Campus.

**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.**

North Carolina's State Plan for Administering the Community Services Block Grant Program in Fiscal Years 2016 and 2017 was made available for public review and comment for 15 calendar days (July 2, 2015 through July 17, 2015). Notifications of the inspection period and public hearing were made via e-mail, legal section of newspapers having statewide distribution and state website postings. In addition, the State Office facilitated an in-person session May 7, 2015 and a recorded webinar on June 18, 2015 that included focus on the State Plan for Administering the Community Services Block Grant Program in Fiscal Years 2016 and 2017 and notice of the public hearing date.

**4.3. Public and Legislative Hearings:**

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

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

	Date	Location	Type of Hearing <small>[Select an option]</small>
1	07/08/2015	820 South Boylan Avenue, Raleigh, NC 27603 in the McBryde Building on Dorothea Dix Campus	Public
2	05/21/2014	300 North Salisbury Street, Raleigh, NC 27603 in Room 544 of the Legislative Office Building	Legislative

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

## 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	Action Pathways, Inc. (Formerly Known As Cumberland Community Action Program, Inc.)	Nonprofit	Community Action Agency (CAA)	Cumberland and Sampson Counties	
2	Alamance County Community Services Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Alamance County	
3	Blue Ridge Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Burke, Caldwell, Rutherfordton Counties	
4	Blue Ridge Opportunity Commission, Inc.	Nonprofit	Community Action Agency (CAA)	Alleghany, Ashe and Wilkes Counties	
5	Catawba County Department of Social Services	Public	Local Government Agency	Catawba County	
6	Charlotte Area Fund	Nonprofit	Community Action Agency (CAA)	Mecklenburg County	
7	Choanoke Area Development Association, Inc.	Nonprofit	Community Action Agency (CAA)	Bertie, Halifax, Hertford and Northampton Counties	
8	Coastal Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Carteret, Craven, Jones and Pamlico Counties	
9	Community Action Opportunities, Inc	Nonprofit	Community Action Agency (CAA)	Buncombe, Madison and McDowell Counties	
10	Davidson County Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Davidson County	
11	Eastern Carolina Human Services Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Duplin, New Hanover and Onslow Counties	
12	Economic Improvement Council, Inc.	Nonprofit	Community Action Agency (CAA)	Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties	
13	Experiment in Self-Reliance, Inc.	Nonprofit	Community Action Agency (CAA)	Forsyth County	
14	Four Square Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Cherokee, Clay, Graham, and Swain Counties	
15	Franklin-Vance-Warren Opportunity, Inc.	Nonprofit	Community Action Agency (CAA)	Franklin, Granville, Vance and Warren Counties	
16	Gaston Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Cleveland, Gaston, Lincoln and Stanly Counties	
17	Greene Lamp, Inc.	Nonprofit	Community Action Agency (CAA)	Greene and Lenoir Counties	
18	ICARE, Inc.	Nonprofit	Community Action Agency (CAA)	Alexander and Iredell and Counties	
19	Johnston-Lee-Harnett Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Johnston, Lee and Harnett Counties	
20	Joint Orange-Chatham Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Chatham, Durham, Orange and Randolph Counties	
21	Macon Program for Progress	Nonprofit	Community Action Agency (CAA)	Macon County	
	Martin Community Action (Martin Community Action has relinquished its CSBG				

22	designation and is in the process of closing out the grant. Designation planning is underway to minimize the break in service delivery to low-income families in that three county service area of Beaufort, Martin and Pitt counties)	Nonprofit	Community Action Agency (CAA)	Beaufort, Martin and Pitt Counties	
23	Mountain Projects, Inc.	Nonprofit	Community Action Agency (CAA)	Haywood and Jackson Counties	
24	Nash-Edgecombe Economic Development, Inc.	Nonprofit	Community Action Agency (CAA)	Edgecombe, Nash, and Wilson Counties	
25	Passage Home	Nonprofit	Community Action Agency (CAA)	Wake County	
26	Salisbury-Rowan Community Action Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Cabarrus and Rowan Counties	
27	Sandhills Community Action Program, Inc.	Nonprofit	Community Action Agency (CAA)	Anson, Montgomery, Moore and Richmond Counties	
28	Southeastern Community & Family Services, Inc.	Nonprofit	Community Action Agency (CAA)	Bladen, Brunswick, Hoke, Robeson, Columbus, Pender, and Scotland Counties	
29	Telamon Corporation	Nonprofit	Community Action Agency (CAA)	Caswell, Person and Rockingham	
30	Union County Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Union County	
31	WAMY Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Watauga, Avery, Mitchell, and Yancey Counties	
32	Wayne Action Group for Economic Solvency, Inc.	Nonprofit	Community Action Agency (CAA)	Wayne County	
33	Welfare Reform Liaison Project, Inc.	Nonprofit	Community Action Agency (CAA)	Guilford County	
34	Western Carolina Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Henderson, Transylvania and Polk Counties	
35	Yadkin Valley Economic Development District, Inc.	Nonprofit	Community Action Agency (CAA)	Davie, Stokes, Surry, and Yadkin Counties	

**5.2 Total number of CSBG eligible entities 35**

**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.*

Operation Breakthrough, Inc., relinquished its designation to serve Durham County in November 2014. Joint Orange-Chatham Community Action was designated to serve Durham County in June 2015. Telamon Corporation was designated to serve Caswell, Person and Rockingham Counties in June of 2015. Cumberland Community Action Program, Inc. changed the agency name to Action Pathways, Inc. in 2015.

## 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)

The State will use an alternative set of organizational standards

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

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

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

Regulation

Policy

Contracts with eligible entities

Other, describe:

North Carolina will release a Guidance Memorandum related to Organizational Standards. Guidance Memoranda serve as official policy communication from the Office of Economic Opportunity.

**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.**

North Carolina will use the Center of Excellence CSBG Organizational Standards Self-Assessment Tool created by the Community Action Partnership. Remote and onsite assessments will require eligible entities to complete self-assessments supported by documentation to confirm what is reported. State staff and/ or a State-authorized third party will review the self-assessment to confirm or disagree with the results. In areas that eligible entities and State staff and/ or a State-authorized third party disagree, an opportunity for additional document review and clarification will be provided. In areas determined as not met, State staff and/ or a State-authorized third party will work with eligible entities in developing Technical Assistance and/or Quality Improvement Plans as outlined in IM-138 and as deemed appropriate. Assessments for eligible entities will be completed on an annual basis and the number of organizational standards not met as well as eligible entities moving from not met to met on individual standards will be tracked. A Guidance Memorandum related to organizational standards will be released as official guidance to further clarify the state's expectations and requirements for eligible entities to meet the standards. OEO will continue to seek and incorporate the feedback of eligible entities and the North Carolina Community Action Association (NCCAA) regarding adoption of the organizational standards and the Self-Assessment Tool to strengthen the overall performance management framework of CSBG in NCAs network of agencies. Further, OEO will continue collaborative efforts with the NCCAA in targeted areas, such as ROMA, to provide quality training and technical assistance supporting the incorporation of organizational standards.

**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.**

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

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

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



**Section 7: State Use of Funds**

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**SECTION 7  
State Use of Funds**

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

**7.1. Formula:**

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

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

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

**7.2. Planned Allocation:**

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

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

**Planned CSBG 90 Percent Funds**

	<b>CSBG Eligible Entity</b>	<b>Year One Funding Amount \$</b>	<b>Year One Funding Amount %</b>	<b>Year Two Funding Amount \$</b>	<b>Year Two Funding Amount %</b>
1	Action Pathways, Inc. (Formerly Known As Cumberland Community Action Program, Inc.)	\$901,205	0.00%	\$820,165	0.00%
2	Alamance County Community Services Agency, Inc.	\$370,736	0.00%	\$337,398	0.00%
3	Blue Ridge Community Action, Inc.	\$603,167	0.00%	\$548,929	0.00%
4	Blue Ridge Opportunity Commission, Inc.	\$299,546	0.00%	\$272,609	0.00%
5	Catawba County Department of Social Services	\$313,744	0.00%	\$285,531	0.00%
6	Charlotte Area Fund	\$1,876,953	0.00%	\$1,708,171	0.00%
7	Choanoke Area Development Association, Inc.	\$409,379	0.00%	\$372,566	0.00%
8	Coastal Community Action, Inc.	\$387,876	0.00%	\$352,997	0.00%
9	Community Action Opportunities, Inc	\$639,267	0.00%	\$581,782	0.00%
10	Davidson County Community Action, Inc.	\$387,589	0.00%	\$352,736	0.00%
11	Eastern Carolina Human Services Agency, Inc.	\$1,031,756	0.00%	\$938,977	0.00%
12	Economic Improvement Council, Inc.	\$363,755	0.00%	\$331,045	0.00%
13	Experiment in Self-Reliance, Inc.	\$894,673	0.00%	\$814,221	0.00%
14	Four Square Community Action, Inc.	\$166,888	0.00%	\$151,881	0.00%
15	Franklin-Vance-Warren Opportunity, Inc.	\$458,318	0.00%	\$417,105	0.00%
16	Gaston Community Action, Inc.	\$997,376	0.00%	\$907,689	0.00%
17	Greene Lamp, Inc.	\$212,586	0.00%	\$193,470	0.00%
18	ICARE, Inc.	\$319,303	0.00%	\$290,591	0.00%
19	Johnston-Lee-Harnett Community Action, Inc.	\$775,216	0.00%	\$705,506	0.00%
20	Joint Orange-Chatham Community Action, Inc.	\$1,311,992	0.00%	\$1,194,014	0.00%
21	Macon Program for Progress	\$120,000	0.00%	\$120,000	0.00%
22	Martin Community Action (Martin Community Action has relinquished its CSBG designation and is in the process of closing out the grant. Designation planning is underway to minimize the break in service delivery to low-income families in that three county service area of Beaufort, Martin and Pitt counties)	\$715,656	0.00%	\$651,302	0.00%
23	Mountain Projects, Inc.	\$261,139	0.00%	\$237,657	0.00%
24	Nash-Edgecombe Economic Development, Inc.	\$584,519	0.00%	\$531,957	0.00%

25	Passage Home	\$1,292,047	0.00%	\$1,175,862	0.00%
26	Salisbury-Rowan Community Action Agency, Inc.	\$593,843	0.00%	\$540,443	0.00%
27	Sandhills Community Action Program, Inc.	\$472,778	0.00%	\$430,265	0.00%
28	Southeastern Community & Family Services, Inc.	\$1,425,864	0.00%	\$1,297,646	0.00%
29	Telamon Corporation	\$398,285	0.00%	\$362,470	0.00%
30	Union County Community Action, Inc.	\$270,214	0.00%	\$245,916	0.00%
31	WAMY Community Action, Inc.	\$318,826	0.00%	\$318,826	0.00%
32	Wayne Action Group for Economic Solvency, Inc.	\$314,367	0.00%	\$286,098	0.00%
33	Welfare Reform Liaison Project, Inc.	\$1,178,362	0.00%	\$1,072,400	0.00%
34	Western Carolina Community Action, Inc.	\$307,436	0.00%	\$279,791	0.00%
35	Yadkin Valley Economic Development District, Inc.	\$433,948	0.00%	\$394,926	0.00%
<b>Total</b>		<b>\$21,408,609</b>	<b>0.00%</b>	<b>\$19,522,942</b>	<b>0.00%</b>

**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).

In compliance with the federal legislation, NC ensures that 90 percent of funds are made available to eligible entities through the Department of Health and Human Services contract process (90-120 days). The state outlines the requirement in its annual Community Services Block Grant Management Plan used for submission to the State's Budget Bill for legislative approval (90-120 days) and the requirement is specified in 10A NCAC 97C .0108 ALLOCATION OF CSBG FUNDS.

**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.*

While North Carolina does not make new funding available within 30 days after receipt of the federal award, there is no break in funding. No break in funding is supported through first in first out draw down and expenditure method in conjunction with issuing contracts on the state fiscal year calendar as opposed to the federal fiscal year calendar.

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

**7.5. Performance Management Adjustment:**

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

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

**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  \$  %

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 9

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? 9

**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 (See Section 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	\$297,342	0.0%	\$325,382	0.0%	
b. Coordination of State-operated programs and/or local programs	\$35,681	0.0%	\$54,230	0.0%	Years 1 and 2: Funding will support systems to family stability initiatives connecting CSBG with TANF and WIOA.

c. Statewide coordination and communication among eligible entities	\$178,405	0.0%	\$271,152	0.0%	Year 1: Funding will support outcome tracking and performance reporting at the local and state levels. Year 2: Funding will target technology enhancements of an online database system for all CSBG subgrantees and the state for tracking outcomes and performance reporting.
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$178,405	0.0%	\$0	0.0%	A statewide comprehensive assessment focused on indicators, barriers, solutions and successes will be conducted. The distribution method for the 5% discretionary and 90% eligible entity funding will be examined in conjunction with this assessment to inform funding methodology for maximizing allocations for poverty reduction. A return on investment and efficiency/ impact report will also be produced.
e. Asset-building programs	\$0	0.0%	\$0	0.0%	
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0	0.0%	\$433,844	0.0%	The needs assessment completed in Year 1 in conjunction with national performance management initiative efforts, such as learning communities, and other relevant sources will be utilized to identify target areas for funding.
g. State charity tax credits	\$0	0.0%	\$0	0.0%	
h. Other activities, specify in column 6	\$499,534	0.0%	\$0	0.0%	Four Limited Purpose Agencies operating projects for a specific target population or specific program area will be funded with 42% of the discretionary allocation. The projects will target: American Indians, Workforce Preparation for ESOL population, Housing and Education. The North Carolina Administrative Code currently specifies this use for discretionary funding.
<b>Total</b>	<b>\$1,189,367</b>	<b>0.0%</b>	<b>\$1,084,608</b>	<b>0.0%</b>	

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

- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) not known
- 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 Limited Purpose Agencies (non-eligible entity)
- None (the State will carry out activities directly)

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

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

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

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

## 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 3Scand 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	All quarters	Both	Reporting	
2	All quarters	Both	ROMA	
3	All quarters	Both	Other	State Office quarterly leadership conference call/webinar. Purpose is to further strengthen relationships, give the network important guidance, address needs and allow agencies to identify concerns and/or successes.
4	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
5	Ongoing / Multiple Quarters	Both	Standards for eligible entities with unmet standards on TAPs and QIPs	
6	Ongoing / Multiple Quarters	Both	Standards for eligible entities with unmet standards on TAPs and QIPs Fiscal	
7	FY1-Q1	Both	Communication	
8	FY1-Q1	Both	Governance/Tripartite Boards	
9	FY1-Q1	Both	Technology	
10	FY1-Q2	Both	Community Assessment	
11	FY1-Q3	Both	Governance/Tripartite Boards	
12	FY1-Q3	Both	Communication	
13	Ongoing / Multiple Quarters	Both	Monitoring	
14	FY2-Q1	Both	Governance/Tripartite Boards	
15	FY2-Q1	Both	Communication	
16	FY2-Q1	Both	Technology	
17	FY2-Q2	Both	Community Assessment	
18	FY2-Q3	Both	Governance/Tripartite Boards	
19	FY2-Q3	Both	Communication	
20	FY2-Q3	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) \$2,273,975**

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

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

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

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

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

Individual consultant(s)

Tribes and Tribal Organizations

Other - State Office

*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*

## 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

The State's CSBG Program is housed within the NC Department of Health and Human Services Division of Social Services/Economic and Family Services Section Office of Economic Opportunity. It should be noted that Division also houses Child Support Enforcement, TANF (Workfirst), LIHEAP, Refugee Assistance, Food & Nutrition and other programs/services akin to scope of work for CSBG. As an area of special focus, CSBG will be working in collaboration with the redesign of the TANF program and the Department of Commerce's WIOA program through the Administration for Children and Families, Office of Family Assistance Systems to Family Stability National Policy Academy for the purpose of creating job-driven training approaches to build career pathways to obtain and maintain promising employment opportunities for low-income families. *[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.*

Each CSBG eligible entity collaborates and coordinates services at the local level based upon the needs and resources available within their respective service areas. OEO collects this information in narrative format from each eligible entity through an annual funding application. While each eligible entity is unique in its approach, some examples of common strategies for linkages and coordination created or maintained to increase CSBG services and avoid duplication include: participation on local human service councils where representatives from human service agencies meet regularly to identify solutions to specific problems being experienced by low-income families, referrals with service providers addressing issues associated with poverty and collaborations with local Division of Social Services, Workforce Innovation and Opportunity Act providers, community colleges, local businesses, faith-based organizations, civic organizations and other non-profit agencies. Additionally, each eligible entity is responsible for incorporating the input of low-income families within the service area and tripartite board representatives to inform efforts related to provision of services and elimination of poverty barriers. OEO will continue a targeted effort of strengthening the collaboration of CSBG eligible entities and local Division of Social Service Offices through coordination with the NCCAA and the North Carolina Association of County Departments of Social Services (NCACDSS). An increased effort will be placed on areas of potential collaboration with the North Carolina Department of Commerce as the lead state agency for the Workforce Innovation and Opportunity Act and the TANF program which is housed within the same organizational and physical location as CSBG. *[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.*

OEO provides ongoing communication to leadership within the North Carolina Community Action network through quarterly leadership webinars, NCCAA Council of Executive Director meetings and presentations on targeted areas. Additionally, the NCCAA holds regular regional meetings with agencies providing services within the same geographic region. These modes of communication present opportunities for the State Office, the State Association and Local Agencies to discuss and plan coordination among eligible entities. *[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.*

Each CSBG eligible entity develops linkages to fill identified gaps in the services, through the provision of information, referrals, case management and follow-up consultations based upon the needs and resources in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual application for funding. As part of the annual application process, each eligible entity completes a community needs assessment which informs targeting resources to fill identified gaps and avoid duplication of services. While each eligible entity is unique in its approach, the provision of services through a self-sufficiency case-management model which includes assessment, direct services, referrals and follow-up with each enrolled family is a common approach among eligible entities. Additionally, eligible entities collaborate with local public agencies, businesses, faith-based organizations, civic organizations and other non-profit organizations as a method to develop linkages to fill identified gaps and avoid duplication of services.

**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.**

Because CSBG is identified as part of North Carolina's Workforce Development System in the Integrated State Workforce Plan for Title I of the WIA and Wagner-Peyser Act and Agricultural Outcome Plan required by US DOL 2012-2017, we anticipate inclusion in the WIOA combined state plan. Upon defining expectations of CSBG being a required partner as outlined in the WIOA, North Carolina will engage in policy and practice initiatives on the state level to support employment training and one-stop career center service coordination at the local level.

**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.*

Each CSBG eligible entity supports and/ or operates emergency energy crisis intervention programs under title XXVI based upon the needs and resources in their respective service areas. OEO collects this information in narrative format from each CSBG eligible entity through an annual funding application. While each eligible entity is unique in its approach, common approaches to supporting emergency energy crisis intervention is through operating Weatherization and Heating and Air Replacement and Repair Programs and referrals to appropriate providers. National Performance Indicator 6.4 and the state required outcome - the number of participant families provided emergency assistance - serve as information sources for the State to indicate emergency crisis services or referrals provided by eligible entities.

**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.*

Each CSBG eligible entity coordinates and forms partnerships with other organizations, including faith-based organizations, charitable groups and community organizations based upon the needs and resources in their respective service areas. OEO collects this information in narrative format from each CSBG eligible entity through an annual funding application. While each eligible entity is unique in its approach, the importance of the mission and established goals of agencies is a common driver for the coordination and formation of partnerships with other organizations. Eligible entities often strengthen coordination and partnerships through entities representation on the tripartite board of directors. National Performance Indicator 4.1 serves as an information source for the State to indicate eligible entities are coordinating services and partnering with other agencies to address the needs in their respective service areas. *[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.*

Each CSBG eligible entity coordinates CSBG funds with other public and private resources based upon the needs and resources in their respective service areas. OEO collects this information in narrative format from each CSBG eligible entity through an annual funding application. The public and private sectors of the tripartite boards serve as an important mechanism for the coordination of CSBG funds across these resources. While each eligible entity is unique in its approach, some examples of coordinating CSBG funds with other public and private resources include: coordination and collaboration with local Division of Social Services, Workforce Innovation and Opportunity Act providers, community colleges, local businesses, faith-based organizations, civic organizations, and other non-profit organizations. Section F and National Performance Indicator 4.1 of the CSBG-IS Report serve as information sources for the State to indicate public/ private resources mobilized by eligible entities as well as partnerships with such entities.

**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.**

OEO provides regular and ongoing communication to leadership within the North Carolina Community Action network through quarterly leadership webinars, NCCAA Council of Executive Director meetings and presentations on targeted areas. Additionally, the NCCAA holds regional meetings with agencies providing services within the same geographic region. These modes of communication present opportunities for the State Office, the State Association and Local Agencies to discuss and plan coordination among eligible entities.

**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	Announcement for public review and comment period	Semi-Annually	Meetings/Presentation	
2	Announcement for public review and comment period	Semi-Annually	Website	

3	Announcement for public review and comment period	Semi-Annually	Email	
4	Announcement for public review and comment period	Semi-Annually	Other	Newspapers
5	NC DHHS DSS Office of Economic Opportunity Contractors' Training	Annually	Meetings/Presentation	
6	NC Community Action Association Conference	Annually	Meetings/Presentation	
7	NC DHHS DSS Office of Economic Opportunity Leadership calls and webinar	Quarterly	Meetings/Presentation	
8	NC DHHS DSS Office of Economic Opportunity quarterly performance and expenditure letters	Quarterly	Mailing	
9	NC DHHS DSS Office of Economic Opportunity monthly update emails to the network Executive Directors	Monthly	Email	
10	NC DHHS DSS Office of Economic Opportunity staff present at the NC Community Action Agency's Council of Executive Director meetings	Quarterly	Meetings/Presentation	
11	NC DHHS DSS Office of Economic Opportunity staff communicate as needed with assigned agencies related to compliance, efficiency and effectiveness.	Other	Other	Emails, letters, conference calls and/ or in-person visits are completed on an as needed basis
12	The State Office will provide, coordinate and/or support webinars and conference calls on an as needed bases for areas relating to compliance, training and technical assistance.	Other	Other	Webinars, conference calls and/or in-person training and technical assistance is provided on an as needed basis
13	NC DHHS DSS Office of Economic Opportunity provide guidance with formal communication in Guidance Memoranda	Other	Other	Guidance Memoranda are released as needed
14	NC DHHS DSS Office of Economic Opportunity posts information to the website as needed.	Other	Website	As needed

**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.*

OEO will provide feedback to local entities and the NCCAA on performance specific to the State Accountability Measures through quarterly and year end updates in narrative, presentation, listening sessions and/or meeting formats. In addition to the modes of communication detailed in 9.9, the State's CSBG and State Association Directors meet bi-monthly to discuss overall strategies for strengthening resource coordination, service delivery and performance management for CSBG related activities. Regular and ongoing communications will support the states success with achieving positive results related to accountability measures in the area of state plan development, grantee monitoring and corrective action and organizational standards for eligible entities.

*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 75b; this response may pre-populate the State's annual report form.*



**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)**

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

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

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

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

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

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

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
1	Action Pathways, Inc. (Formerly Known As Cumberland Community Action Program, Inc.)	Full onsite	FY1 Q3	06/22/2013	
2	Alamance County Community Services Agency, Inc.	Other	FY1 Q1	09/17/2014	Planned visit will be a continuation of the triennial 09/17/2014 onsite visit to complete the fiscal portion of the review
3	Blue Ridge Community Action, Inc.	Full onsite	FY2 Q1	11/20/2013	
4	Blue Ridge Opportunity Commission, Inc.	Full onsite	FY1 Q2	01/27/2013	
5	Catawba County Department of Social Services	Full onsite	FY1 Q3	05/20/2013	
6	Charlotte Area Fund	Full onsite	FY1 Q4	09/09/2013	
7	Choanoke Area Development Association, Inc.	Full onsite	FY1 Q3	06/26/2013	
8	Coastal Community Action, Inc.	Follow-up	FY1 Q2	01/09/2015	
9	Community Action Opportunities, Inc	Full onsite	FY1 Q3	06/12/2013	
10	Davidson County Community Action, Inc.	Full onsite	FY2 Q1	11/06/2014	
11	Eastern Carolina Human Services Agency, Inc.	Follow-up	FY1 Q1	06/05/2015	
12	Economic Improvement Council, Inc.	Follow-up	FY1 Q3	08/06/2015	
13	Experiment in Self-Reliance, Inc.	Full onsite	FY1 Q4	07/12/2013	
14	Four Square Community Action, Inc.	Full onsite	FY1 Q1	10/11/2012	
15	Franklin-Vance-Warren Opportunity, Inc.	Full onsite	FY1 Q1	11/15/2012	
16	Gaston Community Action, Inc.	Full onsite	FY1 Q2	03/14/2014	
17	Greene Lamp, Inc.	No review		08/18/2015	
18	ICARE, Inc.	Full onsite	FY1 Q2	02/20/2013	
19	Johnston-Lee-Harnett Community Action, Inc.	Full onsite	FY1 Q3	06/06/2013	
20	Joint Orange-Chatham Community Action, Inc.	Newly Designated	FY1 Q4	07/24/2013	Newly Designated selected based on the eligible entity being designated to serve an additional county: Durham
21	Macon Program for Progress	Full onsite	FY1 Q4	07/08/2013	
22	Martin Community Action (Martin Community Action has relinquished its CSBG designation and is in the process of closing out the grant. Designation planning is underway to minimize the break in service delivery to low-income families in that three county service area of Beaufort, Martin and Pitt counties)	No review			
23	Mountain Projects, Inc.	Full onsite	FY1 Q4	08/22/2013	

24	Nash-Edgcombe Economic Development, Inc.	Other	FY1 Q1	03/03/2015	Planned visit will be a continuation of the triennial 03/03/2015 onsite visit to complete the fiscal portion of the review
25	Passage Home	Full onsite	FY1 Q2	04/02/2014	
26	Salisbury-Rowan Community Action Agency, Inc.	Full onsite	FY1 Q4	08/13/2013	
27	Sandhills Community Action Program, Inc.	Full onsite	FY1 Q3	04/10/2014	
28	Southeastern Community & Family Services, Inc.	Full onsite	FY1 Q1	08/09/2013	
29	Telamon Corporation	Newly Designated	FY1 Q4		
30	Union County Community Action, Inc.	Other	FY1 Q1	04/24/2015	Planned visit will be a continuation of the triennial 04/24/2015 onsite visit to complete the fiscal portion of the review
31	WAMY Community Action, Inc.	Follow-up	FY1 Q4	01/29/2015	
32	Wayne Action Group for Economic Solvency, Inc.	Full onsite	FY1 Q3	04/28/2013	
33	Welfare Reform Liaison Project, Inc.	Follow-up	FY1 Q2	06/10/2014	
34	Western Carolina Community Action, Inc.	Full onsite	FY1 Q4	07/15/2013	
35	Yadkin Valley Economic Development District, Inc.	No review		12/11/2014	

**10.2. Monitoring Policies:**

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

<http://www.ncdhhs.gov/dss/Monitoring/index.htm>

**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.*

90

**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.**

NC is revamping its comprehensive monitoring plan as a result of the National Performance Management framework. Monitoring protocol for closing findings involves incorporation of standardized Corrective Action Worksheets (CAW) which accompany monitoring reports with identified findings. CAWs identify the finding & its cause, required actions for correction, responsible parties & date by which action will be completed. Upon submission of evidence the actions have been taken, OEO reviews documents &/or conducts a follow-up visit to confirm implementation of actions & issues a formal response indicating that additional documents &/or action is needed or that the agency has addressed the finding, the finding is closed & no additional action is necessary. While the Board may have a role in the Corrective Action process, completion of the CAW is handled at the Executive Director level. A finding is defined as any area of non-compliance with federal or state rules, contractual requirements, agency bylaws/policies/procedures, or binding source document. All findings require corrective action; however, all findings &/or corrective actions do not result in Quality Improvement Plans (QIPs). QIPs will be initiated when an eligible entity's level of non-compliance could result in suspension of funding &/or threat of de-designation as a result of repeat findings, fraud, waste, abuse, lack of capacity to safeguard resources, inability to demonstrate outcomes achievement or failure to meet contract requirements. QIPs will accompany a formal notice to the agency of areas of non-compliance/ findings, causes & required actions to be taken to correct the ongoing &/or significant deficiencies, responsible parties & the date by which the action must be completed. Upon submission of evidence the actions have been taken, OEO will review the documents &/or conduct a follow-up visit to confirm implementation of actions & issue a formal response indicating that additional documentation &/or action is needed or that the agency has successfully addressed the deficiencies thereby removing the threat of de-designation. QIPs will require Board & Executive Level Staff engagement & acknowledgement along with a minimum of monthly technical assistance contact by phone, email, document submission/reporting &/or in person or onsite visits. Failure to address QIP deficiencies will prompt the State to follow IM 116.

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

How many eligible entities are currently on Quality Improvement Plans?

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

0

**10.6. Reporting of QIPs:**

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

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

North Carolina will copy the Office of Community Services (OCS) on all formal notifications to agencies indicating the State is approving a Quality Improvement Plan. To expedite receipt, a scan of the formal notice will be emailed to the OCS. NC respectfully asks that OCS specify a lead QIP point of contact and a process by which receipt of notification will be formally acknowledged and feedback provided.

**10.7. Assurance on Funding Reduction or Termination:**

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

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

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

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

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

Requirements for designation of new eligible entities are specified in Title 10A North Carolina Administrative Code, Chapter 97C .0106 and are available at <http://reports.oah.state.nc.us/ncac.asp?folderName=Title 10A - Health and Human Services\Chapter 97 - Economic Opportunity> and have been attached to the OLDC System.

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

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

When de-designation becomes necessary, the State references Title 10A North Carolina Administrative Code 97C Section .1300 Grant Recipient Compliance Liability: Suspension: Termination. In addition, the State notifies the Office of Community Services on the necessary action, follows IM 116 as deemed appropriate and works diligently to designate a new provider as quickly as possible to minimize the break in service delivery to eligible low-income families.

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

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

North Carolina does not re-designate an existing eligible entity. If an eligible entity is de-designated, then it ceases to be the provider for CSBG services and the grant agreement is terminated as outlined in Title 10A North Carolina Administrative Code 97C .1302. While its return as a new eligible entity is unlikely, it could only be the result of requirements for designation of new eligible entities as specified in Title 10A North Carolina Administrative Code, Chapter 97C .0106.

### 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).

The Department of Health and Human Services Office of the Controller Federal Grants and Financial Reporting Unit is responsible for the management, coordination and supervision of all federal fund accounting, financial reporting, financial analysis, and audit resolution relative to federal funds accounting and the coordination of the annual accrual process and preparation of the Comprehensive Annual Financial Report (CAFR) for the Department of Health and Human Services. (It should be noted that this office is currently undergoing significant restructuring and as such, responsibilities and sections are subject to change.) CSBG Expenditures are tracked through FRC 54. The submission of interim FFRs will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final FFR shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, or 12/31. For final FFRs, the reporting period end date shall be the end date of the project or grant period. Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date.

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 Â§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 Â§75.521](#)

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

Issuing single audit management decisions for eligible entities is a function of the DHHS Controller's Office Audit, Monitoring & Resolution Branch's (ARM) review of audit reports. In NC, required reports & audits are submitted by eligible entities into the online grants reporting system at [www.ncgrants.gov](http://www.ncgrants.gov) as administered by the Office of State Budget & Management (OSBM). a. Within 10 business days of audit submission in the online [www.NCGrants.gov](http://www.NCGrants.gov) system, ARM conducts a desk review of the audit to determine if it was conducted in accordance with required audit standards. b. If an audit does not meet required standards, ARM rejects the report. ARM issues an email noting audit rejection & listing required standards not met. c. The entity is allowed 90 calendar days from the date the email is received to submit a revised audit report meeting standards. d. If the audit meets all other standards, but is missing a required corrective action plan, ARM issues an email to the Grantee Contact of the nongovernmental entity, requesting a corrective action plan. This email allows the non-governmental entity 3 weeks from the date of the email to provide a corrective action plan. If required reports have not been received within the required 6 month period or an audit & required reports have not been received within the required 9 month period, the [www.NCGrants.gov](http://www.NCGrants.gov) system automatically includes the organization on the Warning List which identifies Grantee Legal Name, Tax ID, Grantee Fiscal Year End, Grantee Contact Name, Phone Number & Email Address, Granting Agency for the particular noncompliant report, Grant Title, Grant Number, Contract Number, Date of Noncompliance & Date Suspension of Funds will become effective. ARM will run & review the Warning List on a monthly basis & notify all DHHS grantee entities included on the list of their noncompliance & reiterate reporting requirements via electronic mail. If an entity remains noncompliant as identified on the Warning List for 60 days, the entity is automatically placed on the OSBM Suspension of Funding list (SOFL) with suspension of funding effective immediately. State agencies are prohibited from entering into new grant agreements with these entities & should withhold grant funds not yet disbursed until the grantee has been removed from the SOFL.

10.13. Assurance on Federal Investigations:

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

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

10.14. Performance Management Adjustment:

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

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

## Section 11: Eligible Entity Tripartite Board

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

Form Approved  
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### SECTION 11 Eligible Entity Tripartite Board

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

Attend Board meetings

Review copies of Board meeting minutes

Keep a register of Board vacancies/composition

**Other** The State Office monitors board requirements by collecting board membership/ composition rosters, inclusive of committees, during the annual funding application process. Board member profile sheets are submitted to the Office as new members are seated. The process by which members are selected as well as engaged is assessed through review of board minutes, board member files and agency bylaws during onsite and desktop monitoring. Attempts are made to meet with board members during onsite monitoring visits or when requested.

**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** Board member profile sheets are required to be submitted to the Office as new members are seated.

**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.*

North Carolina will ensure that eligible entities have the required petition process to afford individuals and organizations expressing a need for adequate representation on the tripartite board by reviewing each eligible entities bylaws, policies and/ or procedures through desktop and/or onsite monitoring. Guidance will be issued to ensure the process delineates at a minimum: 1) A format in which the petitioner will specify why he/she or the organization/group feels inadequately represented 2) A reasonable number of signatures needed for the petition to be considered based on a set of defined criteria related to the service area and poverty population 3) The procedures by which the petition will be received, reviewed, approved for seating and/or denied and how the petitioner will be notified of the results

**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.**

An advisory council meeting the tripartite requirements applicable to eligible entities is used as an alternative.

## 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)

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### SECTION 12 Individual and Community Income Eligibility Requirements

#### 12.1. Required Income Eligibility:

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

*[Check one item below.]*

125% of the HHS poverty line

X% of the HHS poverty line (fill in the threshold) 100 % *[Response Option: numeric field]*

Varies by eligible entity

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

Eligibility requirements for CSBG are specified in Title 10A North Carolina Administrative Code, Chapter 97C.0107 and are available at <http://reports.oah.state.nc.us/ncac.asp?folderName=\Title 10A - Health and Human Services\Chapter 97 - Economic Opportunity> and have been attached to the OLDC System. In addition, Guidance Memorandum 2012-2 provides additional information and is available at [http://www.ncdhhs.gov/oeo/csbg/2012/gm\\_2012-2.pdf](http://www.ncdhhs.gov/oeo/csbg/2012/gm_2012-2.pdf)

#### 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.

Per Guidance Memorandum 2012-2, NC Office of Economic Opportunity has determined it is reasonable to attempt to verify income for all CSBG participants. Where income verification outlined in the required self-declaration statement is not possible, the agency must maintain a document that captures why income was not verified. Where no income was received, the self-declaration should indicate \$0 as the annual income to which the applicant attests.

#### 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?

North Carolina acknowledges that provision of services with community-wide benefits as described is an area for strengthening; however, through onsite and desktop monitoring, the State ensures that all CSBG services provided are to families meeting the income guidelines established which are 100% of the federal poverty guideline as outlined in state rules and the Quality Measures of each eligible entities contract. These families are the same for which eligible entities provide advocacy services to in their local communities. We believe that encouraging formal partnership agreements outlining this focus will strengthen the ability to ensure such services target and benefit low-income communities.

## 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)**

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

**13.1. ROMA Participation:**

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

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

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

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

OEO includes written guidance surrounding ROMA within the annual CSBG funding application. The expected range of 80% - 120% of targeted performance and expected expenditure rate of 100% is identified in all quarterly and year-end letters from the State Office to eligible entities. In the event performance or expenditures are below expected levels, agencies are required to identify meaningful reasons and planned adjustments to bring these within the expected range. The State Office includes this information in the letters which are mailed to the board chairperson and executive director. Additional supports for ROMA include: twenty-four National Certified ROMA Trainers across the North Carolina network (four within the State Office and 2 within the State Association), ongoing training and technical assistance for the CSBG-IS Report and elements of ROMA within the Accountable Results for Community Action (AR4CA) case management database. Upon the national release of ROMA Next Generation, OEO plans to provide guidance to the North Carolina Community Action Network through a Guidance Memorandum. In collaboration with OEO, the NCCAA leads NCAs ROMA efforts through coordination of training and technical assistance with the cohort of NCRTs within the state. This includes, but is not limited to, coordination of regional and agency ROMA trainings, quarterly webinars/ conference calls and an NC ROMA annual retreat for NCRTs.

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

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

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

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

The State Office requires the CSBG-IS report be completed annually. Additionally, beginning July 1, 2015 all North Carolina eligible entities are required to report on a minimum of 12 outcomes specific to CSBG funding on a quarterly basis. These outcomes include: The number of participant families served; The number of low-income participant families rising above the poverty level; The average change in the annual income per participant family experiencing a change; The number of participant families obtaining employment; The number of participant families who are employed and obtain better employment; The average wage rate of employed participant families; The number of jobs with medical benefits obtained; The number of participant families completing education/ training programs; The number of participant families securing standard housing; The number of participant families provided emergency assistance; The number of participant families provided employment supports; The number of participant families provided educational supports.

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

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

North Carolina has 24 National Certified ROMA Trainers (4 within the State Office and 2 within the Association). The NCCAA leads efforts surrounding these individuals being available to the network for trainings. Elements and concepts of ROMA are consistently incorporated into training and technical assistance materials made available through the State Office and the State Association. Some additional efforts the State Office engages in to support use of the ROMA system include written guidance surrounding ROMA in quarterly and year-end report communications, ongoing training and technical assistance for the CSBG-IS Report and elements of ROMA within the AR4CA case management database. In collaboration with the State Office, the State Association leads NCAs ROMA efforts through coordination of training and technical assistance with the cohort of NCRTs within the state. This includes, but is not limited to, coordination of regional and agency ROMA trainings, quarterly webinars/ conference calls and an NC ROMA annual retreat for NCRTs. Strengthening the tracking methods of ROMA efforts with eligible entities is a likely focus area of the North Carolina Community Action Association during the time period covered in this plan. At a minimum, the State Office will support these efforts through input and support of time of state staff members who are NCRTs.

**13.4. Eligible Entity Use of Data:  
 How is the State validating that the eligible entities are using data to improve service delivery?**

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

The State Office has an expected performance range of 80% - 120% of targeted performance and expenditure rate of 100%. As part of the annual CSBG funding application process, OEO compares proposed performance targets with past performance and expenditure data for each eligible entity. In the event performance or expenditures are outside of the expected levels or there are other concerns, agencies are required to identify meaningful reasons underlying the difference and planned adjustments to bring these within the expected range. Additionally, data collection tools, review and training and technical assistance provided by the State Office for the CSBG-IS report serves as an important mechanism to validate the use of data. Lastly, on-site and desktop monitoring conducted by State staff includes review of various levels of data and a dialogue with eligible entities on how this data is collected, verified, reported, evaluated and how it supports the effectiveness and efficiency of service delivery.

**Community Action Plans and Needs Assessments**

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

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

The State Office requires each eligible entity to submit a CSBG funding application on an annual basis. Through the annual application process, agencies submit a Community Anti-Poverty Plan include a narrative section, an agency strategy for eliminating poverty (e.g. community needs assessment), work plan, budget and plan for monitoring, assessment and evaluation. Key sections of the North Carolina Administrative Code putting forth information on the Community Action Plan include, but may not be limited to: 10A North Carolina Administrative Code, Chapter 97C .0201, 97C .0203, 97C .0204, 97C .0205, 97C .0206, 97C .0207. These are available at <http://reports.oah.state.nc.us/ncac.asp?folderName=\Title 10A - Health and Human Services\Chapter 97 - Economic Opportunity and have been attached to the OLDC System>. The annual application for CSBG funding is made available on the State Office website <http://www.ncdhs.gov/oeo/>

**13.6. State Assurance:**

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

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

The State Office requires each eligible entity to submit a CSBG funding application on an annual basis. An agency strategy for eliminating poverty, OEO Form 210, is a required section of the annual application and serves to meet the requirement put forth in the CSBG Act. While OEO Form 210 is the primary tool used to assure the requirement is met, items within the narrative section of the application also provide important information surrounding needs assessment and coordination of services.

## Section 14: CSBG Programmatic Assurances and Information Narrative

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

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

#### 14.1 Use of Funds Supporting Local Activities

##### CSBG Services

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

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

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

(ii) to secure and retain meaningful employment;

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

(iv) to make better use of available income;

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

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

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

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

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

Through the annual CSBG funding application process, each eligible entity submits a Community Anti-Poverty Plan inclusive of a narrative section, an agency strategy for eliminating poverty (e.g. community needs assessment), work plan, budget and plan for monitoring, assessment and evaluation. In turn, each CSBG eligible entity determines the use of CSBG funds at the local level based upon the needs and resources in their respective service areas. North Carolina outlines 8 eligible project models: Self-Sufficiency, Employment, Education, Nutrition, Housing, Income Management, Information and Referral and Emergency Assistance. The majority of eligible entities in North Carolina implement self-sufficiency programs consisting of a comprehensive service delivery system to assist individuals and families with moving from poverty to economic independence. These agencies provide an array of services to families within their agency or in partnership with other human service agencies. Head Start, Workforce Innovation and Opportunity Act, Weatherization and Section 8 Rental Assistance are among the federal programs operated by most North Carolina eligible entities. North Carolina eligible entities also operate federal/state funded projects inclusive of but not limited to employment, nutrition, youth development, senior services and housing. The State Office requires all eligible entities to report on a minimum of 12 outcomes specific to CSBG funding on a quarterly basis. These outcomes include: The number of participant families served; The number of low-income participant families rising above the poverty level; The average change in the annual income per participant family experiencing a change; The number of participant families obtaining employment; The number of participant families who are employed and obtain better employment; The average wage rate of employed participant families; The number of jobs with medical benefits obtained; The number of participant families completing education/ training programs; The number of participant families securing standard housing; The number of participant families provided emergency assistance; The number of participant families provided employment supports; The number of participant families provided educational supports. In addition, the CSBG-IS report serves as an information source used by the State to confirm the support of areas indicated above.

##### 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;

Eligible entities may opt to address the needs of youth in low-income communities based on the needs and resources in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual funding application process. While each eligible entity is unique in its approach, some examples of how eligible entities achieve this include administering or partnering with programs such as WIOA Youth, Head Start, afterschool, childcare and teen pregnancy. Additionally, programs and partnerships surrounding youth include efforts such as risk prevention, crime prevention, skill development, education and nutrition.

##### 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)



Based upon the needs and resources in their respective service areas, each CSBG eligible entity is responsible for conducting activities that promote effectiveness and coordination with other programs related the purposes of CSBG. The State Office collects this information in narrative format from each CSBG eligible entity through an annual funding application process. While each eligible entity is unique in its approach, the tripartite board structure supports coordination and input surrounding effectiveness. Common partners of eligible entities include: Division of Social Services, Workforce Innovation and Opportunity Act providers, community colleges, local businesses, faith-based organizations, civic organizations, and other non-profit organizations.

#### 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(a) 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;**

The CSBG Program service delivery system is currently comprised of 35 eligible entities, and 4 Limited Purpose Agencies. There are 34 private non-profit eligible entities and one public agency. The 4 LPAs are funded with the discretionary allocation only and provide services to a specific population or service category. Note, Telamon Corporation receives discretionary funding as an LPA and was recently designated as an eligible entity in June 2015. Most eligible entities implement a comprehensive service delivery system to assist individuals and families with moving from poverty to economic independence. These agencies provide an array of services to families within their agency or in partnership with other human service agencies. Head Start, Workforce Investment Act, Weatherization and Section 8 Rental Assistance are among the federal programs operated by most North Carolina eligible entities. Eligible entities also operate federal/state funded projects inclusive of but not limited to employment, nutrition, youth development, senior services and housing. Multi-county eligible entities operate with a central office and neighborhood centers located throughout the service area. In-keeping with the National ROMA goals, North Carolina encourages eligible entities to embrace and execute a Self-Sufficiency (comprehensive case management) projects to better mobilize funding for direct services while also leveraging CSBG funds with other resources. While this approach may be different from how other states administer CSBG, North Carolina believes it affords us the ability to demonstrate 1) CSBG's effectiveness in moving families from poverty based on 100% of the Federal Poverty Guidelines to economic stability and into independence, 2) allows us to scale participants' progress from In-Crisis to Thriving to demonstrate incremental effectiveness, 3) provides agencies with an effective framework for creating meaningful collaborations and generating additional funding to further the agencies goals and 4) permits the usage of CSBG for direct services provision to participants not for administrative purposes only. Although this is currently the preferred approach in North Carolina, it should be noted that in addition to Self-Sufficiency, North Carolina's sub-grantee agencies have the flexibility to administer Employment, Housing, Education, Nutrition, Emergency Assistance, Information and Referral and Income Management projects with CSBG funding.

#### 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).*

Each CSBG eligible entity supports innovative community and neighborhood-based initiatives based upon the needs and resources in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual funding application process. While each eligible entity is unique in its approach, some examples of support for innovative community and neighborhood-based initiatives include Head Start Programs supporting fatherhood initiatives and targeted collaborations with faith-based organizations, non-profit organizations and organized community groups.

#### 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."**

Each CSBG eligible provides emergency supplies and services to counteract conditions of starvation and malnutrition based upon the needs and resources in their respective service areas. The State Office collects this information in narrative format from each CSBG eligible entity through an annual funding application process. While each eligible entity is unique in its approach, eligible entities provide direct services to families in these areas and/ or assist families access such assistance through referrals or partnerships. Some strategies being utilized to assist families with emergency food needs include the operation of regional food banks, sponsoring supplemental food programs for seniors, and coordinating/sponsoring emergency food box/voucher programs.

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

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

entities providing activities through statewide and local workforce development systems under such Act."

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

#### State Coordination/Linkages and Low-income Home Energy Assistance

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

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

#### Federal Investigations

14.7. 676(b)(7) Provide "an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D."

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

#### Funding Reduction or Termination

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

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

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

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

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

#### Eligible Entity Tripartite Board Representation

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

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

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

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

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

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

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

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

#### Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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



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

Section 15: Federal Certifications

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

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)

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

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

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

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

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

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

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

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

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

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

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

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

## Certification Regarding Drug-Free Workplace Requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:

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

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

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

&nbsp;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***

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

&nbsp;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

&nbsp;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.

&nbsp;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.

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

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

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

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

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

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

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

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

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

**15.3. Debarment**

After assurance select a check box:



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

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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

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



15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

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

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