



Maryland Department of Housing and Community Development

Federal Fiscal Years 2025 - 2026

CSBG State Plan

*Wes Moore, Governor
Aruna Miller, Lt. Governor
Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary*



dhcd.maryland.gov

Maryland Department of Housing and Community Development
FFY 2025 - 2026 Community Services Block Grant (CSBG)
State Plan

CSBG Cover Page (SF-424M)

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

SECTION 1: CSBG Administrative Information

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

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

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

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

If yes, select the fields that have changed.

- | | | |
|---|---|--|
| ☐ Lead Agency | ☐ Department Type | ☐ Department Name |
| ☒ Authorized Official | ☐ Street Address | ☐ City |
| ☐ Zip Code | ☒ Office Number | ☐ Fax Number |
| ☒ Email Address | ☐ Website | |

1.2a. Lead agency Department of Housing and Community Development (DHCD)

1.2b. Cabinet or administrative department of this lead agency

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor's Office
- ☐ Health Department
- ☒ Housing Department
- ☐ Human Services Department
- ☐ Social Services Department
- ☐ Other, describe:

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official Department of Housing and Community Development

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

Name Danielle Meister

Title Assistant Secretary, Division of Homeless Solutions

1.2e. Street Address 7800 Harkins Road

- 1.2f. City [Lanham](#)
- 1.2g. State [Maryland](#)
- 1.2h. Zip Code [20706](#)
- 1.2i. Telephone Number [\(443\) 651-0241](#)
- 1.2j. Fax Number
- 1.2k. Email Address danielle.meister@maryland.gov
- 1.2l. Lead Agency Website dhcd.maryland.gov

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

- 1.3. Designation Letter:** Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed. [\[Attach a document.\]](#)
- 1.4. CSBG Point of Contact:** Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

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

If yes, select the fields that have changed.

- | | | | |
|---|--|---|-------------------------------------|
| ☐ Agency Name | ☒ Point of Contact | ☐ Street Address | ☐ City |
| ☐ State | ☐ Zip Code | ☒ Office Number | ☐ Fax Number |
| ☒ Email Address | ☐ Website | | |

1.4a. Agency Name [Department of Housing and Community Development](#)

1.4b. Point of Contact Name

Name [Angela Fraser](#)

Title [Assistant Director, Division of Homeless Solutions](#)

1.4c. Street Address [7800 Harkins Road](#)

1.4d. City [Lanham](#)

1.4e. State [Maryland](#)

1.4f. Zip Code [20706](#)

1.4g. Telephone Number [301-429-7516](#)

1.4h. Fax Number

1.4i. Email Address angela.fraser@maryland.gov

1.4j. Agency Website dhcd.maryland.gov

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

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

☒ Yes ☐ No

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

☐ Yes ☒ No

If yes, select the fields that have changed.

- | | | | |
|--|---|---|-------------------------------------|
| ☐ Agency Name | ☐ Executive Director | ☐ Street Address | ☐ City |
| ☐ State | ☐ Zip Code | ☐ Office Number | ☐ Fax Number |
| ☐ Email Address | ☐ Website | ☐ RPIC Lead | |

1.5a. Agency name [Maryland Community Action Partnership](#)

1.5b. Executive Director or Point of Contact

Name [Angela Martin](#)

Title [Executive Director](#)

1.5c. Street Address [420 Chinquapin Round Road, Suite 2-I](#)

1.5d. City [Annapolis](#)

1.5e. State [Maryland](#)

1.5f. Zip Code [20401](#)

1.5g. Telephone Number [443-482-5169](#)

1.5h. Fax Number

1.5i. Email Address amartin@maryland-cap.org

1.5j. State Association Website Maryland-cap.org

1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead ☒ Yes ☐ No

SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. ☒ Yes ☐ No
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. ☐ Yes ☒ No
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. [\[Attach a document and/or provide a link, 1500 characters\]](#)
- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year.
☒ Yes ☐ No
- [The State CSBG statute was amended in 2024 to align board composition requirements with the federal CSBG Act.](#)
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year. ☐ Yes ☒ No

SECTION 3: State Plan Development and Statewide Goals

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

The Maryland Department of Housing and Community Development (DHCD) is the state's housing finance agency, providing resources for affordable rental development and sustainable homeownership and working with local governments, nonprofits, and other partners to achieve responsive and responsible community revitalization.

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

DHCD's Division of Homeless Solutions administers the CSBG program. Program goals include: 1) ensuring compliance with federal and state requirements; 2) providing adequate oversight and guidance to strengthen the capacity of the state's Community Action network; 3) collaborating with the State Association to advance the Community Action network's anti-poverty mission statewide; and 4) facilitating linkages between Eligible Entities and State government agencies to better serve Maryland's most vulnerable populations.

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

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

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

3.3a. Analysis of state-level tools

- ☒ State Performance Indicators and/or National Performance Indicators (NPIs)
- ☒ U.S. Census data
- ☒ State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- ☒ Monitoring Visits/Assessments
- ☐ Tools Not Identified Above (specify)

3.3b. Analysis of local-level tools

- ☒ Eligible Entity Community Needs Assessments
- ☒ Eligible Entity Community Action Plans
- ☒ Public Hearings/Workshops
- ☒ Tools Not Identified Above (e.g., state required reports) The Lead Agency conducted listening sessions with Eligible Entities prior to creating a preliminary draft of the 23/24 State Plan.

3.3c. Consultation with

- ☒ Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State Association
 - ☐ National Association for State Community Services Programs (NASCSPP)
 - ☐ Community Action Partnership (NCAP)
 - ☐ Community Action Program Legal Services (CAPLAW)
 - ☐ CSBG Tribal Training and Technical Assistance (T/TA) provider
 - ☐ Regional Performance Innovation Consortium (RPIC)
 - ☐ Association for Nationally Certified ROMA Trainers (ANCRT)
 - ☐ Federal CSBG Office
 - ☐ Organizations not identified above (specify)

3.4. Eligible Entity Involvement

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

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

The Lead Agency held three listening sessions in June 2024 to solicit feedback from Eligible Entities about developing the 2025 / 2026 State Plan. A public hearing was held on July 24, 2024 at the Lead Agency's office in Lanham, MD; and a 30-day comment period followed the hearing.

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

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

The Lead Agency held two in-person listening sessions and one virtual session to give Eligible Entities opportunities to provide input on the State Plan. In the weeks leading up to the listening sessions and public hearing we increased communication about these opportunities through email and during meetings with the State Association and CEEs. During each listening session we provided an overview of key sections of the plan and asked for feedback on changes that Eligible Entities would like to see incorporated in the 2025 / 2026 plan.

3.5. Eligible Entity Overall Satisfaction: Provide the state's target for eligible entity Overall Satisfaction during the performance period. **Year One 77 Year Two 79**

Instructional Note: The state's target score will indicate improvement or maintenance of the states' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

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

SECTION 4: CSBG Hearing Requirements

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

The Lead Agency placed a notice in the July 12 issue of the Maryland Register to announce the public hearing. CEEs were notified of the hearing date on July 15, 2024 and provided with a link to review the current State Plan, given that we did not intend to make substantive changes to this Plan. The public hearing was conducted on July 24, 2024.

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

The Maryland Register is an official publication of the State of Maryland and is published every two weeks. State government agencies publish hearing notices in the Maryland Register to ensure statewide distribution. The public hearing notice on the 2025 / 2026 State Plan was published on July 12, 2024. The notice included information about the date, time, and location of the hearing, as well as, instructions for submitting comments during the 30-day comment period following the hearing.

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

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

Date <i>[Select a Date]</i>	Location <i>[Provide the facility and city – Narrative 100 characters]</i>	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirmed that the public was invited.
2/8/2024	Maryland General Assembly, Annapolis, MD	Legislative	☐
7/24/2024	Maryland Department of Housing and Community Development, Lanham, MD	Public	☐

- 4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings. *[Attach supporting documentation or provide a hyperlink(s), 500 characters]*

SECTION 5: CSBG Eligible Entities

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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Allegany County Human Resources Development Commission Inc.	Allegany County	Nonprofit	Community Action Agency
Anne Arundel County Community Action Agency Inc.	Anne Arundel County	Nonprofit	Community Action Agency
City of Frederick	Frederick County	Public	Community Action Agency
Community Action Council of Howard County MD Inc.	Howard County	Nonprofit	Community Action Agency
Community Assistance Network Inc.	Baltimore County	Nonprofit	Community Action Agency
Delmarva Community Services Inc.	Dorchester County	Nonprofit	Community Action Agency
Garrett County Maryland Community Action Committee Inc.	Garrett County	Nonprofit	Community Action Agency
Harford Community Action Agency Inc.	Harford County	Nonprofit	Community Action Agency
Human Services Programs of Carroll County Inc.	Carroll County	Nonprofit	Community Action Agency
Maryland Rural Development Corporation	Caroline County, Cecil County, Kent County	Nonprofit	Community Action Agency
Mayor and City Council of Baltimore	Baltimore City	Public	Community Action Agency
Montgomery County, Maryland	Montgomery County	Public	Community Action Agency
Neighborhood Service Center Inc.	Talbot County	Nonprofit	Community Action Agency
Shore Up Inc.	Somerset County, Queen Anne's County, Wicomico County, Worcester County	Nonprofit	Community Action Agency
Southern Maryland Tri-County Community Action Committee	Calvert County, Charles County, St. Mary's County	Nonprofit	Community Action Agency
United Communities Against Poverty Inc.	Prince George's County	Nonprofit	Community Action Agency
Washington County Community Action Council Inc.	Washington County	Nonprofit	Community Action Agency

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

5.2. Total number of CSBG eligible entities: **17**

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

One or more of the following changes were made to the eligible entity list:

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.	

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

CSBG Eligible Entity	Reason
Click or tap here to enter text.	Choose an item.

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

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

SECTION 6: Organizational Standards for Eligible Entities

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

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

☒ [COE CSBG Organizational Standards](#)

☐ Modified Version of COE CSBG Organizational Standards

☐ Alternative Set of organizational standards

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

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

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

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

☐ There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

6.2. Implementation: Check the box that best describes how the state officially adopted organizational standards for eligible entities in a manner consistent with the state’s administrative procedures act. If “Other” is selected, provide a timeline and additional information, as necessary.

- ☐ Regulation
- ☒ Policy
- ☒ Contracts with Eligible Entities
- ☐ Other, describe:

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

- ☐ 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

6.3a. Assessment Process: Describe the planned assessment process.

Eligible Entities complete their self-assessment through an online portal. The Lead Agency reviews the self-assessment and supporting documentation to validate results. An overview of trends is presented to Eligible Entities during the State Association’s annual conference.

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

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards and provide a description and a justification for each exemption. Total Number of Exempt Entities: 0

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period.

Year One 40 % Year Two 40 %

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

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

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

Using the FFY20 allocation as a base, individual awards for the current year are adjusted based on poverty, unemployment, and whether the agency serves a rural community. Poverty and unemployment data used in the State's funding formula is updated every two years in conjunction with the development of a new CSBG State Plan.

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

☐ Yes ☒ No

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

Year One 93%

Year Two 93%

Planned CSBG 93 Percent Funds – Year One

CSBG Eligible Entity	Funding Amount (\$)
Allegany County Human Resources Development Commission	\$312,190.12
Anne Arundel County Community Action Agency Inc.	\$498,148.53
City of Frederick	\$310,669.15
Community Action Council of Howard County Maryland	\$258,897.88
Community Assistance Network, Inc.	\$869,217.58
Delmarva Community Services Inc.	\$334,476.56
Garrett County Community Action Committee, Inc.	\$305,693.57
Harford Community Action Agency, Inc.	\$362,684.61
Human Services Programs of Carroll County, Inc.	\$278,673.88
Maryland Rural Development Corporation	\$362,669.57
Mayor and City Council of Baltimore	\$2,507,815.28
Montgomery County Community Action Agency	\$752,314.48
Neighborhood Services Center, Inc.	\$305,518.11
Shore Up Inc.	\$578,686.33
Southern Maryland Tri-County Community Action Committee	\$493,390.82
United Communities Against Poverty, Inc.	\$900,153.81
Washington County Community Action Council	\$355,411.72
Total	\$9,786,612.00

Planned CSBG 93 Percent Funds – Year Two

CSBG Eligible Entity	Funding Amount (\$)
Allegany County Human Resources Development Commission	\$312,190.12
Anne Arundel County Community Action Agency Inc.	\$498,148.53
City of Frederick	\$310,669.15
Community Action Council of Howard County Maryland	\$258,897.88
Community Assistance Network, Inc.	\$869,217.58
Delmarva Community Services Inc.	\$334,476.56
Garrett County Community Action Committee, Inc.	\$305,693.57
Harford Community Action Agency, Inc.	\$362,684.61
Human Services Programs of Carroll County, Inc.	\$278,673.88
Maryland Rural Development Corporation	\$362,669.57
Mayor and City Council of Baltimore	\$2,507,815.28
Montgomery County Community Action Agency	\$752,314.48
Neighborhood Services Center, Inc.	\$305,518.11
Shore Up Inc.	\$578,686.33
Southern Maryland Tri-County Community Action Committee	\$493,390.82
United Communities Against Poverty, Inc.	\$900,153.81
Washington County Community Action Council	\$355,411.72
Total	\$9,786,612.00

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

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

Step 1: Funds are encumbered by grant agreement prior to receiving a Notice of Award from HHS. Award amounts are based on the prior year’s allocation and reflect updates to poverty and unemployment data used in the funding formula. (Duration: 4 Weeks)

Step 2: Upon receiving the Notice of Award, the Lead Agency's Division of Finance and Administration (DFA) is notified that disbursements will be processed based on the annual allocation. (Duration: 1 Day)

Step 3: Actual award amounts are determined by applying the State’s funding formula to the annual allocation. Agreements are amended, if needed. (Duration: 4 Weeks)

Step 4: Payment requests are processed and approved through the Department’s online project portal, then forwarded to DFA. (Duration: 5 Days)

Step 5: DFAs Grant Accounting unit reviews payment requests and confirms availability of funds, then posts the payment to the States Financial Management Information System (FMIS). Payments are authorized at this point. (Duration: 5 Days)

Step 6: Authorized payment requests are forwarded to the State Comptroller’s Office and are reviewed and finalized by that Office. Payments are issued by check or Electronic Funds Transfer to Eligible Entities. It is important to note the Lead Agency has no control or oversight at this step in the process. Payments may be delayed for different reasons. Eligible Entities have to communicate with the Comptroller’s Office to resolve any issues that may delay payments. (Duration: 10 Days)

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

- ☐ Reimbursement
- ☒ Advance
- ☐ Hybrid
- ☐ Other

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

☒ Yes ☐ No

7.4a. Distribution Consistency: 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 pre-populate the state’s annual report form.

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

The Lead Agency continuously looks for opportunities to improve procedures to make grant funds available in a timely manner. This includes exploring ways to better integrate multiple systems across different divisions of our department to streamline encumbrance and payment processes.

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

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

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

Year One 5 % Year Two 5 %

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

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

Year One 5 Year Two 5

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

Year One 3 Year Two 3

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

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

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. Year One 2 % Year Two 2 %

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

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

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$105,232.00	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	Click or tap here to enter text.	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication among eligible entities	\$105,232.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	\$0.00	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$0.00	
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	\$0.00	
Total	\$210,464.00	

Use of Remainder/Discretionary Funds – Year Two

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$105,232.00	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	Click or tap here to enter text.	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication among eligible entities	\$105,232.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	\$0.00	

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$0.00	
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	\$0.00	
Total	\$210,464.00	

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

- ☐ The State Directly Carries Out All Activities (No Partnerships)
- ☐ The State Partially Carries Out Some Activities
- ☐ CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) Click or tap here to enter text.
- ☐ Other Community-based Organizations
- ☒ State Community Action Association
- ☐ Regional CSBG Technical Assistance Provider(s)
- ☒ National Technical Assistance Provider(s)
- ☐ Individual Consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other

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

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

Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State Plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

The Lead Agency will increase support for the State Association's activities. The state's 17 Eligible Entities rely on the training, networking, coordination and communication provided by the Association to strengthen individual agency capacity and that of the entire network. Nearly half of the Eligible Entities have experienced leadership changes over the last two years. The State Association has a critical role in providing support and guidance to new leaders as well as elevating the statewide profile of the network.

The Lead Agency will increase funding for training and technical assistance for Eligible Entities. Feedback from the State Association and Eligible Entities identified the need for targeted training and technical assistance in key areas, including board composition, board governance, ROMA, and the CSBG Annual Report. During 2025 and 2026, we will use the results of State Association's annual T/TA survey to jointly conduct training on topics identified by CEEs as essential or high priority needs. The Lead Agency will also partner with national T/TA providers, as needed, to facilitate training for the state's network.

SECTION 8: State Training and Technical Assistance

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

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

Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY1 Q1	Training	Organizational Standards - General	
FY1 Q1	Both	Reporting Requirements	
FY1 Q2	Training	Monitoring	
FY1 Q2	Training	Governance/Tripartite Boards	
FY1 Q3	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
FY1 Q3	Training	ROMA	
FY1 Q4	Training	Other	FFY26 Community Action Plan
Ongoing/Multiple Quarters	Technical Assistance	Technology	Technical assistance with the DHCD Project Portal and CSG platform.

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY1 Q1	Training	Organizational Standards - General	
FY1 Q1	Training	Reporting Requirements	
FY1 Q2	Training	Monitoring	
FY1 Q2	Training	Governance/Tripartite Boards	
FY1 Q3	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
FY1 Q3	Training	ROMA	
FY1 Q4	Training	Other	FFY26 Community Action Plan
Ongoing/Multiple Quarters	Technical Assistance	Technology	Technical assistance with the DHCD Project Portal and CSG platform.

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

Year One \$210,464.00 **Year Two** \$210,464.00

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance.

The Lead Agency partners with the State Association to coordinate training and technical assistance for Eligible Entities based on the results of the State Association’s annual survey of its members and the Lead Agency’s monitoring activities. Training will be conducted jointly to provide CEEs with an understanding of compliance requirements as well as resources, strategies and best practices to help improve performance beyond basic compliance. Lead Agency staff participate in the State Association’s annual conference as panelists or presenters on a range of topics related to the administration of the CSBG program. Lastly, the Lead Agency participates in the RPIC for Region 3, which is led by the State Association.

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

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

- 8.2a. Address Unmet Organizational Standards:** Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards.

The Lead Agency provides one-on-one technical assistance for each Eligible Entity with unmet standards. CEE progress with meeting standards is monitored until standards are met. The Lead Agency and the State Association work together to provide training for the entire network on standards that are repeatedly unmet.

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

- ☐ All T/TA is conducted by the state
- ☐ 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

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

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

The Lead Agency will continue to collaborate with the State Association to provide customized training and technical assistance for Eligible Entities, as well as training for the entire network. The Lead Agency will support ongoing peer learning opportunities for Eligible Entities to share best practices and lessons learned as they relate to

operating as a Community Action Agency. One area of focus for 2025 and 2026 is providing adequate support and guidance for new Executive Directors and CEE leadership staff as they join the network. Training and technical assistance in this area will include a New ED Academy led by the State Association; one-on-one orientation sessions; and ongoing T/TA based on needs of individual leaders and their agencies.

SECTION 9: State Linkages and Communication

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

- 9.1. State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed.

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

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

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

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

[The Lead Agency participates in interagency work groups with the state Departments of Labor, Health, and Human Services. The Lead Agency also facilitates information sharing between state agencies and Eligible Entities when new initiatives are being implemented that will benefit the families and communities served by Eligible Entities.](#)

9.3. Eligible Entity Linkages and Coordination

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

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

Eligible Entities discuss partnerships, linkages, and collaboration efforts in their annual Community Action Plans (CAP) which are reviewed by Lead Agency staff. During monitoring, we also review a sample selection of MOUs and Resource Sharing Agreements. Annual contracts for CSBG funding specify that CEEs agree to carry out the activities described in their CAP including maintaining partnerships to support service delivery.

- 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. and pre-populates the Annual Report, Module 1, Item G.3b.

Eligible Entities work closely with public and nonprofit providers in their service area to establish a “no wrong door” approach to accessing services. Information sharing, referrals, and case management occur routinely so that the Eligible Entity and its partners are effectively meeting the needs of their common customers. By implementing a Whole Family Approach, Eligible Entities help ensure the needs of parents and children are addressed holistically by their agency and their partners.

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. WIOA Combined Plan:** If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state’s WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and

activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

The Community Services Block Grant (CSBG) program supports a range of direct services designed to assist low-income individuals and families with achieving self-sufficiency through a statewide network of seventeen Community Action Agencies. Congress annually appropriates funds for the CSBG program which are administered at the state level by the Maryland Department of Housing and Community Development. Community Action Agencies (also known as CSBG Eligible Entities or CAAs) receive 90 percent of the funds allocated to Maryland in order to operate programs and services that effectively address the causes and conditions of poverty in the Agency's service area. These Agencies have been formally designated by local governing bodies in every jurisdiction in Maryland to serve as the official anti-poverty agency for that jurisdiction.

Eligible entities coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems as follows. The Community Services Block Grant (CSBG) was a new addition to Maryland's 2018 WIOA State Plan. However, the OJT and the State's 17 local Community Action Agencies (CAAs) have been partners in the state workforce system for some time. Recognizing both agencies' common customer, Maryland's CAAs have been instrumental in referring clients to Local Areas for training. CAAs have entered into Memoranda of Understanding with Local Area WIOA partners and have built relationships with DORS to enhance access to VR services.

CAAs in Maryland have also led innovations in 2Gen service delivery. Specifically, Garrett County Community Action Committee, Inc. and the Allegany County Human Resources Development Commission are recognized as national leaders in 2Gen implementation. At the state level, representatives of DHCD, the lead CSBG State Agency, and the Maryland Community Action Partnership, Maryland's CAA State Association, sat on Governor Hogan's Two Generation Family Economic Security Commission. As a combined plan partner, DHCD is included on the state's WIOA Alignment Group and this participation since 2018 has led to enhanced coordination between CAAs and local workforce systems.

The inclusion of the CSBG program in Maryland's Workforce Plan opens new opportunities for CAAs to be integrated into local workforce services delivery. As a result of this integration, all Local Areas are required to address how they work with these entities in a more systematic way in local plan formulation and through the execution of WIOA compliant Memoranda of Understanding and Resource Sharing Agreements. Additionally, as of July 2020, CAAs participate on all Local Boards.

DHCD has been recognized by the U.S. Department of Housing and Urban Development as the Balance of State Continuum of Care (CoC) for seven counties in Maryland (Allegany, Calvert, Cecil, Charles, Garrett, St. Mary's, and

Washington). In that role, DHCD will serve as the CoC Lead in the submission of the annual CoC application; coordinate the annual Point in Time Count; and has responsibility for all data collection requirements. This transition will allow DHCD to take on the administrative portion of CoC governance, allowing the seven largely rural counties to focus more time and energy on providing services to individuals experiencing or at risk of homelessness.

Since 2017, DHCD has promoted collaboration between Community Action Agencies and the workforce system in Maryland. Representatives of DHCD have met with MWA, provided opportunities for representatives of MD Labor to meet with the CAA network; encouraged the Maryland Community Action Partnership, the statewide association for CAA organizations, to include MD Labor representatives to present during their annual conference; and worked with the GWDB to develop regulations that require all Local Boards in Maryland include a representative from the local CAA.

The following are examples of innovative employment and training programs and activities conducted by CSBG Eligible Entities as part of a community antipoverty strategy:

- Allegany Human Resources Development Commission (Allegany HRDC) partners with the Allegany County Department of Social Services and Horizon Goodwill Industries to provide TANF clients with workforce development training and job placement services. Allegany HRDC's clients can access Adult Basic Education / General Education Development (ABE/GED) classes through a partnership with Allegany College of Maryland. Additionally, career pathway and workforce development and education services are provided to clients through Allegany HRDC's 2 Gen Center for Strengthening Families in coordination with HRDC Head Start, Allegany College of Maryland and the YMCA.
- The Community Action Council of Howard County Maryland (CAC Howard) is represented on the Howard County Workforce Development Board. Through this partnership, CAC Howard provides employment and support services to assist those returning to the workforce, people in need of a high school diploma, and individuals pursuing a career change. CAC Howard also partners with Howard Community College to enroll Head Start parents in degree or certificate programs that will increase their employability and earning potential. Through comprehensive case management services, CAC Howard ensures all clients applying for any of the agency's programs or services can access workforce development services as needed.
- Baltimore City Community Action Partnership (BCCAP) works collaboratively with the Baltimore City Mayor's Office of Employment Development to deliver workforce development programming. BCCAP's case management services include referring clients to One-Stop Career Centers. BCCAP staff also visit One-Stop Career Centers to provide CAP services to workforce development program participants. Services provided to clients include: Adult Education and Literacy

programs; Financial Literacy Classes; Internships that are linked to careers; Workforce Preparation Programs; Career Planning; Case Management; and Individualized Employment Plans

- Neighborhood Services Center (NSC) serves Talbot County, Maryland and partners with the Talbot County Family Network to provide soft skills training and case management services. NSC also links youth ages 16 to 24 to on-the-job training and educational opportunities. With support from the Maryland Department of Labor WDAL Senior Citizen Employment Program, NSC will provide work opportunities for seniors in Talbot County. Through an MOU with the Upper Shore Workforce Investment Board, NSC provides job training services for participants in its Alternatives to Incarceration Program.
- CAAs routinely make referrals to local workforce development partners and receive referrals from those partners for services provided by the CAA to help individuals and families move from poverty to self-sufficiency. Coordination of workforce development services with the wide range of services offered by CAAs helps ensure that the needs of the individual or family being served are addressed comprehensively.

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

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

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

The Office of Home Energy Programs (OHEP) is a division of the Maryland Department of Human Services (DHS) and has responsibility for administering the Low-Income Home Energy Assistance Program in the State of Maryland. DHS contracts with public and non-profit organizations to administer federal energy assistance benefits to low-income households.

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

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

Eligible Entities discuss their coordination and partnership activities in their annual Community Action Plans and the Lead Agency includes a sample review of MOUs and Resource Sharing Agreements when conducting monitoring. Additionally, the Lead Agency shares information about the activities of its community partners through email and other communication channels to encourage coordination and partnership.

- 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.

Public and private resources are leveraged with CSBG funds to support emergency services and programs that meet the basic needs of families. Examples of these services include eviction prevention, utility assistance, and food distribution. Resources are also coordinated to support broader efforts involving the Eligible Entity and its partners. Examples of these efforts include affordable housing, entrepreneurship programs for youth, and transportation services for the elderly.

- 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.

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

All seventeen Eligible Entities are members of the State Association. The Lead Agency annually sets aside a portion of discretionary funds to support the State Association's

coordination and communication efforts with Eligible Entities. Additionally, the State sponsors and actively participates in the State Association’s annual conference and attends State Association board meetings. The State Association currently leads the RPIC for this region and the Lead Agency participates in RPIC meetings and work groups.

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

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

Communication Plan

Subject Matter	Expected Frequency	Format	Brief Description of “Other”
Upcoming Public and/or Legislative Hearings	Biannual	Meetings/Presentation Email Website Webinar Public Notice	
State Plan Development	Biannual	Meetings/Presentation Email Website Webinar	
Organizational Standards Progress	As needed	Meetings/Presentation Email Webinar	
State Accountability Measures Progress	As needed	Meetings/Presentation Email Webinar	
Community Needs Assessments/Community Action Plans	As needed	Meetings/Presentation Email Webinar 1:1 Letters/Hard Copies	
State Monitoring Plans and Policies	Annually	Meetings/Presentation Email Webinar 1:1	
Training and Technical Assistance (T/TA) Plans	Upon Request	Meetings/Presentation Email Webinar 1:1 Letters/Hard Copies	

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
ROMA and Performance Management	As needed	Meetings/Presentation Email Webinar 1:1	
State Interagency Coordination	As needed	Meetings/Presentation Email Website Webinar	
CSBG Legislative/Programmatic Updates	Monthly	Meetings/Presentation Webinar	
Tripartite Board Requirements	Annually	Meetings/Presentation Email Webinar 1:1 Letters/Hard Copies	

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

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

The Lead Agency provides feedback on State Accountability Measures during meetings with the State Association and during the State Association's annual conference. ACSI results are initially shared by email and then discussed during meetings with Eligible Entities and the State Association.

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

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

Lead Agency staff are assigned geographic regions of the state and work with Eligible Entities in those regions. This provides each CEE with a point of contact who assists with the day-to-day administration of their grant award; provides training and technical assistance, as needed; and facilitates communication between the Department and the Eligible Entity. The State works closely with the State Association by participating in

regular meetings about individual and joint efforts to support Eligible Entities. The State regularly distributes program updates, guidance, and relevant resource information via email.

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Allegany County Human Resources Development Commission	Full On-Site	On-Site Review	Q1	8/8/2021	11/16/2021	
Anne Arundel County Community Action Agency Inc.						
City of Frederick	Full On-Site	On-Site Review	Q1	9/13/2021	2/16/2021	
Community Action Council of Howard County Maryland	Full On-Site	On-Site Review	Q2	4/24/2019	9/6/2019	
Community Assistance Network, Inc.						
Delmarva Community Services Inc.						
Garrett County Community Action Committee, Inc.						
Harford Community Action Agency, Inc.	Full On-Site	On-Site Review	Q2	9/13/2021	11/4/2021	
Human Services Programs of Carroll County, Inc.						
Maryland Rural Development Corporation	Full On-Site	On-Site Review	Q2	6/17/2019	9/12/2019	

Mayor and City Council of Baltimore	No Review					
Montgomery County Community Action Agency	Full On-Site	On-Site Review	Q2	9/10/2019	2/14/2020	
Neighborhood Services Center, Inc.	No Review					
Shore Up Inc.	Full On-Site	On-Site Review	Q4	8/14/2019	1/17/2020	
Southern Maryland Tri-County Community Action Committee	No Review					
United Communities Against Poverty, Inc.	No Review					
Washington County Community Action Council	No Review					

Monitoring Schedule – Year Two

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Allegany County Human Resources Development Commission	No Review					
Anne Arundel County Community Action Agency Inc.	No Review					
City of Frederick	No Review					
Community Action Council of Howard County Maryland	No Review					
Community Assistance Network, Inc.	No Review					
Delmarva Community Services Inc.	No Review					
Garrett County Community Action Committee, Inc.	No Review					
Harford Community Action Agency, Inc.	No Review					

Human Services Programs of Carroll County, Inc.	Full On-Site	On-Site Review	Q1	9/10/2020	4/13/2021	
Maryland Rural Development Corporation	No Review					
Mayor and City Council of Baltimore	Full On-Site	On-Site Review	Q1	5/20/2024	TBD	
Montgomery County Community Action Agency	No Review					
Neighborhood Services Center, Inc.	Full On-Site	On-Site Review	Q2	9/10/2020	4/5/2021	
Shore Up Inc.	No Review					
Southern Maryland Tri-County Community Action Committee	No Review					
United Communities Against Poverty, Inc.	No Review					
Washington County Community Action Council	No Review					

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

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? **60**

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

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

10.4. Closing Findings: Are state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings included in the state monitoring policies attached under 10.2? **☒ Yes ☐ No**

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

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. **0**

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

- 10.6. Reporting of QIPs:** Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the state approving a QIP?

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

Deficiencies identified through monitoring are addressed by a QIP. After the Lead Agency and Eligible Entity have reviewed and agreed upon action items to correct deficiencies and a timeline for those items to be completed, the QIP will be forwarded to the Office of Community Services.

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

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

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

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

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Annotated Code of Maryland, Housing and Community Development Article, Section 8-104](#)

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

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

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. [Annotated Code of Maryland, Housing and Community Development Article, Section 8-104](#)

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

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

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

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

In lieu of provisions in state statute or regulation, the Lead Agency follows provisions outlined in the federal CSBG Act. Pursuant to section 676A of the Act, if any geographic area of a State is not, or ceases to be, served by an eligible entity, and if the chief executive officer of the State decides to serve such area, the chief executive officer may solicit applications from, and designate as an eligible entity:

- a private nonprofit organization (which may include an eligible entity) that is geographically located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements of this subtitle; and
- a private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area.

In order to serve as the eligible entity for the area, an entity shall agree to add additional members to the board of the entity to ensure adequate representation in each of the three required categories described in section 676A, by members that reside in the community comprised by the unserved area; and by members that reside in the neighborhood to be served. In designating an eligible entity, the chief executive officer shall grant the designation to an organization of demonstrated effectiveness in meeting the goals and purposes of this subtitle and may give priority, in granting the designation, to eligible entities that are providing related services in the unserved area, consistent with the needs identified by a community-needs assessment.

If no private, nonprofit organization is identified or determined to be qualified to serve the unserved area as an eligible entity the chief executive officer may designate an appropriate political subdivision of the State to serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision shall have a board or other mechanism as required by 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 Lead Agency's Division of Finance and Administration posts and tracks expenditures of CSBG funds through a statewide Financial Management Information System (FMIS). Non-discretionary, discretionary, and administrative funds are coded and tracked separately to ensure funds are used appropriately. FMIS reports are used to complete the SF-425 on an annual basis. Additionally, Eligible Entities are required to submit periodic reports showing expenditures of CSBG funds. Requests for modification to the Entity's budget must be reviewed and approved by the Lead Agency.

- 10.12. Single Audit Management Decisions:** Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

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

The Lead Agency reviews Eligible Entity single audit reports and issues management decisions on any CSBG-specific findings resulting from the audit. Management decisions state whether audit findings are sustained, the reasons for the decision, and the expected corrective action to be taken by the Eligible Entity, which may include repayment of disallowed costs, financial adjustments, or other action. Management decisions are issued within six months of the audit report being accepted by the Federal Audit Clearinghouse. Eligible Entities are required to proceed with corrective actions upon their receipt of the audit report. This policy will be reviewed and updated based on current Uniform Guidance requirements.

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

☒ Yes ☐ No

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

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

☒ Yes ☐ No

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

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

The Lead Agency will adjust its procedures to ensure triennial monitoring visits are completed in a reasonable timeframe. In recent years, we lacked staff capacity to conduct monitoring visits on schedule. Between 2024 and 2026 we will monitor all Eligible Entities according to our established schedule.

SECTION 11: Eligible Entity Tripartite Board

- 11.1. Tripartite Board Verification:** Verify which of the following measures are taken to ensure that the state verifies CSBG eligible entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act.

- ☒ Attend Board meetings
- ☒ Organizational Standards Assessment
- ☒ Monitoring
- ☒ Review copies of Board meeting minutes
- ☒ Track Board vacancies/composition
- ☐ Other

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

- ☐ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☒ As It Occurs
- ☐ Other

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

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

The State reviews by-laws, policies, and relevant board minutes of Eligible Entities during desk and on-site monitoring.

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

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

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state.

- ☐ 125% of the HHS poverty line
- ☒ X % of the HHS poverty line (fill in the threshold): [up to the maximum percent of the Federal Poverty Line as allowed by federal appropriations legislation](#)
- ☐ 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.

[Eligible Entities may use CSBG to serve households up to the income eligibility threshold established by federal statute.](#)

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

[The State reviews Eligible Entity policies to ensure income eligibility requirements are clearly outlined for frontline staff. The State also reviews client files to ensure income eligibility requirements are met in relation to the services provided.](#)

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

[If an Eligible Entity opts to provide community-targeted services supported by CSBG, they are required to include narrative descriptions of these activities in their Community Action Plan. An entity's policies regarding these types of services are reviewed during monitoring.](#)

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

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

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

☒ [The Results Oriented Management and Accountability \(ROMA\) System](#)

- ☐ Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

- 13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

[Sections 678E\(a\) and 676\(b\)\(12\) of the CSBG Act require the State Office and Eligible Entities within the state to participate in a performance management system. The Department elects to participate in the Results Oriented Management and Accountability / ROMA Next Generation performance management system. Annually, Eligible Entities submit a Community Action Plan \(CAP\) that outlines the services and strategies to be implemented and includes applicable National Performance Indicator targets. During the performance period, Eligible Entities report on their progress toward meeting performance targets and use of CSBG funds. Annual report data is collected following the end of the performance period and compared with performance targets provided with the eligible entities CAP.](#)

- 13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

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

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

☒ [CSBG National Performance Indicators \(NPIs\)](#)

- ☐ NPIs and others
- ☐ Others

[The Lead Agency measures Eligible Entity performance by comparing NPI goals listed in the entity's Community Action Plan with actual NPI outcomes reported in the entity's CSBG Annual Report.](#)

- 13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using ROMA or an alternative performance management system.

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

The Lead Agency uses discretionary funds to provide Eligible Entities with training and technical assistance in areas such as board governance, community needs assessment and strategic planning.

- 13.4. Eligible Entity Use of Data:** Describe how the state intends to validate that the eligible entities are using data to improve service delivery.

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

During on-site and desk monitoring, the Lead Agency looks for evidence that qualitative and quantitative data are used in program development and evaluation, as well as, in the development of the Eligible Entities community needs assessment and strategic plan.

Community Action Plans and Needs Assessments

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

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

CSBG grant agreements include a requirement that Eligible Entities meet all federal and State requirements of the award, including submission of reports and data. Annually, the Lead Agency provides Eligible Entities with forms and instructions for submitting their CAP. The State also provides training and technical assistance to assist Eligible Entities with completing their plans by the established deadline. The State reviews and accepts CAPs before executing grant agreements for CSBG funding.

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

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

Eligible Entities are required to submit reports and data as a condition of their CSBG grant agreement. This includes submitting a current Community Needs Assessment (CNA) with the Entity’s annual Community Action Plan. The Lead Agency will not formally accept an Entity’s CAP if the needs assessment has not been provided. If an Entity fails to submit a CNA, they are monitored through the TAP process and provided any necessary training and technical assistance.

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

14.1. Use of Funds Supporting Local Activities

CSBG Services

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

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

The State will ensure that funds are used for eligible activities through an evaluation of Eligible Entities’ Community Action Plans, Community Needs Assessments, and through on-site monitoring. The State’s oversight responsibilities are enforced through grant agreements between the State and eligible entities.

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 State will ensure that funds are used for eligible activities through an evaluation of Eligible Entities’ Community Action Plans, Community Needs Assessments, and through on-site monitoring. The State’s oversight responsibilities are enforced through grant agreements between the State and eligible entities.

Coordination of Other Programs

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

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

The State will ensure that funds are used for eligible activities through an evaluation of Eligible Entities’ Community Action Plans, Community Needs Assessments, and through on-site monitoring. The State’s oversight responsibilities are enforced through grant agreements between the State and eligible entities.

State Use of Discretionary Funds

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

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

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

Eligible Entity Service Delivery, Coordination, and Innovation

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

Eligible Entity Service Delivery System

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

The State will ensure that funds are used for eligible activities through an evaluation of Eligible Entities’ Community Action Plans, Community Needs Assessments, and through on-site monitoring. The State’s oversight responsibilities are enforced through grant agreements between the State and eligible entities.

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 follow-up consultations.”

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

[No response as the state describes this assurance under 9.3b.]

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

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

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

[No response as the state describes this assurance under 9.7]

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

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

initiatives with the goal of strengthening families and encouraging parenting.”

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

The State will ensure that funds are used for eligible activities through an evaluation of Eligible Entities’ Community Action Plans, Community Needs Assessments, and through on-site monitoring. The State’s oversight responsibilities are enforced through grant agreements between the State and eligible entities.

Eligible Entity Emergency Food and Nutrition Services

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

The State will ensure that funds are used for eligible activities through an evaluation of Eligible Entities’ Community Action Plans, Community Needs Assessments, and through on-site monitoring. The State’s oversight responsibilities are enforced through grant agreements between the State and eligible entities.

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

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

Note: The state describes this assurance in Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 9.4b]

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 9.2 and 9.5]

Federal Investigations

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

Note: The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 10.13]

Funding Reduction or Termination

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

Note: The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 10.7]

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

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

Note: The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 9.6]

Eligible Entity Tripartite Board Representation

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

Note: The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

Eligible Entity Community Action Plans and Community Needs Assessments

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

Note: The state describes this assurance in Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 13.5 and 13.6]

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Note: The state describes this assurance in Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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

[No response for this item]

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

SECTION 15: Federal Certifications

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

15.1. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.2. Drug-Free Workplace Requirements

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

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

- ☒ Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)

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

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

- ☒ [By checking this box, the state CSBG authorized official is providing the certification set out above.](#)

15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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

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

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

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

Instructions for Certification

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

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

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

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

15.4. Environmental Tobacco Smoke

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

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

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