

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

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

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

COVER PAGE

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

7. APPLICANT INFORMATION

* a. Legal Name: New York State Department of State			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 146013200		* c. Organizational DUNS: 957242472	
* d. Address:			
* Street 1:	99 Washington Avenue	* Street 2:	
* City:	Albany	* County:	ALBANY
* State:	NY	* Province:	
* Country:	United States	* Zip / Postal Code:	12231 - 0001

e. Organizational Unit:

Department Name: New York State Department of State	Division Name: Division of Community Services
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Timothy	Middle Name:	* Last Name: Luse
Suffix:	Title: Associate Accountant	Organizational Affiliation:	
* Telephone Number: (518) 473-3487	Fax Number:	* Email: timothy.luse@dos.ny.gov	

*** 8a. TYPE OF APPLICANT:**
A: State Government

b. Additional Description:

*** 9. Name of Federal Agency:**

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant

11. Descriptive Title of Applicant's Project

12. Areas Affected by Funding:
Entire State of New York

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant NY	b. Program/Project:
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Attach an additional list of Program/Project Congressional Districts if needed.

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

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

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

Process for Review on :

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

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

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

- YES
 NO

Explanation:

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

****I Agree**

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

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

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

18d. Email Address

18b. Signature of Authorized Certifying Official



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

09/01/2015

Attach supporting documents as specified in agency instructions.

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

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SECTION 1

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

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

1.1a. Lead agency		New York State Department of State	
1.1b. Cabinet or administrative department of this lead agency <i>(Check one option and narrative where applicable)</i>			
<input type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input checked="" type="radio"/> Other, describe Division of Community Services			
1.1c. Division, bureau, or office of the CSBG authorized official		Secretary of State	
1.1d. Authorized official of lead agency		Cesar A. Perales, Secretary of State, New York State Department of State	
1.1e. Street Address		One Commerce Plaza, 99 Washington Avenue, Suite 1100	
1.1f. City		1.1g. State NY	1.1h. Zip 12231
1.1i. Telephone number and extension (518) 474 - 0050 ext.		1.1j. Fax number: (518) 474 - 4765	
1.1k. Email address dos.sm.dcs@dos.ny.gov		1.1l. Lead agency website http://www.dos.ny.gov/	
1.2. Provide the following information in relation to the designated State CSBG point of contact			
1.2a. Agency name		New York State Department of State, Division of Community Services	
1.2b. Name of the point of contact		Veronica Cruz, Director, Division of Community Services	
1.2c. Street address		One Commerce Plaza, 99 Washington Avenue, Suite 1020	
1.2d. City		1.2e. State NY	1.2f. Zip 12231
1.2g. Point of contact telephone number (518) 474 - 5741 ext.		1.2h. Fax number (518) 486 - 4663	
1.2i. Point of contact email address dos.sm.dcs@dos.ny.gov		1.2j. Point of contact agency website http://www.dos.ny.gov/dcs/index.htm	
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.

New York State Executive Law Article 6-D and 19 NYCRR Parts 700 and 701

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 and responsibility of the Department of State (DOS) as lead agency is to work in partnership with the community services network of grantees as well as Federal, State, and local governments and community-based organizations to effectively carry out the purposes, goals, and assurances of the CSBG Act and CSBG Program. Adherence to the mission and responsibilities of DOS, as lead agency, is addressed and ensured in several ways, including through: program and fiscal monitoring; certification of eligible entities' capacity to meet statutory requirements; provision of training and technical assistance to ensure agencies that require additional assistance are provided the same; coordinating and forming partnerships with other organizations serving low-income residents; and coordinating and establishing linkages between governmental and other social services programs to assure effective delivery of services. On carrying out the mission of the CSBG Act, the State has elected to use the maximum allowable poverty line percentage (125%) as a criterion of eligibility for CSBG funded services and programs.

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.)

Vision and Goals - New York State envisions that programs will be administered in accordance with the CSBG statutory purposes and goals and in compliance with all applicable State and Federal statutes, rules, regulations, policies and procedures. The following goals guide operation: Goal 1: Funds will be distributed in a timely manner and in accordance with applicable Federal and State statutes. Goal 2: A comprehensive onsite review of each eligible entity will be conducted at least once every three years in accordance with Â§ 678B of the CSBG Act. The reviews will be based in part on the newly designed organizational standards. Training and technical assistance will be provided to insure that 100% of grantees can meet new Federal organizational Standards. Goal 3: CSBG funds will be coordinated with governmental and other social services programs to assure effective delivery of services and to avoid duplication. Goal 4: A comprehensive report will be prepared documentinh the use and outcomes of CSBG funds and will be submitted to the U.S Department of Health and Human Services (HHS), Governor Andrew M. Cuomo, and the New York State Legislature annually as prescribed by Federal and State statute.

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]

Request for training and technical assistance submitted by eligible entities as part of DOS monitoring and comprehensive triennial 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) CSBG Advisory Council

National organizations(describe) NASCSP and CAP

Federal Office of Community Services

Other(describe)

3.4. Eligible Entity Involvement

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

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

On December 8, 2014 and March 31, 2015, DOS solicited feedback from CSBG Advisory Council members and grantees via meetings held in-person and over video conference. The CSBG Advisory Council consist of Community Action Agency (CAA) executive directors and leaders of not-for-profit organizations, social services agencies and members representing the public. Council meetings are open to the public and to all CAAs and participation is encouraged. In addition, a draft of the Plan was posted on the public DOS website and publically noticed. The draft Plan was also shared with the New York State Community Action Association (NYSCAA), which encourages the network to provide comment on the plan. Finally, an email informing the entire CAA network and all discretionary grantee providers of the draft Plan was sent by DOS on May 29, 2015.

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.

Pursuant to requirements of [§ 676\(e\)\(2\)](#) of the Federal CSBG Act, the draft New York State CSBG State Plan and Application FFY 2016 and 2017 was posted on the DOS official website a <http://www.dos.ny.gov/dcs/news.htm>, with notice posted in the New York State Register on June 3, 2015. In addition, DOS transmitted the draft Plan to eligible entities within the State of New York, to all current CSBG grantees, to the New York State Community Action Association, Inc. (NYSCAA), and to all members of the CSBG Advisory Council via email. The public, including the community action network, was afforded a period of 60 days to submit written comment. All comments received were considered by the State in finalizing this Plan.

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.

In addition to discussing the State Application Plan with CSBG Advisory Council members, the draft State Plan was distributed prior to the official public and legislative hearing. DOS sent notice by email to all current CSBG grantees, CSBG Advisory Council Members, and other stakeholders announcing the release of the draft Application and State Plan and notice of date, time and location of the public hearing. A notice announcing the hearing was posted in the State Register and on the New York State Department of State website

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	6/6/2015	Hearing Room C, Legislative Office Building, Albany NY	Combined

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	Albany County Opportunity, Inc.	Nonprofit	Community Action Agency (CAA)	Albany County	
2	Allegany County Community Opportunities and Rural Development, Inc.	Nonprofit	Community Action Agency (CAA)	Allegany County	
3	Opportunities for Broome, Inc.	Nonprofit	Community Action Agency (CAA)	Broome County	
4	Cattaraugus Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Cattaraugus County	
5	Cayuga/Seneca Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Cayuga and Seneca Counties	
6	Chautauqua Opportunities, Inc.	Nonprofit	Community Action Agency (CAA)	Chautauqua County	
7	Economic Opportunity Program, Inc. of Chemung County	Nonprofit	Community Action Agency (CAA)	Chemung and Schuyler Counties	
8	Opportunities for Chenango, Inc.	Nonprofit	Community Action Agency (CAA)	Chenango County	
9	Joint Council for Economic Opportunity of Clinton and Franklin Counties, Inc.	Nonprofit	Community Action Agency (CAA)	Clinton and Franklin Counties	
10	Columbia Opportunities, Inc.	Nonprofit	Community Action Agency (CAA)	Columbia County	
11	Cortland County Community Action Program, Inc.	Nonprofit	Community Action Agency (CAA)	Cortland County	
12	Delaware Opportunities, Inc.	Nonprofit	Community Action Agency (CAA)	Delaware County	
13	Dutchess County Community Action Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Dutchess County	
14	Community Action Organization of Erie County, Inc.	Nonprofit	Community Action Agency (CAA)	Erie County	
15	Adirondack Community Action Programs, Inc.	Nonprofit	Community Action Agency (CAA)	Essex County	
16	Fulmont Community Action Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Fulton and Montgomery Counties	
17	Community Action of Greene County, Inc.	Nonprofit	Community Action Agency (CAA)	Greene County	
18	Community Action Planning Council of Jefferson County, Inc.	Nonprofit	Community Action Agency (CAA)	Jefferson County	
19	Lewis County Opportunities, Inc.	Nonprofit	Community Action Agency (CAA)	Lewis County	
20	Livingston County Board of Supervisors (Community Initiatives Council)	Public	Local Government Agency	Livingston County	
21	Community Action Program for Madison County, Inc.	Nonprofit	Community Action Agency (CAA)	Madison County	
22	Action for a Better Community, Inc.	Nonprofit	Community Action Agency (CAA)	Monroe County	

23	Economic Opportunity Commission of Nassau County, Inc.	Nonprofit	Community Action Agency (CAA)	Nassau County	
24	Niagara Community Action Program, Inc.	Nonprofit	Community Action Agency (CAA)	Niagara County	
25	New York City Department of Youth and Community Development	Public	Local Government Agency	New York City	
26	Mohawk Valley Community Action Agency, Inc.	Nonprofit	Community Action Agency (CAA)	Oneida and Herkimer Counties	
27	People's Equal Action and Community Effort, Inc.	Nonprofit	Community Action Agency (CAA)	Onondaga County	
28	Regional Economic Community Action Program, Inc.	Nonprofit	Community Action Agency (CAA)	Orange County (including the City of Newburgh)	
29	Community Action of Orleans and Genesee, Inc.	Nonprofit	Community Action Agency (CAA)	Orleans and Genesee Counties	
30	Oswego County Opportunities, Inc.	Nonprofit	Community Action Agency (CAA)	Oswego County	
31	Opportunities for Otsego, Inc.	Nonprofit	Community Action Agency (CAA)	Otsego County	
32	Commission on Economic Opportunity for the Greater Capital Region, Inc.	Nonprofit	Community Action Agency (CAA)	Rensselaer County	
33	PathStone Corporation	Nonprofit	Migrant or Seasonal Farmworker Organization	Statewide	
34	Saratoga County Economic Opportunity Council, Inc.	Nonprofit	Community Action Agency (CAA)	Saratoga County	
35	Schenectady Community Action Program, Inc.	Nonprofit	Community Action Agency (CAA)	Schenectady County	
36	Schoharie County Community Action Program, Inc.	Nonprofit	Community Action Agency (CAA)	Schoharie County	
37	Pro Action of Steuben and Yates, Inc.	Nonprofit	Community Action Agency (CAA)	Steuben and Yates Counties	
38	St. Lawrence County Community Development Program, Inc.	Nonprofit	Community Action Agency (CAA)	St. Lawrence County	
39	Economic Opportunity Council of Suffolk, Inc.	Nonprofit	Community Action Agency (CAA)	Suffolk County	
40	Community Action Commission to Help the Economy, Inc.	Nonprofit	Community Action Agency (CAA)	Sullivan County	
41	Tioga Opportunities, Inc.	Nonprofit	Community Action Agency (CAA)	Tioga County	
42	Tompkins Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Tompkins County	
43	Ulster County Community Action Committee, Inc.	Nonprofit	Community Action Agency (CAA)	Ulster County	
44	Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc.	Nonprofit	Community Action Agency (CAA)	Warren and Hamilton Counties	
45	Washington County Economic Opportunity Council, Inc.	Nonprofit	Community Action Agency (CAA)	Washington County	
46	Wayne County Action Program, Inc.	Nonprofit	Community Action Agency (CAA)	Wayne County	
47	Westchester Community Opportunity Program, Inc.	Nonprofit	Community Action Agency (CAA)	Westchester, Putnam and Rockland Counties	
48	Wyoming County Community Action, Inc.	Nonprofit	Community Action Agency (CAA)	Wyoming County	
49	Yonkers Community Action Program, Inc.	Nonprofit	Community Action Agency (CAA)	Yonkers (City of)	

5.2 Total number of CSBG eligible entities 49

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.

On August 1, 2014, the Regional Economic Community Action Program (an existing CAA already providing CSBG to Orange County, New York), was designated as the eligible entity for provision of services to the City of Newburgh, New York.

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

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

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

The State will use an alternative set of organizational standards

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

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

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

Regulation

Policy

Contracts with eligible entities

Other, describe:

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

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

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

Self-assessment/peer review with State risk analysis

State-authorized third party validation

Regular, on-site CSBG monitoring

Other

6.4a. Describe the assessment process.

The assessment of eligible entities against organizational standards has also been incorporated within the State's triennial assessment of eligible entities.

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

	CSBG Eligible Entity	Year One Funding Amount \$	Year One Funding Amount %	Year Two Funding Amount \$	Year Two Funding Amount %
1	Albany County Opportunity, Inc.	\$240,600	0.00%	\$240,600	0.00%
2	Allegany County Community Opportunities and Rural Development, Inc.	\$216,221	0.00%	\$216,221	0.00%
3	Opportunities for Broome, Inc.	\$325,635	0.00%	\$325,635	0.00%
4	Cattaraugus Community Action, Inc.	\$220,613	0.00%	\$220,613	0.00%
5	Cayuga/Seneca Community Action, Inc.	\$382,778	0.00%	\$382,778	0.00%
6	Chautauqua Opportunities, Inc.	\$220,613	0.00%	\$220,613	0.00%
7	Economic Opportunity Program, Inc. of Chemung County	\$382,778	0.00%	\$382,778	0.00%
8	Opportunities for Chenango, Inc.	\$220,613	0.00%	\$220,613	0.00%
9	Joint Council for Economic Opportunity of Clinton and Franklin Counties, Inc.	\$476,213	0.00%	\$476,213	0.00%
10	Columbia Opportunities, Inc.	\$220,613	0.00%	\$220,613	0.00%
11	Cortland County Community Action Program, Inc.	\$220,613	0.00%	\$220,613	0.00%
12	Delaware Opportunities, Inc.	\$220,613	0.00%	\$220,613	0.00%
13	Dutchess County Community Action Agency, Inc.	\$420,688	0.00%	\$420,688	0.00%
14	Community Action Organization of Erie County, Inc.	\$1,911,403	0.00%	\$1,911,403	0.00%
15	Adirondack Community Action Programs, Inc.	\$220,613	0.00%	\$220,613	0.00%
16	Fulmont Community Action Agency, Inc.	\$331,724	0.00%	\$331,724	0.00%
17	Community Action of Greene County, Inc.	\$220,613	0.00%	\$220,613	0.00%
18	Community Action Planning Council of Jefferson County, Inc.	\$220,613	0.00%	\$220,613	0.00%
19	Lewis County Opportunities, Inc.	\$220,613	0.00%	\$220,613	0.00%
20	Livingston County Board of Supervisors (Community Initiatives Council)	\$216,221	0.00%	\$216,221	0.00%
21	Community Action Program for Madison County, Inc.	\$216,221	0.00%	\$216,221	0.00%
22	Action for a Better Community, Inc.	\$1,623,355	0.00%	\$1,623,355	0.00%
23	Economic Opportunity Commission of Nassau County, Inc.	\$2,146,533	0.00%	\$2,146,533	0.00%
24	Niagara Community Action Program, Inc.	\$320,634	0.00%	\$320,634	0.00%

25	New York City Department of Youth and Community Development	\$30,785,565	0.00%	\$30,785,565	0.00%
26	Mohawk Valley Community Action Agency, Inc.	\$603,391	0.00%	\$603,391	0.00%
27	People's Equal Action and Community Effort, Inc.	\$1,431,182	0.00%	\$1,431,182	0.00%
28	Regional Economic Community Action Program, Inc.	\$506,245	0.00%	\$506,245	0.00%
29	Community Action of Orleans and Genesee, Inc.	\$382,778	0.00%	\$382,778	0.00%
30	Oswego County Opportunities, Inc.	\$216,221	0.00%	\$216,221	0.00%
31	Opportunities for Otsego, Inc.	\$220,613	0.00%	\$220,613	0.00%
32	Commission on Economic Opportunity for the Greater Capital Region, Inc.	\$220,613	0.00%	\$220,613	0.00%
33	PathStone Corporation	\$325,685	0.00%	\$325,685	0.00%
34	Saratoga County Economic Opportunity Council, Inc.	\$220,613	0.00%	\$220,613	0.00%
35	Schenectady Community Action Program, Inc.	\$220,613	0.00%	\$220,613	0.00%
36	Schoharie County Community Action Program, Inc.	\$220,613	0.00%	\$220,613	0.00%
37	Pro Action of Steuben and Yates, Inc.	\$382,778	0.00%	\$382,778	0.00%
38	St. Lawrence County Community Development Program, Inc.	\$220,613	0.00%	\$220,613	0.00%
39	Economic Opportunity Council of Suffolk, Inc.	\$1,201,068	0.00%	\$1,201,068	0.00%
40	Community Action Commission to Help the Economy, Inc.	\$220,613	0.00%	\$220,613	0.00%
41	Tioga Opportunities, Inc.	\$220,613	0.00%	\$220,613	0.00%
42	Tompkins Community Action, Inc.	\$220,613	0.00%	\$220,613	0.00%
43	Ulster County Community Action Committee, Inc.	\$220,613	0.00%	\$220,613	0.00%
44	Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc.	\$331,724	0.00%	\$331,724	0.00%
45	Washington County Economic Opportunity Council, Inc.	\$220,613	0.00%	\$220,613	0.00%
46	Wayne County Action Program, Inc.	\$220,613	0.00%	\$220,613	0.00%
47	Westchester Community Opportunity Program, Inc.	\$1,508,808	0.00%	\$1,508,808	0.00%
48	Wyoming County Community Action, Inc.	\$216,221	0.00%	\$216,221	0.00%
49	Yonkers Community Action Program, Inc.	\$435,693	0.00%	\$435,693	0.00%
Total		\$52,391,849	0.00%	\$52,391,849	0.00%

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).

Contract Process- NY uses a multiyear contract as a mechanism to provide funding to each CSBG eligible entity (grantee). In April each multiyear contract cycle, work plans and budget forms are distributed to grantees to develop the contract package (60 days). In June, the remaining contract documents are sent to grantees to complete. The full package of documents is due 3 weeks later (21 days). When contracts are received by DOS, they are distributed among the assigned CSBG program analysts and fiscal representatives for review (1 day). Once the contract has been reviewed, it is sent to the NYS Office of the Attorney General and the Office of the State Comptroller for review and approval (30 business days). DOS anticipates that all appropriately completed contracts will be approved and signed by October 1st, and funds distributed upon receipt of the Federal NGA. Approval process - NYS Legislative approval for the distribution of CSBG funds is generally granted by the passage of the NYS Budget in April. CSBG funds to grantees is distributed pursuant to contracts entered into between DOS and each individual grantee. The contract Process requires approval from DOS, Office of the Attorney General, and the Office of the State Comptroller. The DOS Division of Community Services provides contract documents, including budgets and work plans, to all grantees for negotiation and completion. Once a completed contract is received, the contract package is reviewed and processed by the Department's Bureau of Fiscal Management (approximately 5 Business days). Once approved by DOS, the contract package is provided to the NYS Office of the Attorney General for approval (up to 15 business days), and the Office of the State Comptroller for final approval (up to 15 business days). Process for making funds available post State authority - Funding availability is based on the level of CSBG funds provided in the Federal NGA. initial CSBG payments are generally made available within one month of the October 1st contract start date. Upon receipt of the NGA and completion of the contract and approval process described above, funds are available to grantees using an advance payment methodology, which provides four payments per year to each eligible entity in 25% increments. The first 25% payment is made upon final contract approval and the State's receipt of Federal CSBG funds. Subsequent payments of 25% are processed throughout the contract year when the grantee has submitted financial reports documenting expenditures at specific minimum levels (20%, 45%, and 70%), along with program progress reports and narratives showing measurable progress toward achieving contractually established goals and compliance requirements.

7.4. Distribution Timeframe:

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

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

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

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

7.5. Performance Management Adjustment:

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

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

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

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

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 45

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? 25

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 35a and may pre-populate the State's annual report form

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$369,631	0.0%	\$369,631	0.0%	
b. Coordination of State-operated programs and/or local programs	\$75,000	0.0%	\$75,000	0.0%	These planned services/activities will be describes in State Plan Item 8.1.
c. Statewide coordination and communication among eligible entities	\$37,500	0.0%	\$37,500	0.0%	These planned services/activities will be describes in State Plan Items 9.1 and 9.2.
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0	0.0%	\$0	0.0%	
e. Asset-building programs	\$0	0.0%	\$0	0.0%	
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$2,037,461	0.0%	\$2,037,461	0.0%	Innovative programs include services to low-income new Americans and competitive workforce development grant initiatives serving low-income persons throughout the State. In addition, any unused administrative funds may also be used to support innovative programs/activities and/or training and technical assistance activities.
g. State charity tax credits	\$0	0.0%	\$0	0.0%	
h. Other activities, specify in column 6	\$391,069	0.0%	\$391,069	0.0%	i. State law requires 0.5% of remainder funding to be distributed to tribes or tribal organizations for the provision of anti-poverty services. ii. A portion of remainder funding is made available for disaster relief activities conducted through the eligible entity network in the State, as needed. If not needed, unused disaster relief funds may be used for supplemental training and technical assistance activities or innovative programs/activities.
Total	\$2,910,661	0.0%	\$2,910,661	0.0%	

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) 5
- 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 Neighborhood Organizations

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	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Both	Other	Organizational Standards for eligible entities with unmet standards on TAPS and QIPs
4	Ongoing / Multiple Quarters	Both	Reporting	
5	Ongoing / Multiple Quarters	Both	ROMA	
6	Ongoing / Multiple Quarters	Both	Community Assessment	
7	Ongoing / Multiple Quarters	Both	Strategic Planning	
8	Ongoing / Multiple Quarters	Both	Monitoring	
9	Ongoing / Multiple Quarters	Both	Communication	
10	Ongoing / Multiple Quarters	Both	Technology	
11	Ongoing / Multiple Quarters	Both	Other	Fiscal

8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9) **\$5,821,322**

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

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

Office for New Americans *[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.

DCS requires eligible entities to identify their many State and local Partners and the scope of their affiliations in the annual refunding package (funded by the 90% to eligible entities). The partnerships and their associated outcomes are included in the work plan with the corresponding program they enhance, augment, or expand. Partnerships are formed with other service providers, local governments, educational institutions, religious entities, and businesses. DOS uses State administrative funds for activities intended to achieve this purpose. *[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.

Linkages are developed by eligible with local entities and institutions to enhance or expand services. DOS requires grantees to identify their many partners and the scope of their affiliations in the annual refunding package. The partnerships and their associated outcomes are included in the work plan with the corresponding program. The services rendered by the partner are required to be documented in customer files. Referrals require follow-up to document the actual outcomes achieved. Partnerships are formed with other service providers, local governments, educational institutions, religious entities, and business to name a few. Grantees are encouraged to establish formal MOUs with their partners and periodically meet to discuss the status of the partnership or review/update the MOU. *[Click paper clip to attach file]*

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

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

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

The CSBG work plan requires grantees to identify partnerships associated with each program. The partnerships address a particular need and result to be achieved between the CAA and the partner entity. Many CAA's establish formal and informal agreements with organizations in their area to share information, coordinate referrals, and meet on a regular basis to organize local and county-wide 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.

The State is developing WIOA UNIFIED STATE PLAN. The DOS Division of Community Services is working with the State Department of Labor (the lead agency in the development of the Unified Plan) as well as the other involved State agencies to assure maximum coordination of employment and training activities, and to foster collaboration and lasting linkages among State agencies and providers of such services, including the CSBG network.

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.

DOS is a member of the New York State Weatherization Policy Advisory Council, and is directly involved in addressing energy assistance to low income persons. DOS works with CSBG grantees which administer low energy assistance and emergency service programs to ensure coordination of service delivery.

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.

At the local level, eligible entities work in partnership with a variety of groups, organizations, and institutions. These groups are represented on the eligible entities' boards of directors and often include members and officials of law enforcement, religious organizations, business and industry, neighborhood groups, and other service providers. The CSBG refunding contract, annual work plan, and reporting document outline the scope of these partnerships. *[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.

At the local level, eligible entities work in partnership with a variety of groups, organizations, and institutions. These groups are represented on the eligible entities' boards of directors and often include members and officials of law enforcement, religious organizations, business and industry, neighborhood groups and other services providers. The CSBG refunding contract, annual work plan, and reporting document outline the scope of these partnerships.

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.

The DOS funds the NYS Community Action Association (NYSCAA) to carry out this function. NYSCAA organizes conferences, round tables, webinars and other educational forums on matters of concern to eligible entities throughout the State. Representatives of the DOS and NYSCAA meet regularly to review areas of concern, to assess and evaluate agency needs, and improve coordination among entities cross region.

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	General Information on Program and Locations	Daily	Website	
2	Reports/Plans/Guides	Daily	Website	
3	Frequently Asked Questions	Daily	Website	
4	Program Updates	Monthly	Newsletter	
5	Program Updates	Monthly	Email	
6	Site Visit to Eligible Entities	Quarterly	Email	
7	Site Visit to Eligible Entities	Quarterly	Mailing	
8	Site Visit to Eligible Entities	Quarterly	Other	Reports
9	Contract Reviews	Semi-Annually	Email	
10	Contract Reviews	Semi-Annually	Other	Site Visits
11	Contract Reviews	Semi-Annually	Other	Reports
12	Contract Reviews	Semi-Annually	Mailing	
13	State Plan and Hearings	Annually	Email	
14	State Plan and Hearings	Annually	Website	
15	State Plan and Hearings	Annually	Meetings/Presentation	
16	State Plan and Hearings	Annually	Other	State Register

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

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

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

The State will provide open and transparent access to final reports, plans and assessments regarding its performance on State Accountability Measures through its public website or direct emailing with local entities and State Community Action Associations, and will fulfill its obligations under the State's Freedom of Information Law to disclose any other desired public information upon request.

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

9.11. Performance Management Adjustment:

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

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

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	Albany County Opportunity, Inc.	Other			See Attachment 4 for proposed monitoring schedule.
2	Allegany County Community Opportunities and Rural Development, Inc.	Other			See Attachment 4 for proposed monitoring schedule
3	Opportunities for Broome, Inc.	Follow-up			See Attachment 4 for proposed monitoring schedule
4	Cattaraugus Community Action, Inc.	Other			See Attachment 4 for proposed monitoring schedule
5	Cayuga/Seneca Community Action, Inc.	Other			See Attachment 4 for proposed monitoring schedule
6	Chautauqua Opportunities, Inc.	Other			See Attachment 4 for proposed monitoring schedule
7	Economic Opportunity Program, Inc. of Chemung County	Other			See Attachment 4 for proposed monitoring schedule
8	Opportunities for Chenango, Inc.	Other			See Attachment 4 for proposed monitoring schedule
9	Joint Council for Economic Opportunity of Clinton and Franklin Counties, Inc.	Other			See Attachment 4 for proposed monitoring schedule
10	Columbia Opportunities, Inc.	Other			See Attachment 4 for proposed monitoring schedule
11	Cortland County Community Action Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule
12	Delaware Opportunities, Inc.	Other			See Attachment 4 for proposed monitoring schedule
13	Dutchess County Community Action Agency, Inc.	Other			See Attachment 4 for proposed monitoring schedule
14	Community Action Organization of Erie County, Inc.	Other			See Attachment 4 for proposed monitoring schedule
15	Adirondack Community Action Programs, Inc.	Other			See Attachment 4 for proposed monitoring schedule
16	Fulmont Community Action Agency, Inc.	Other			See Attachment 4 for proposed monitoring schedule
17	Community Action of Greene County, Inc.	Other			See Attachment 4 for proposed monitoring schedule
18	Community Action Planning Council of Jefferson County, Inc.	Other			See Attachment 4 for proposed monitoring schedule
19	Lewis County Opportunities, Inc.	Other			See Attachment 4 for proposed monitoring schedule
20	Livingston County Board of Supervisors (Community Initiatives Council)	Other			See Attachment 4 for proposed monitoring schedule
21	Community Action Program for Madison County, Inc.	Other			See Attachment 4 for proposed monitoring schedule
22	Action for a Better Community, Inc.	Other			See Attachment 4 for proposed monitoring schedule

23	Economic Opportunity Commission of Nassau County, Inc.	Other			See Attachment 4 for proposed monitoring schedule
24	Niagara Community Action Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule
25	New York City Department of Youth and Community Development	Other			See Attachment 4 for proposed monitoring schedule
26	Mohawk Valley Community Action Agency, Inc.	Other			See Attachment 4 for proposed monitoring schedule
27	People's Equal Action and Community Effort, Inc.	Other			See Attachment 4 for proposed monitoring schedule
28	Regional Economic Community Action Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule
29	Community Action of Orleans and Genesee, Inc.	Other			See Attachment 4 for proposed monitoring schedule
30	Oswego County Opportunities, Inc.	Other			See Attachment 4 for proposed monitoring schedule
31	Opportunities for Otsego, Inc.	Other			See Attachment 4 for proposed monitoring schedule
32	Commission on Economic Opportunity for the Greater Capital Region, Inc.	Other			See Attachment 4 for proposed monitoring schedule
33	PathStone Corporation	Other			See Attachment 4 for proposed monitoring schedule
34	Saratoga County Economic Opportunity Council, Inc.	Other			See Attachment 4 for proposed monitoring schedule
35	Schenectady Community Action Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule
36	Schoharie County Community Action Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule
37	Pro Action of Steuben and Yates, Inc.	Other			See Attachment 4 for proposed monitoring schedule
38	St. Lawrence County Community Development Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule
39	Economic Opportunity Council of Suffolk, Inc.	Other			See Attachment 4 for proposed monitoring schedule
40	Community Action Commission to Help the Economy, Inc.	Other			See Attachment 4 for proposed monitoring schedule
41	Tioga Opportunities, Inc.	Other			See Attachment 4 for proposed monitoring schedule
42	Tompkins Community Action, Inc.	Other			See Attachment 4 for proposed monitoring schedule
43	Ulster County Community Action Committee, Inc.	Other			See Attachment 4 for proposed monitoring schedule
44	Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc.	Other			See Attachment 4 for proposed monitoring schedule
45	Washington County Economic Opportunity Council, Inc.	Other			See Attachment 4 for proposed monitoring schedule
46	Wayne County Action Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule
47	Westchester Community Opportunity Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule
48	Wyoming County Community Action, Inc.	Other			See Attachment 4 for proposed monitoring schedule
49	Yonkers Community Action Program, Inc.	Other			See Attachment 4 for proposed monitoring schedule

10.2. Monitoring Policies:

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

See attachment 5: Response to Section 10.2 - Program and Fiscal Monitoring Process Guideline REV 2015

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.

10.4. Closing Findings:

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

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

10.5. Quality Improvement Plans (QIPs):

How many eligible entities are currently on Quality Improvement Plans?

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

1

10.6. Reporting of QIPs:

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

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

The HHS OCS Program Specialist, Sara Lee, is provided a biweekly program report on all grantees on QIP's including progress toward meeting compliance.

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.

New York State Executive Law Â§ 159-m.

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.

New York State Executive Law Â§ 159-I

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.

Eligible entities remain designated as such unless and until decertified in accordance with the terms of the CSBG Act and HHS OCS CSBG IM 116. Existing eligible entities are eligible for designation to serve any areas deemed un-served by the State in accordance with the terms of the CSBG Act.

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 New York State (NYS) Guide to Financial Operations acts as a reference source for statewide accounting policies, procedures and rules of the Office of the State Comptroller (OSC). The NYS Statewide Financial System (SFS) segregates the Community Service Block Grant expenditure accounts and cash fund from all other NYS accounts and funds. This enables the SF-425 Form preparer to isolate CSBG expenditure and respective drawdowns not only by the grant but also by award year. The financial system incorporates expenditure procedures that require Department of State supervisory approval as well as OSC approval. All expenditures are supported by an invoice or internal document and a procurement record when necessary. Expenditures at the sub-grantee level are monitored closely by DOS fiscal representatives and program analysts by desk and in-site reviews. This includes review of reported expenditures traces from the submitted financial report to the sub-grantee accounting records and supporting documents. These reviews are conducted under the guidance of and in accordance with applicable Federal policies, OMB Circulars, and State procedures.

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.

Audit reports are reviewed for compliance with current OMB Circular/CFR guidance by Department of State fiscal review. Additional information regarding findings or expenditure reconciliation is obtained if necessary to complete the review. The review package is forwarded to a supervisor for final review. A management decision letter is then generated stating acceptance of the audit report with any finding requiring a corrective action or follow up review described as necessary. Management decisions are issued within six months of acceptance of the audit report.

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 4S](#) and 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
OMB No:0970-0382
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SECTION 11
Eligible Entity Tripartite Board

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

- Attend Board meetings
- Review copies of Board meeting minutes
- Keep a register of Board vacancies/composition
- Other

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

- Annually
- Semiannually
- Quarterly
- Monthly
- Other

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

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

DOS program analysts conduct an annual review of agency bylaws to assure this provision is included. In addition, program analysts conduct yearly board reviews to verify compliance. Analysts also receive board packets from their assigned entities which identify any changes in representation or petition for representation.

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

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

Section 12: Individual and Community Eligibility Requirements

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

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SECTION 12 Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

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

[Check one item below.]

125% of the HHS poverty line

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

Varies by eligible entity

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

Pursuant to the Federal CSBG Act, the State requires eligible entities incorporate the 125% of the Federal poverty line standard as a criterion of eligible in their administration of the CSBG program. Through quarterly on-site monitoring and the provision of training and technical assistance, DOS works with eligible entities to ensure that this Federal requirement regarding use of the poverty line as a criterion of eligibility is incorporated into intake procedures and program planning. DOS has provided guidance to eligible entities in the State through the creation and distribution of written IM entitled "Determining Income Eligibility for CSBG Funded Activities and Programs" (August 11, 2011), and has also incorporated CAPLAW's guidance document entitled "CSBG Q&A on ... Client Eligibility" (Available online at: http://www.capl原因.org/resources/PublicationDocuments/CAPLAW_ClientEligibility_Sept2013.pdf) into training and technical assistance provided to eligible entities regarding this topic. To be eligible for CSBG services in NYS, clients must be at or below 125% of the Federal poverty line as determined by the Federal OMB based on the most recent Census data and as revised annually (or more frequently) by the U.S. Department of HHS (the HHS poverty guidelines). In addition, the NYC Division of Youth and Community Development (DYCD), the public eligible entity designated for the NYC service area, uses a community/neighborhood based approach to client income eligibility, with the Federal poverty line serving as a criterion of eligibility as required pursuant to the CSBG Act. DYCD has devised this system and methodology for income eligibility around the qualification and designation "Neighborhood Development Areas" (NDAs). DYCD distributes CSBG funds to neighborhood-based organizations within designated NDAs for the provision of anti-poverty services to individuals and families within those NDAs. DYCD qualifies an area as an NDA if either: (1) at least 30% of the area's residents live in households with incomes at or below 125% of the poverty line; or (2) at least 30,000 residents in the area are at or below 125% of the poverty line. Through this methodology for CSBG-funded service delivery, DYCD uses the "poverty line . . ." as a criterion of eligibility in the community services block grant program, "as required by 24 USC Â§ 9902[2].

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.

Where income verification is not possible or practical the State ensures that eligible entities generally verify income eligibility by documentation of the nature of the service being provided, the census data relating to the area in which the service is being offered, and the population being targeted by the service offered. One such example is service provided on a group, rather than individual basis where circumstances indicate that those benefiting are likely to meet the CSBG income eligibility requirements. For example, a "job skills" class at a homeless shelter, a parents group for Head Start families, and a diabetes prevention workshop located in a high concentration poverty zone. Another circumstance would be a soup kitchen or food pantry in an economically depressed area. Services are provided on an individual basis but circumstances render income eligibility verification impossible or impractical. And finally, another example would be services obtained during a storm disaster or other like event. In that situation, income verification is an impediment to provision of needed relief efforts and can impede a timely response.

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?

For community-targeted services that are intended to increase community awareness of poverty, or involvement in poverty issues and anti-poverty community partnerships, eligible entities are not expected to verify income eligibility, as doing so would limit participation and dissuade broad participation. In such circumstances, the State ensures that eligible entities' activities target and benefit low-income communities by maintaining documentation demonstrating that the nature of the activity was in accord with the purposes of the CSBG Act. Examples of such activities include an eligible entity community forum on parole re-entry in a high poverty zip code; convening a meeting of human service organizations to discuss expansion and access to anti-poverty services; and, holding an open house for community members to discuss program services.

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.

See Attachment 6: Response to Section 13.1-Excerpt from Attachment d, Page 6 of 7, the State CSBG Contract with Eligible Entities (requiring the use of ROMA by all grantees). In addition to contractually requiring the use of ROMA by all eligible entities within the State (see Attachment 6), DOS funds ROMA training by NYSCAA for CSBG grantees and uses the DOS website to describe ROMA and link users to the guidance documents made available online by the National Association for State Community Services Programs (see <http://www.nascap.org/CSBG/594/ROMA.aspx?iHt=13>).

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**

CSBG work plans include National Performance Indicators (NPIs) associated with program and agency outcomes as a way to measure eligible entity performance. Progress on the outcomes contained in the CSBG work plans is tracked and reported by the grantee each quarter and reviewed by DOS program analysts.

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.

Several program analysts, as well as members of NYSCAA are certified ROMA trainers. DOS and NYSCAA provide training and technical assistance to eligible entities. DOS reviews eligible entity compliance with the ROMA system.

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.

As part of the State's triennial assessment process, program analysts verify that qualitative and quantitative data is collected and measured against performance to improve service delivery. In addition, the DOS annual compliance review of the national organizational standards required by HHS includes a review of progress or improvement in service delivery at eligible entities based on data collected and reported to eligible entities' management staff, governing boards, and the State.

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 Community Action Plan, which is an aggregate document consisting of the eligible entity's CSBG work plan, justification, and community needs assessment, is submitted annually as part of the refunding package.

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.

Eligible entities are contractually required to conduct a needs assessment every three years. The methodology and priorities are included in the annual refunding package.

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;

See Attachment 7: Response to Section 14.1a-Activites Targeting Seven Programmatic Purposes

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;

The DOS and the CSBG network are committed to addressing the needs of youth in low-income communities. To that end, the Division of Community Services contracts with a number of eligible entities each year to provide services to youth in low-income communities. Such services include summer jobs programs, youth recreation activities, school dropout prevention and homework assistance. In addition, eligible entities also provide such services as education counseling, Head Start, day care, and ESOL/ESL instruction. Eligible entities are monitored by DOS for achievements in the area of Youth services quarterly.

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)

New York State eligible entities work with a number of local and statewide organizations in pursuit of expanding and enhancing services to low-income population. This could include organizations such as the Food Bank, faith-based entities, and local governments, to name of few. The New York State CSBG work plan includes a section on Partnerships. Grantees must identify the name of the organization, describe their involvement, and list the intended outcome for each partnership. DOS verifies that these partnerships are carried out through the routine monitoring of grantees and through the negotiation of contract work plans.

State Use of Discretionary Funds

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

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

Eligible Entity Service Delivery, Coordination, and Innovation

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

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

All areas of the State are presently served by the CSBG network. The 49 eligible entities within the State of New York serve all 62 counties. The specific geographic areas served by each eligible entity are defined by each agency's Certificate of Incorporation and the terms of its CSBG designation.

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).

Since Federal Fiscal Year (FFY) 2008, DOS has set aside a portion of its CSBG allocation for targeted grants for innovative community and neighborhood based projects. In recent years, these projects focused on innovative community and neighborhood-based initiatives in such activities as workforce development and the service needs of low-income new Americans. These awards are made on a competitive basis. A Request for Application (RFA) is released and agencies are selected from among the highest scoring applicants. The application process is open to eligible entities and non-for-profit community based/neighborhood based organizations

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."

CSBG eligible entities operate food pantries and soup kitchens across the State and have increased availability and hours of operation to meet expanding needs. Nearly all eligible entities operate nutrition or nutrition-related programs using CSBG funding along with, or in concert with, other public and private resources.

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
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SECTION 15
Federal Certifications

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

 3. For grantees other than individuals, Alternate I applies.

 4. For grantees who are individuals, Alternate II applies.

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

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

**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.