

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Kansas Housing Resources

Report Name: CSBG State Plan Revision # 1

Report Period: 10/01/2019 to 09/30/2020

Report Status: Initialized (Revision #1)

Report Sections

- 1. CSBG Cover Page (SF-424M)***
- 2. Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter***
- 3. Section 2: State Legislation and Regulation***
- 4. Section 3: State Plan Development and Statewide Goals***
- 5. Section 4: CSBG Hearing Requirements***
- 6. Section 5: CSBG Eligible Entities***
- 7. Section 6: Organizational Standards for Eligible Entities***
- 8. Section 7: State Use of Funds***
- 9. Section 8: State Training and Technical Assistance***
- 10. Section 9: State Linkages and Communication***
- 11. Section 10: Monitoring, Corrective Action, and Fiscal Controls***
- 12. Section 11: Eligible Entity Tripartite Board***
- 13. Section 12: Individual and Community Eligibility Requirements***
- 14. Section 13: Results Oriented Management and Accountability (ROMA) System***
- 15. Section 14: CSBG Programmatic Assurances and Information Narrative***
- 16. Section 15: Federal Certifications***

CSBG Cover Page (SF-424M)

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

COVER PAGE

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

7. APPLICANT INFORMATION

* a. Legal Name: Kansas Housing Resources Corporation			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 710950729		* c. Organizational DUNS: 137043662	
* d. Address:			
* Street 1:	611 S. Kansas Ave Suite 300	Street 2:	
* City:	Topeka	County:	SHAWNEE
* State:	KS	Province:	
* Country:	United States	* Zip / Postal Code:	66603 -

e. Organizational Unit:

Department Name: Kansas Housing Resources Corporation	Division Name: Housing With Supportive Services
---	---

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Kristi	Middle Name:	* Last Name: Skinner
Suffix:	Title: CSBG Program Manager	Organizational Affiliation: Kansas Housing Resources Corporation	
* Telephone Number: (785) 217-2044	Fax Number: (785) 256-9484	* Email: kskinner@kshousingcorp.org	

* 8a. TYPE OF APPLICANT:

A: State Government

b. Additional Description:

* 9. Name of Federal Agency:

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

11. Descriptive Title of Applicant's Project

By formula, Kansas Community Services Block Grant funds are sublet to Community Services Block Grant eligible entities for use in locally developed programming and activities designed to mitigate the causes and effects of poverty.

12. Areas Affected by Funding:

Kansas

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant 02	b. Program/Project:
----------------------	---------------------

Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:	15. ESTIMATED FUNDING:
---------------------	------------------------

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

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:06/30/2021	
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
1.1. Identify whether this is a One-Year or a Two-Year Plan		<input checked="" type="radio"/> one-year <input type="radio"/> two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2020	Year Two
1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.			
<i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated 07/01/2019			
<input type="checkbox"/>	Lead Agency	<input type="checkbox"/>	Department Type
<input type="checkbox"/>		<input type="checkbox"/>	Department Name
<input checked="" type="checkbox"/>	Authorized Official	<input type="checkbox"/>	Street Address
<input type="checkbox"/>		<input type="checkbox"/>	City
<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Business Number
<input type="checkbox"/>		<input type="checkbox"/>	Fax Number
<input type="checkbox"/>	Email Address	<input type="checkbox"/>	Website
<input type="checkbox"/>		<input type="checkbox"/>	
1.2a. Lead agency		Kansas Housing Resources Corporation	
1.2b. Cabinet or administrative department of this lead agency <i>[Select one option and narrative where applicable]</i>			
<input type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input checked="" type="radio"/> Other, describe			
KHRC is a subsidiary corporation of the KS Development Finance Authority			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official			
1.2d. Authorized official of the lead agency			
Name: Ryan Vincent		Title: Executive Director	
1.2e. Street Address		611 S. Kansas Ave Suite 300	
1.2f. City		Topeka	1.2g. State KS
		1.2h. Zip 66603	
1.2i. Telephone number and extension - ext.		1.2j. Fax number -	
1.2k. Email address		1.2l. Lead agency website	

Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.

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 in regards to the state point of contact has changed since the last submission of the state plan? ☒ Yes ☐ No

If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply 01/28/2019

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

1.4a. Agency Name

1.4b Point of Contact Name

Name: Hugh Poole

Title: CSBG Program Manager

1.4c. Street Address

611 S. Kansas Ave Suite 300

1.4d. City

Topeka

1.4e. State KS

1.4f. Zip 66603

1.4g. Telephone Number 785 217 - 2044 ext.

1.4h. Fax Number 785 256 - 9484

1.4i. Email Address HPoole@kshousingcorp.org

1.4j. Agency Website

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 in regards to the state Community Action Association has changed since the last submission of the state plan? ☐ Yes ☒ No

If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply

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

1.5a. Agency Name Kansas Association of Community Action Programs

1.5b. Executive Director or Point of Contact

Name: Scott Anglemyer

Title: Executive Director

1.5c. Street Address

455 SE Golf Park Blvd

1.5d. City

Topeka

1.5e. State KS

1.5f. Zip 66605

1.5g. Telephone number 785 234 - 0878 ext.

1.5h. Fax number 785 234 - 1652

1.5i. Email Address scott@kacap.org

1.5j. State Association Website www.kacap.org

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

Section 2: State Legislation and Regulation

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

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 Item 2.1. and/or Item 2.2.

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 enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year ☐ Yes ☒ No

2.4b. Regulation Amendments: State established or amended regulations for CSBG last federal fiscal year ☐ Yes ☒ No

2.4c. Designation: State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency ☐ Yes ☒ No

Section 3: State Plan Development and Statewide Goals

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

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.

Kansas Housing Resources Corporation is a self-supporting, public corporation which serves as the primary administrator of Federal housing programs for the State of Kansas. Our mission is to increase the availability of affordable, decent, and accessible housing for lower-income Kansans. To achieve our goal, KHRC collaborates with many partners across the state, including lenders, developers, builders, real estate agents, service providers, homeless advocates, non-profit organizations, and government agencies.

3.2. State Plan Goals:

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

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

Kansas Housing Resources Corporation has set the following goals for FY2020: 1) KHRC will demonstrate effective oversight of the CSBG Program by improving the satisfaction of the Kansas Community Action Network as measured by the Customer Satisfaction Index Score on the ACSI Survey; 2) KHRC will utilize CSBG discretionary funding to support the CSBG Eligible Entities and other non-profit organizations whose primary purpose is that of eliminating the causes and conditions of poverty in Kansas; 3) KHRC will maintain a high level of communication with the CSBG network through quarterly KanDo! Task Force meetings, bi-monthly meetings with the KACAP Board of Directors, monthly meetings with KACAP, and through regular email and phone communication; 4) KHRC, in partnership with KACAP, will develop and maintain effective linkages at the state level to ensure increased access and resource acquisition for CSBG Eligible Entities and their customers; 5) KHRC, in partnership with KACAP, will coordinate the delivery of effective training to help promote high-performing CSBG Eligible Entities; and 6) KHRC will join the Kansas Community Action Network in setting goals to reduce poverty in Kansas.

3.3. State Plan Development:

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

3.3a. Analysis of state-level tools *[Check all that apply and narrative where applicable]*

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

☐ U.S. Census data

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

☒ Monitoring Visits/Assessments

☐ Tools not identified above (specify)

3.3b. Analysis of local-level tools *[Check all that apply and narrative where applicable]*

☐ Eligible entity community needs assessments

☒ Eligible entity community action plans

☒ Public Hearings/Workshops

☐ Tools not identified above (e.g., State required reports)[specify]

3.3c. Consultation with *[Check all that applies and narrative where applicable]*

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

☒ State Association

☒ National Association for State Community Services Programs (NASCSPP)

☐ Community Action Partnership (The Partnership)

☐ Community Action Program Legal Services (CAPLAW)

☐ CSBG Tribal Training and Technical Assistance (T/TA) provider

☒ Regional Performance Innovation Consortium (RPIC)

<input type="checkbox"/> Association for Nationally Certified ROMA Trainers (ANCRT)	
<input checked="" type="checkbox"/> Federal CSBG Office	
<input type="checkbox"/> Organizations not identified above [Specify]	

3.4. Eligible Entity Involvement

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

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

KHRC has taken the following steps to work with the Eligible Entities and State Association to develop the state plan: 1) The CSBG Program Manager regularly attends the Kansas Association of Community Action Programs (KACAP)-facilitated Affinity group meetings, which include the KACAP Board of Directors meetings. During the KACAP Board of Directors meetings, KHRC provides program updates and solicits feedback from the participants. 2) Kansas Housing Resources Corporation and the Kansas Association of Community Action Programs (KACAP) have monthly collaboration meetings to discuss the training and technical assistance needs of the Community Action Network. 3) KHRC facilitates quarterly meetings of the KanDo! Task Force. These meetings focus on data reporting and the technical assistance needs of the network. 4) KHRC scheduled two public hearings during the development of the FY2020 CSBG Model State Plan. A preliminary public meeting was held on August 6, 2019 at KACAP to solicit input from the CSBG Eligible Entities and public on the development of the state plan. This hearing was scheduled to coincide with the KACAP Board of Directors meeting to maximize participation of the Community Action Network. The second and final public hearing was held on August 20, 2019 at the KHRC Office during which the CSBG Program Manager presented the final FFY2020 CSBG State Plan to the public for comment.

3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous 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 CSBG Program Manager has intentionally participated in discussions with eligible entities that focused on open communication, KHRC monitoring practices, KHRC procedures for assessing the CSBG Organizational Standards and the relationship between KHRC and the eligible entities. KHRC staff has made attendance at KACAP Board and Affinity meetings a high priority. The increased attendance at the meetings coupled with improved communication has allowed KHRC to receive valuable input on multiple areas of the state plan, such as monitoring, training/technical assistance plan, state use of funds, ROMA, linkages, and Tripartite Boards.

3.5. Eligible Entity Overall Satisfaction:
Provide the State's target for eligible entity Overall Satisfaction during the performance period:

Year One	70	Year Two
-----------------	----	-----------------

Instructional Note: The state's target score will indicate improvement or maintenance of the state's 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

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

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 OCS accepted FY2019 CSBG Model State Plan was posted to the KHRC public website in March 2019 and has been available for the public to review. A preliminary public hearing for the FY2020 CSBG Model State Plan was held on August 6, 2019 at 9:00am at the Kansas Association of Community Action Programs office. KHRC coordinated the date, time and location of the public comment hearing with the Kansas Association of Community Action Programs (KACAP) to encourage participation of the Kansas CSBG Eligible Entities. The purpose of the preliminary public hearing was to gather input from the CSBG Eligible Entities and the public regarding the development of the FY2020 CSBG State Plan. Notice of the public hearing was sent to the Community Action network via email on June 5, 2019. A notice announcing the public hearing on August 6, 2019 was posted on the KHRC website on July 5, 2019. A second and final public hearing was held at 2:00 pm on August 20, 2019 to present the final FY2020 CSBG State plan to the public for comment. The CSBG Program Manager alerted the CSBG Eligible Entities of the schedule for the final public comment hearing by email communication on June 5, 2019. KHRC posted notice of the public hearings on the KHRC website on July 5, 2019. An announcement about both public hearings was published in the Kansas Register of the Kansas Secretary of State's Office (Vol 38_No 28_July_11_2019_pages_866-867) on July 11, 2019.

4.2. Public Notice/Hearing:

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

The OCS accepted FY2019 CSBG Model State Plan was posted to the KHRC public website in March 2019 and has been available for the public to review. A preliminary public hearing for the FY2020 CSBG Model State Plan was held on August 6, 2019 at 9:00am at the Kansas Association of Community Action Programs office. KHRC coordinated the date, time and location of the public comment hearing with the Kansas Association of Community Action Programs (KACAP) to encourage participation of the Kansas CSBG Eligible Entities. The purpose of the preliminary public hearing was to gather input from the CSBG Eligible Entities and the public regarding the development of the FY2020 CSBG State Plan. Notice of the public hearing was sent to the Community Action network via email on June 5, 2019, along with a copy of the 2019 CSBG State Plan. A notice announcing the public hearing on August 6, 2019 was posted on the KHRC website on July 5, 2019. A second and final public hearing was held at 2:00 pm on August 20, 2019 to present the final FY2020 CSBG State plan to the public for comment. The CSBG Program Manager alerted the CSBG Eligible Entities of the schedule for the final public comment hearing by email communication on June 5, 2019. KHRC posted notice of the public hearings on the KHRC website on July 5, 2019. An announcement about both public hearings was published in the Kansas Register of the Kansas Secretary of State's Office (Vol 38_No 28_July_11_2019_pages_866-867) on July 11, 2019.

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.

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/06/2019	Kansas Association of Community Action Programs, 455 SE Golf Park Blvd, Topeka, Kansas 66605	Public	<input type="checkbox"/>
2	08/20/2019	Kansas Housing Resources Corporation, 611 S. Kansas Avenue, Topeka, Ks 66603	Public	<input type="checkbox"/>
3	01/28/2019	House Appropriations Committee, Kansas State Capital	Legislative	<input type="checkbox"/>

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

Section 5: CSBG Eligible Entities

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

Form Approved
OMB No:0970-0382
Expires:06/30/2021

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.

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	City of Wichita, Wichita Sedgwick County Community Action Partnership	Sedgwick County	Public	Community Action Agency
2	Southeast Kansas Community Action Program, Inc.	Allen County, Bourbon County, Chautauqua County, Cherokee County, Crawford County, Elk County, Labette County, Linn County, Montgomery County, Neosho County, Wilson County, Woodson County	Non-Profit	Community Action Agency
3	Economic Opportunity Foundation, Inc.	Wyandotte County	Non-Profit	Community Action Agency
4	East Central Kansas Economic Opportunity Corporation	Anderson County, Coffey County, Douglas County, Franklin County, Johnson County, Lyon County, Miami County, Osage County, Morris County	Non-Profit	Community Action Agency
5	Northeast Kansas Community Action Program	Atchison County, Brown County, Doniphan County, Jackson County, Jefferson County, Jewell County, Leavenworth County, Marshall County, Mitchel County, Nemaha County, Osborne County, Pottawatomie County, Republic County, Riley County, Smith County, Washington County	Non-Profit	Community Action Agency
6	Mid-Kansas Community Action Program	Barber County, Butler County, Chase County, Clark County, Comanche County, Cowley County, Edwards County, Greenwood County, Harper County, Harvey County, Kingman County, Kiowa County, Marion County, Pawnee County, Pratt County, Reno County, Rice County, Stafford County, Sumner County	Non-Profit	Community Action Agency
7	Community Action, Inc.	Clay County, Cloud County, Dickinson County, Ellsworth County, Geary County, Lincoln County, McPherson County, Ottawa County, Russell County, Saline County, Shawnee County, Wabaunsee County	Non-Profit	Community Action Agency
8	Harvest America Corporation	Barton, Cheyenne, Decatur, Ellis, Finney, Ford, Gove, Graham, Grant, Gray, Greeley, Hamilton, Haskell, Hodgeman, Kearney, Lane, Logan, Meade, Morton, Ness, Norton, Phillips, Rawlins, Rooks, Rush, Scott, Seward, Sheridan, Sherman, Stanton, Stevens, Thomas, Trego, Wallace, Wichita Counties	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 8

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

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

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

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	Delete

5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that 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 (FFY). 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)

CSBG Eligible Entity	Reason	Delete

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

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

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

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

☐ Regulation

☐ Policy

☒ Contracts with eligible entities

☐ Other, describe:

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

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

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

☐ Self-assessment/peer review with state risk analysis

☐ State-authorized third party validation

☐ Regular, on-site CSBG monitoring

☐ Other

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

In an effort to create efficiencies in assessing the eligible entities' compliance with the CSBG Organizational Standards, KHRC subscribed to a web-based organizational standards system through Community Software Group. Within this system, eligible entities complete a self-assessment annually and upload documentation as evidence of their compliance with each of the organizational standards. KHRC staff review the self-assessments, including the uploaded documentation, and make a determination as to whether the standards are met or unmet. The system requires the eligible entity to create a technical assistance plan for each unmet standard. KHRC plans to continue using this web-based system for assessing each eligible entity's compliance with the CSBG Organizational Standards.

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

CSBG Eligible Entity	Description / Justification	Delete

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

Year One	88%	Year Two
----------	-----	----------

Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

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.

The formula used to distribute 90 percent of the CSBG funds allocated to Kansas is unchanged from FFY 2014. The formula developed in FFY2014 gives consideration to total population for whom poverty status is determined, low-income population (below poverty level) and territory (square mileage). To wit: Using the America Community Survey 2013-2017 5-year estimates (S1701), total population for whom poverty status is determined and low-income population were identified for each county. Counties were grouped by eligible entity. Each group's percentage share of the State's total population and the percentage share of the State's low-income population was calculated. Territory was determined by using square mileage as calculated for use with the Census 2010 (<http://www.indexmundi.com/facts/united-states/quick-facts/kansas/land-area#table>). Counties were grouped by eligible entity. Each group's percentage share of the State's total square mileage was calculated. Each element (total population, low-income population and territory) was assigned a weight: total population at one percent; low-income population at ninety percent and territory at nine percent. For each agency, the total of their resultant values (total population value plus low-income population value plus territory value) was applied to the estimated pass-through amount (90% of the FY2019 total CSBG allocation). The result is each agency's proportionate share for FY2020. The formula will be re-calculated annually based on updated data from the ACS (S1701).

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 "not less than of 90 percent funds" 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.

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

Year One	90.00%	Year Two
Planned CSBG 90 Percent Funds		
CSBG Eligible Entity	Year One Funding Amount \$	Delete
City of Wichita, Wichita Sedgwick County Community Action Partnership	\$982,452	
Southeast Kansas Community Action Program, Inc.	\$463,907	
Economic Opportunity Foundation, Inc.	\$457,077	
East Central Kansas Economic Opportunity Corporation	\$946,727	
Northeast Kansas Community Action Program	\$552,170	
Mid-Kansas Community Action Program	\$588,946	
Community Action, Inc.	\$612,588	
Harvest America Corporation	\$649,889	
Total		\$5,253,756

7.3. Distribution Process:

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

CSBG awards to eligible entities 6 mos. after the start of the Federal fiscal year. Accordingly, KS CSBG Eligible Entities build their budgets and structure their use of the annual awards on a 12 month, Apr. through Mar., program year. Eligible entities are, however, provided a grant period of 18 mos. to disburse/expend their CSBG awards. In order to receive funding for a given program year, eligible entities are required to submit an annual application, including a plan and budget. To allow sufficient time for entities to prepare the application and to receive board approval of the application, the release of instructions, including the announcement of the due date, is targeted 60 days prior to the due date. Entities anticipate a due date in late Feb./early Mar. Upon receipt of the refunding materials, KHRC staff review the application to ensure that all required elements have been supplied. Entities submitting incomplete applications are notified and asked to submit the missing element(s). No application is knowingly accepted absent required information. Upon acceptance of the refunding application, KHRC issues a Notice of Award/Grant Agreement which includes contractual provisions, notification of special grant conditions (if applicable) and other information which, from time to time, may be applicable. The accepted application is considered part of the binding grant agreement. So that the refunding process does not disrupt the flow of resources and based upon a renewal clause within the previous year's Notice/Agreement, entities may request an advance on the ensuing year's allotment. Entities report CSBG expenditures and receipts using the Grant Transaction Report (GTR) as provided by KHRC. These monthly reports are typically due to KHRC on the 15th of the mo. following the activity and are the vehicle that generates an end-of-the-mo. payment in the amount requested by the entity. KHRC's procedures state, "Payments will be processed to arrive on or near the first day of the month." Typically, however, payments responsive to the timely submission of GTRs are deposited to entity bank accounts between the 20th and the 24th day of each month. KHRC systems allow off-schedule payments should an entity feel such a request is necessary.

7.4. Distribution Timeframe:

Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☐ Yes
☒ No

7.4a. 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 prepopulate the state's annual report form.

Please see the response in 7.3

7.5. 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.

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

On the 2015 and 2017 ACSI surveys, KHRC received higher scores on distribution of CSBG funds, however, there has been a decrease in the scores in 2017 when compared to 2015. Comments shared on the ACSI survey and during other meetings, including the facilitated network meeting and public hearings, is that some agencies would like to see an analysis of the impact of the CSBG funding distribution that was modified with the formula change in FY2014. During FY2020, KHRC will work in partnership with the Kansas CSBG network to develop a plan for assessing the impact of the CSBG funding distribution. There have also been comments shared on the ACSI survey and during network meetings that the refunding application is too cumbersome. In response to this comment, KHRC will continue to look for ways to simplify the refunding application. KHRC will continue to encourage eligible entities to provide input on other needed revisions to grant administration procedures.

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

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

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 (0.00%)	5.00	Year Two (0.00%)
------------------	------	------------------

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	16.00	Year Two
----------	-------	----------

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	2.00	Year Two
----------	------	----------

7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) 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 (0.00%)	5.00%	Year Two (0.00%)
------------------	-------	------------------

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

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

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may

allocate the funds to the main category with which the activity is associated.

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$64,212.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$84,644.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$74,458.00	CSBG discretionary funds will be earmarked to support innovative community-based initiatives related to the purposes of the CSBG Act. These funds will be made available through a Notice of Funding Availability and may be awarded through a competitive process.
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$68,561.00	CSBG discretionary funds will be used to support efforts to mitigate funding losses in those agencies who experience a decrease in allocation as a result of recalculation of the formula based on updated poverty data.
Total	\$291,875.00	

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

[Check all that apply and narrative where applicable]

<input type="checkbox"/>	The state directly carries out all activities (No Partnerships)
<input checked="" type="checkbox"/>	The state partially carries out some activities
<input checked="" type="checkbox"/>	CSBG eligible entities <i>(if checked, include the expected number of CSBG eligible entities to receive funds)</i> 8
<input checked="" type="checkbox"/>	Other community-based organizations
<input checked="" type="checkbox"/>	State Community Action association
<input type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input type="checkbox"/>	National technical assistance provider(s)
<input type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input checked="" type="checkbox"/>	Other
Consultants or technical assistance providers	

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

7.11. 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 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.

While the state has not adjusted how the discretionary funding is utilized, we have attempted to be more responsive to using the funds to benefit the CSBG eligible entities and other community-based organizations. The CSBG Program Manager has implemented processes to be more transparent regarding the State's use of discretionary funding. The CSBG Program Manager has provided a more comprehensive definition of how KHRC defines innovative when posting notices of funding availability.

Section 8: State Training and Technical Assistance

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

SECTION 8 State Use of Funds

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

(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)

Note: This information is associated with State Accountability Measure 3Scand 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"
1	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Both	Other	Human Capacity and Community Transformation
3	Ongoing / Multiple Quarters	Both	ROMA	
4	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
5	FY1-Q2	Training	Community Assessment	
6	FY1-Q3	Training	Strategic Planning	
7	FY1-Q4	Both	Other	Support for Kansas Conference on Poverty

Training and Technical Assistance - Year Two

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9):

Year One	\$64,212	Year Two
-----------------	----------	-----------------

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.

KHRC works closely with the CSBG state association and eligible entities to identify training and technical assistance needs of the network. KHRC will continue to have monthly meetings with the state association to discuss T/TA needs and activities, including those related to the RPIC. KHRC will continue to attend the bi-monthly meetings of the KACAP Board of Directors. KHRC will continue to coordinate the quarterly meetings of the KanDo! data taskforce. These meetings provide KHRC the opportunity to learn more about the training / technical assistance needs of the eligible entities so that T/TA activities are relevant and meet the needs of the network. KACAP and KHRC collaborate together on reviewing the statewide T/TA Needs Assessment results and work together on developing the Kansas T/TA plan. The training and technical assistance activities offered by KHRC will be coordinated with KACAP and will be designed to meet specific needs of the network. The T/TA activities may be targeted to specific individual agencies or designed for the entire network. When appropriate, CSBG discretionary funding is made available to cover the cost for the training / technical assistance activities. KHRC will continue to support the Kansas Conference on Poverty, a statewide conference put on by the state association.

8.2. TAPs and QIPs: Does the state have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? ☒ Yes ☐ No

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

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. . As described in 8.1b, KHRC works closely with the CSBG network to identify training and technical assistance needs, including those related to unmet organizational standards. Not only is this information gathered by attending the meetings identified in 8.1b, it is also discussed at the end of monitoring visits. When needed, KHRC will offer direct technical assistance to an eligible entity to help the agency meet the requirements for unmet organizational standards. If appropriate, CSBG discretionary funding may be used to support the agency. KHRC has purchased a governance training DVD series covering eight topics ranging from board governance to fiscal. The training series is available to the CSBG Eligible Entities to use for providing training to the board of directors. KHRC also offered personalized training on the CSBG Organizational Standards to each of the eligible entities. This training reviewed each standard and discussed the evidence that KHRC looks for to demonstrate compliance. The training occurred during the 2nd quarter of FY2019.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

<input type="checkbox"/>	CSBG eligible entities <i>(if checked, provide the expected number of CSBG eligible entities to receive funds)</i>
<input checked="" type="checkbox"/>	Other community-based organizations
<input checked="" type="checkbox"/>	State Community Action association
<input checked="" type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/>	National technical assistance provider(s)
<input checked="" type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input type="checkbox"/>	Other

8.4. 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 may pre-populate the state's annual report form

KHRC collaborated with KACAP to complete a statewide assessment of training and technical assistance needs of the Kansas CSBG Eligible Entities, including a list of high priority T/TA needs. This assessment led to the development of the Kansas Training / Technical Assistance Plan. During FFY2017, FFY2018, and FFY2019, Kansas Housing Resources Corporation awarded discretionary grants to the Kansas Association of Community Action Programs to support the Kansas Conference on Poverty, a statewide conference that delivers specific training / technical assistance activities in response to the high priority technical assistance needs identified in the Kansas Training / Technical Assistance Plan. The state's plan for delivering CSBG-funded training and technical assistance to CSBG Eligible Entities was developed to support the efforts described in the Kansas T/TA Plan.

Section 9: State Linkages and Communication

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

Form Approved
OMB No:0970-0382
Expires:06/30/2021

SECTION 9 State Linkages and Communication

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

9.1. State Linkages and Coordination at the state Level:

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

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

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

☒ State Head Start office

☐ State public health office

☐ State education department

☒ State Workforce Innovation and Opportunity Act (WIOA) agency

☐ State budget office

☐ Supplemental Nutrition Assistance Program (SNAP)

☐ State child welfare office

☒ State housing office

☐ Other

9.2. State Linkages and Coordination at the Local Level:

Describe the linkages and coordination at the local level that the state to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and as required by assurances under Sections 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.

In addition to its administration of CSBG, KHRC is the State lead for other programs specifically targeted to benefit individuals with low incomes, including the Weatherization Assistance Program (WAP), Emergency Solutions Grant (ESG), and Tenant-Based Rental Assistance (TBRA). (A comprehensive view of KHRC's portfolio can be gleaned by visiting its web site - www.kshousingcorp.org.) CSBG staff participate in meetings of KACAP-facilitated affinity groups comprised of and tailored to the needs of the State's CSBG Eligible Entities. Participation allows staff to encourage and support the effective delivery of coordinated services. Additionally, individual KHRC staff members maintain affiliations with a wide variety of governmental and social service organizations such as the Governor's Behavioral Health Services Planning Council and Habitat for Humanity. These activities are among the many that allow KHRC to understand the challenges faced by low-income individuals. Importantly, KHRC's many affiliations provide forums through which effective, non-duplicative solutions can be explored and deployed. In addition to the activities described above, KHRC will continue to support KACAP's annual Conference on Poverty, a statewide conference that brings together a wide range of stakeholders. The Conference on Poverty provides an opportunity for CSBG Eligible Entities to network with State departments and create linkages to increase access to services for their customers.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination:

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

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

Through the annual CSBG refunding process, eligible entities certify that they will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of services. These linkages are verified as partnerships and are evaluated during CSBG on-site monitoring visits.

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.

All Kansas CSBG Eligible Entities operate within a network of local service providers. These networks exist in order to reduce duplication of effort, coordinate resources and develop referral networks to address customer and community needs and circumstances. Macro- and micro-issues are taken to task.

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.

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.

Through the annual refunding process, CSBG Eligible Entities must describe how they 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 system. Policy 11300 of the Kansas CSBG Manual of Policies and Procedures requires Kansas CSBG Eligible Entities to coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services. Entities shall coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems. KHRC staff review compliance with this policy during CSBG monitoring reviews. CSBG Eligible Entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client needs and circumstances. This point is verified through CSBG monitoring reviews. The Kansas Conference on Poverty, sponsored in part by KHRC, has provided an opportunity for the CSBG Eligible Entities to network with governmental and other social services programs providing employment and training activities.

9.5. Emergency Energy Crisis Intervention:

Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).

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

Through the annual CSBG refunding process, eligible entities certify that they will ensure coordination between anti-poverty programs in their communities and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted. Since the Kansas Low-Income Energy Assistance Program (LIEAP) is not delivered by the CSBG Eligible Entities and is, in fact, administered by a different State agency, coordination between CSBG and LIEAP must be intentionally planned for and achieved. To that end, eligible entities are required, as a matter of Kansas CSBG policy to communicate with emergency energy crisis intervention programs at the local level. At the State level notice of the application period for LIEAP is shared with eligible entities as it becomes known. Typically, eligible entities relay the information to their customers and in some cases, assist customers in completing the application. Coordination is verified during CSBG monitoring. Given that KHRC administers the Weatherization Assistance Program (WAP), regular conversations between KHRC and the State administrator of LIEAP frequently occur.

9.6. Faith-based Organizations, Charitable Groups, Community Organizations:

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

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

Kansas CAAs have a long history of working in partnership with a variety of groups, organizations and institutions. Many of these groups are represented on entities' boards of directors/administering board. Included are banks, chambers of commerce, child care providers, civic groups, faith-based organizations, governmental entities, health care institutions and practitioners, neighborhood groups, schools, service providers, private foundations, professional associations and unions. KHRC encourages Kansas CSBG Eligible Entities to inventory their partnerships, to intentionally consider the scope and depth of each and to tie each partnership to their respective strategic plans. Partnership data is reported to KHRC on the CSBG annual report. KHRC examines the inventory of partnerships during CSBG on-site monitoring visits and when assessing the eligible entity's compliance with the CSBG Organizational Standards.

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.

A strength of the Kansas Network is the ability of the entities to use their CSBG dollars to leverage additional public and private resources which are then targeted to achieving outcomes within the framework of the three national goals. In addition to the direct services provided for low-income

families and communities, CSBG resources are used to support the infrastructure of Kansas CAAs. This coordinated and comprehensive approach to mitigating the causes and effects of poverty pursued by Kansas entities requires sound systems of governance and of fiscal and personnel management. CSBG funds allow Kansas CSBG Eligible Entities to develop and maintain these essential systems. The resulting accountability and capacity enable Kansas agencies to access, or leverage, additional public and private resources to further their direct service efforts. According to the 2017 State CSBG Facts Sheet published by NASCSP, Kansas CSBG Eligible Entities reported leveraging \$7.62 for every \$1 of CSBG funding that was received. These leveraged resources included public funds from city and county governments, additional Federal dollars, State dollars, grants from foundations and community-based, grant-making organizations and donations from individual contributors (funding, goods and services).

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.

Within this Plan, KHRC earmarks remainder/discretionary funds for projects intending to foster statewide coordination and communication among eligible entities (See Item 7.9). During FFY2019, KHRC and KACAP continued to have monthly collaboration meetings to discuss training / technical assistance needs for the Community Action Network and to develop a mutual plan of action for the Kansas Performance Management plan. KHRC continues its commitment to support coordination among the eligible entities and the Association. KHRC staff is available to attend any and all meetings of KACAP-facilitated professional affinity groups and other entity and network-wide events. KHRC recognizes benefit in the association of the State's eligible entities and, as a best practice, encourages each to maintain partnership with their peers through membership in KACAP. Tangible benefits accrue to affiliated entities and, importantly, membership provides a vehicle through which entities can contribute to the statewide effort to impact the causes and effects of poverty. The KHRC-facilitated KanDo! ROMA Task Force provides a forum for the Kansas network to coordinate around performance management and annual reporting concerns.

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	Annually	Meetings/Presentation Email Website Public Notice	
State Plan Development	Annually	Meetings/Presentation Email Public Notice	
Organizational Standards Progress	Quarterly	Meetings/Presentation Email 1:1 Phone Calls	
State Accountability Measures Progress	Quarterly	Meetings/Presentation Email Website Phone Calls	
Community Needs Assessments/ Community Action Plans	Semi-Annually	Email Website 1:1 Phone Calls	
State Monitoring Plans and Policies	Annually	Meetings/Presentation Email Website Phone Calls	
Training and Technical Assistance (T/TA) Plans	Annually	Meetings/Presentation Email Website Phone Calls	
ROMA and Performance Management	Quarterly	Meetings/Presentation Email 1:1 Phone Calls	
State Interagency Coordination	Quarterly	Meetings/Presentation Email	
CSBG Implementation/Performance Monitoring			

	As needed	Meetings/Presentation Email	
Tripartite Board Requirements	Quarterly	Meetings/Presentation Email Phone Calls	
	Topic	Expected Frequency	Format
1	None	Not Applicable	
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.			
<i>Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6</i>			
KHRC plans to provide feedback to local entities and KACAP through written/oral reports at the KACAP meeting immediately following the availability of the information. KACAP meetings typically occur on the first Tuesday of even-numbered months. The written report and any hand-outs that may have been included are delivered to entities not represented at the meeting. If circumstances prevent an oral presentation, a written report providing feedback to local entities and KACAP regarding performance on State Accountability Measures will be provided within 60 days of the availability of the information. An oral report will follow at the next KACAP meeting.			
9.11. 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.			
<i>Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.</i>			
The CSBG Program Manager will continue to have monthly meetings with KACAP to improve communication and to identify training / technical assistance needs within the network. During FY2017, FY2018, and FY2019, KHRC developed multiple strategies to improve communication with the Community Action Network, including attendance at the KACAP Board of Director meetings, Affinity Peer meetings, monthly collaboration meetings with KACAP, and quarterly KanDo! meetings facilitated by the CSBG Program Manager. KHRC will continue to work toward, and foster, open communication with the Community Action Network.			

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

SECTION 10 State Use of Funds

Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)

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

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

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

	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"
1	City of Wichita, Wichita Sedgwick County Community Action Partnership	No review					
2	Southeast Kansas Community Action Program, Inc.	No review					
3	Economic Opportunity Foundation, Inc.	Full On-site	Onsite Review	FY1 Q2	07/23/2019	07/25/2019	
4	East Central Kansas Economic Opportunity Corporation	Full On-site	Onsite Review	FY1 Q3	04/10/2018	04/12/2018	
5	Northeast Kansas Community Action Program	No review					
6	Mid-Kansas Community Action Program	No review					
7	Community Action, Inc.	Full On-site	Onsite Review	FY1 Q2	02/13/2018	02/15/2018	
8	Harvest America Corporation	Full On-site	Onsite Review	FY1 Q3	07/31/2018	08/02/2018	

10.2. Monitoring Policies:

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

Monitoring is an on-going process that includes a review of grant applications, KanDo! quarterly reports, monthly Grant Transaction Reports, independent audit reports and management letters, governing board meeting notices, agendas and minutes, and the review of monitoring reports from other entities (as available). On-site monitoring may occur at any time and without notice. Typically, however, written notice of the monitoring visit will be provided, at a minimum, one week in advance of the visit. CSBG eligible entities can generally anticipate a biennial on-site review by KHRC staff for the purposes of monitoring. The monitoring review will determine the CSBG eligible entity's compliance with applicable federal regulations and state requirements, including, but not limited to, the Federal CSBG Act, Uniform Administrative Requirements for HHS Awards (45 C.F.R Part 75), Center of Excellence's CSBG Organizational Standards and the Kansas CSBG Policies and Procedures. An on-site monitoring visit may include, but is not limited to, a review of 1) Program policies and procedures 2) Income guidelines and verification procedures 3) Intake forms and procedures 4) Program work plans and activities 5) CSBG administrative files 6) Personnel policies, files and job descriptions 7) Inventory and procurement procedures 8) Cooperative agreements and contracts, including consultant contracts 9) Organizational structure and lines of authority 10) Board member files, bylaws and meeting documentation 11) Fiscal policies and practices 12) Service activity reports, data tracking and reporting systems and supporting documentation 13) Interviews with program staff regarding program operations and job functions 14) Interviews with administrative and fiscal staff 15) Interviews with members of the governing/administering boards. For additional information see Section 4 (4100), Policy Manual for the Kansas Community Services Block Grant (October 2018)

10.3. Initial Monitoring Reports:

According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

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

60

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

10.4. Closing Findings:

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

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

Described above, please see Item 10.2

10.5. Quality Improvement Plans (QIPs):

Provide the number of eligible entities currently on QIPs, if applicable.

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

1

10.6. Reporting of QIPs:

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

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

Section 4 of the Kansas CSBG Manual of Policies and Procedures (attached to this report) provides information on the CSBG monitoring process, a description of how the results of the monitoring visits are shared with the eligible entities and the process for developing Quality Improvement Plans (section 4100, pages 11-12). As described in the policy and procedures manual, a written summary of the monitoring visit is provided to the eligible entity within 60 days following the visit. Compliance matters are identified in the monitoring report and require an entity's response, which may be a technical assistance plan (TAP) or a Quality Improvement Plan (QIP). The TAP or QIP is due to KHRC within 30 days following the issuance of the report. KHRC reviews and responds to the submitted TAP or QIP within 30 days of its receipt. The CSBG Program Manager will notify the Office of Community Services within 30 days of the acceptance of a Quality Improvement Plan (Kansas CSBG Manual of Policies and Procedures, section 4106, page 15). Unless otherwise specified, this notification to OCS will be an email sent by the CSBG Program Manager to the OCS Program Specialist. Eligible entities with active QIPs provide the CSBG Program Manager quarterly updates regarding their progress toward achieving the QIP. Once all of the compliance matters within the QIP have successfully been resolved and the Quality Improvement Plan has been closed, the CSBG Program Manager will notify the OCS Program Specialist.

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). ☒ 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: Do 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.

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

The state follows the procedures described in Section 676A of the Coats Human Services Reauthorization Act of 1998 (CSBG Act) and CSBG Information Memorandum 116 for the designation of new eligible entities.

10.9. Eligible Entity Termination: Do 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.

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

The state's policy follows the procedures described in Section 676A of the Coats Human Services Reauthorization Act of 1998 (CSBG Act) and CSBG Information Memorandum 116 for the termination of eligible entities (please see Item 10.2 above, CSBG Policy and Procedure Manual, Section 4500, pages 19-20).

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

10.10a. If Yes, provide the citation(s) of the law and/or regulation.

10.10b. If No, describe State procedures for re-designation of existing eligible entities.

The state follows the procedures described in Section 676A of the Coats Human Services Reauthorization Act of 1998 (CSBG Act) and CSBG Information Memorandum 116 for the re-designation of eligible entities.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting:

Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

accurate CSBG financial records and compliance with Federal grant requirements. 1) The SF-425 Federal fiscal report requires information regarding grant funds received, disbursed, on hand, obligated and unliquidated. In addition, information about program income earned and expended is required. This information is tracked by the accounting software and a project cost module in use by KHRC. The accounting software reports are balanced monthly with information from the DHHS Division of Payment Management as well as against reports from subrecipients. This ensures accurate information is available for use in the preparation of the SF-425 Federal fiscal report. Submission of the report is accomplished by way of the DHHS On-Line Data Collection (OLDC) system. OLDC requires the involvement of multiple individuals each of whom verifies the accuracy of report information prior to submission. Hard copy documentation supporting the submission is maintained by the Division Director and the CSBG Program Manager (notebook titled CSBG Federal Financial Reports). 2) Grant expenditures are traceable through KHRC's accounting software back to hard-copy, source documentation maintained by KHRC's Finance Division. Source documentation demonstrates that transactions are Federally allowable and in compliance with applicable grant requirements.

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.

Within KHRC, management decisions are the responsibility of the organization's Finance Division. Here-to-fore, eligible entities were required to submit their Single Audit Report within 30 days of completion. That submission prompted a programmatic review of the Report. The programmatic review included a communication with the Finance Division to make certain that its representative received a copy of the Audit Report and, if warranted, a management decision was on Finance Division's "tickler." Audit Reports are revisited by CSBG staff during CSBG monitoring and at the time of annual refunding. This redundancy serves as a check to the Finance Division's timely release of the management decision. The process will continue as reports are received. However, the new Uniform Guidance appears to preclude the ability to require that a "hard" copy Single Audit Report be submitted to KHRC. Instead, pass-through entities now directly retrieve the Report from the Federal Audit Clearinghouse. KHRC Finance Division's systems will be updated to ensure routine visits to the Federal Audit Clearinghouse so that new subrecipient submissions can be reviewed and acted upon. Further, KHRC anticipates asking its CSBG subrecipients to provide a courtesy notification of the Report's submission to the Clearinghouse. Additionally, an Audit Certification is required of each eligible entity during the refunding process. It aids in identifying those entities that are (or are not) subject to a Single Audit. For those subject to a Single Audit, the Audit Certification asks for the audit schedule. As an added measure, subrecipient board meeting minutes are monitored programmatically and an internal alert will be issued once it is learned that any board of directors has received/reviewed an audit report.

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.

10.14. 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.

In FY2018, KHRC subscribed to Community Software Group's Organizational Standards System, a web-based system used by state offices to assess compliance with the CSBG organizational standards. With the implementation of this system, KHRC moved to only conducting assessments of the organizational standards within this system. KHRC will no longer conduct on-site initial assessments of the organizational standards in conjunction with CSBG on-site monitoring visits. Comments from the 2017 ACSI survey along with comments shared during network meetings uncovered a need for the network to have an open discussion about communication, monitoring practices, and the relationship between KHRC, the state association, and the eligible entities. As a result of improved communication between KHRC and the eligible entities, there is better collaboration during monitoring visits. Based on ACSI and other comments received from the network, KHRC decided to change the frequency of conducting CSBG monitoring during FY2018. Agencies in good standing are monitored once every 2 years. Agencies with multiple compliance issues and those with significant compliance issues are monitored annually or more frequently, if needed. KHRC has made a commitment to disseminate initial monitoring reports within 60 days following the monitoring visit.

Section 11: Eligible Entity Tripartite Board

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

SECTION 11 State Use of Funds

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

- ☒ Attend Board meetings
- ☒ Organizational Standards Assessment
- ☒ Monitoring
- ☒ Review copies of Board meeting minutes
- ☒ Track Board vacancies/composition
- ☒ Other Board members may be interviewed during CSBG monitoring visits

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

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

11.3. Tripartite Board Representation Assurance: Describe how the state 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 Policy Manual for the Kansas Community Services Block Grant (October 2018) states, "Procedures must be established within bylaws under which a low-income individual, community organization, or religious organization, or representatives of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the board of the eligible entity, may petition for adequate representation." (Policy 6327) CSBG, on-site monitoring provides evidence that the bylaws of all Kansas eligible entities contain this provision.

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 participating 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. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.

Section 12: Individual and Community Eligibility Requirements

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

SECTION 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:

Provide the income eligibility threshold for services in the state.

[Check one item below.]

☒ 125% of the HHS poverty line ☐ X% of the HHS poverty line (fill in the threshold) ☐ Varies by eligible entity

0% % *[Response Option: numeric field]*

12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

Information regarding the State policies and procedures for income eligibility can be found in the Kansas CSBG Manual of Policies and Procedures (pages 42 through 46). As noted in section 8001 (page 42), Entities shall develop and implement written standards of operation, including program policies and procedures, to govern programs operated in whole or part with CSBG funds. Eligible entities shall, on submission of the annual refunding application, ensure that KHRC is provided a current, dated copy of the approved program policies and procedures. Section 8002, page 42, provides a list of what should be included in the program and procedures developed by the eligible entity. Item B in section 8002, specifies that the program policies and procedures shall include the eligibility criteria, including the income verification period, income guidelines, eligibility period and residency verification procedures and criteria. Section 8004, Items A-E (pages 43 and 44) provides guidance to the eligible entities on verification of family income, and provides a detailed description of what shall be included when determining family income. As noted in this section, family income means total cash receipts before taxes from all sources, with the exceptions noted within the section. Income includes money wages or salary before deductions and net income from non-farm self-employment. Tax refunds are excluded when determining family income. The poverty guideline must be followed when providing material aid by programs operated solely with CSBG funds. The poverty guideline is not a consideration when non-consumer specific, community development activities are undertaken to alleviate the causes and effects of poverty. The timeframes used for determining income verification vary between eligible entities. Generally, the timeframes are not less than 3 months and no more than 12 months. During the annual CSBG monitoring visits, the CSBG Program Manager reviews the eligible entity's compliance with the established income verification process.

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 in-take procedures (where individual income verification is not possible or practical),An example of these services is emergency food assistance.

The Kansas CSBG Manual of Policies and Procedures allows for the eligible entity to use self-declaration of income if the client is unable to provide other verification methods. According to the Kansas CSBG Manual of Policies and Procedures (section 8004, item E, page 43) "when determining family income, self-declaration of income shall be used only as a method of last resort". The signature of the applicant must appear on the self-declaration statement. Applicants with no income must declare so in writing. Each of the eligible entities have incorporated this language in their income verification procedures. During the annual CSBG monitoring visits, the CSBG Program Manager reviews the eligible entity's compliance with the established income verification process.

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

See Section 8, Policy Manual for the Kansas Community Services Block Grant (October 2018). Regarding Items 12.1, 12. 2 and 12.3, eligibility and processes for determining eligibility are assessed during CSBG on-site monitoring.

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

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

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 by 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.

The Kansas Community Action Network formed a KanDo! Taskforce to develop and maintain an outcome-based system. The KanDo! Taskforce is comprised of members from the eight community action agencies, Kansas Association of Community Action Programs and Kansas Housing Resources Corporation. To provide direction for the Taskforce's activities, the KanDo! Plan was developed as a fluid document that can be revised as needed to keep the network current with all national and state reporting requirements and is in line with the network's vision of being progressive. The KanDo! Plan provides the entire Kansas Network with a uniform understanding of the national goals and performance indicators, expectations for the use of the data for performance management and detail regarding quarterly and annual reporting of customer demographics and outcomes. Policy 6501 of the Kansas CSBG Manual of Policies and Procedures (October 2018) requires entities to have a documented process that ensures initial and continued board training. It suggests that ROMA be among the included topics. Board training is assessed during CSBG on-site monitoring.

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

Primarily, KHRC will use the National Performance Indicators to measure eligible entities' performance in promoting self-sufficiency, family stability, and community revitalization. KHRC encourages eligible entities to list other indicators if the NPIs do not capture the outcomes the eligible entity is trying to capture. Eligible Entities use the excel workbook tools available from NASCSP to track their outcomes for modules 2-4. Eligible entities will submit the excel workbooks for modules 2 and 3 to KHRC annually. Eligible entities submit the excel workbook for module 4 quarterly. Along with the module 4 submission, eligible entities submit a narrative report form to KHRC each quarter. Following each submission of the quarterly report forms (module 4 and the narrative form), KHRC offers a conference call with the eligible entity to review their data. Eligible Entities are required to submit an annual refunding application that includes the Community Action Plan, logic models and performance targets. Performance toward the outcome measures and the agency's targeting accuracy is reviewed following the submission of the quarterly report forms and after the submission of the annual report forms. Performance is also examined during the on-site CSBG Monitoring visits.

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

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

KHRC deploys multiple strategies to support the Eligible Entities in using ROMA. These strategies include: 1. Quarterly meetings of the KanDo! Task Force. The Task Force is comprised of representatives from each of the eligible entities. Discussion topics at Task Force meetings typically include strategies for executing the complete ROMA cycle, reporting essentials, software concerns and challenges and needs and methods for data authentication. The changes to, and challenges presented by, the new CSBG Annual Report have been discussed during the 2018-2019 meetings of the KanDo! Taskforce and will continue to be a topic. KHRC staff is available to the CEEs to support the delivery of T/TA for the new reporting requirements of the CSBG Annual Report. 2. KHRC offers each eligible entity the opportunity to review their data after each submission of the quarterly module 4 and narrative reports. These calls provide an opportunity for KHRC and the eligible entity to review the data together and discuss any data issues they may be encountering. 3. The development and annual update of a KanDo! Plan. The written Plan provides the entire Kansas Network with a uniform understanding of the national goals and performance indicators, expectations for the use of the data for performance management and detail regarding quarterly and annual reporting of customer demographics and outcomes. The Plan is posted on KHRC's website. 4. The review of performance targets established within the Community Action Plan and the tracking of progress toward those targets quarterly and over time. 5. Earmarking remainder/

discretionary funds to potentially support eligible entity performance management needs including technology and ROMA credentialing.

13.4. Eligible Entity Use of Data:

Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?

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

Through the activities described in 13.3, entities are supported in their use of the entire ROMA performance management cycle. The execution of the complete performance management cycle, including the use of collected data to improve service delivery, is evaluated during CSBG on-site monitoring.

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.

In accordance with the assurance in 676(b)(11) of the Act, KHRC will ensure that each of the State's eligible entities, as part of their annual application, has completed a community assessment and produced a Community Action Plan. Kansas CSBG Eligible Entities are required to complete a full community assessment triennially. Updates are to be provided annually, as applicable. The full assessment and the annual updates are maintained on-file by KHRC as a demonstration of compliance with the State's requirement. Each entity is required, as part of their annual Community Action Plan, to describe how entity leadership, including the governing board, used the assessment to plan for the expenditure of its pending CSBG award. Within the framework of the three national goals, applicants must connect their assessment findings with a plan that seeks outcomes for low-income families and communities. Applications for the CSBG program year (April - March) are typically due one month prior to the start of the program year. Application instructions provide detailed guidance related to the community assessment and the preparation of the annual Community Action Plan.

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.

Kansas CSBG Eligible Entities are required to complete a full community assessment triennially. Updates are to be provided annually, as applicable. The full assessment and the annual updates are maintained on-file by KHRC as a demonstration of compliance with the State's requirement. Each entity is required, as part of their annual Community Action Plan, to describe how entity leadership, including the governing board, used the assessment to plan for the expenditure of its pending CSBG award. Within the framework of the three national goals, applicants must connect their assessment findings with a plan that seeks outcomes for low-income families and communities. Applications for the CSBG program year (April - March) are typically due one month prior to the start of the program year. Application instructions provide detailed guidance related to the community assessment and the preparation of the annual Community Action Plan.

Section 14: CSBG Programmatic Assurances and Information Narrative

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

SECTION 14 State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

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

Annually, each Kansas eligible entity provides the State with a statement signed by both the executive director and the board chair assuring that it will use CSBG funds for projects responsive to the Section 676(b)(1)(A) of the CSBG Act. KHRC ensures compliance with this Assurance through its review of Community Action Plans and budgets required and submitted annually by each eligible entity. Each Plan defines the entity's scope of work for the ensuing year. Reports, received and reviewed by KHRC following the conclusion of each Federal fiscal year quarter, detail each entity's progress in completing the Plan. KHRC examines the entity's progress toward their Community Action Plans during on-site CSBG Monitoring visits.

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;

Annually, each Kansas eligible entity provides the State with a statement signed by both the executive director and the board chair assuring that it will use CSBG funds for projects responsive to the Section 676(b)(1)(A) of the CSBG Act. KHRC ensures compliance with this Assurance through its review of Community Action Plans and budgets required and submitted annually by each eligible entity. Each Plan defines the entity's scope of work for the ensuing year. Reports, received and reviewed by KHRC following the conclusion of each Federal fiscal year quarter, detail each entity's progress in completing the Plan. KHRC examines the entity's progress toward their Community Action Plans during on-site CSBG Monitoring visits.

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)

Annually, each Kansas eligible entity provides the State with a statement signed by both the executive director and the board chair assuring that it will use CSBG funds for projects responsive to the Section 676(b)(1)(C) of the CSBG Act. KHRC ensures compliance with this Assurance through its review of Community Action Plans and budgets, required and submitted annually by each eligible entity. Each Plan defines the entity's scope of work for the ensuing year. Reports, received and reviewed by KHRC following the conclusion of each Federal fiscal year quarter, detail each entity's progress in completing the Plan. KHRC examines the entity's progress toward their Community Action Plans during on-site CSBG Monitoring visits.

State Use of Discretionary Funds

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

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

Eligible Entity Service Delivery, Coordination, and Innovation

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

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

Annually, each Kansas eligible entity provides the State with a statement signed by both the executive director and the board chair assuring that it will use CSBG funds for projects responsive to the Section 676(b)(3)(A) of the CSBG Act. KHRC ensures compliance with this Assurance through its review of Community Action Plans and budgets required and submitted annually by each eligible entity. Each Plan defines the entity's scope of work for the ensuing year. Reports, received and reviewed by KHRC following the conclusion of each Federal fiscal year quarter, detail each entity's progress in completing the Plan. KHRC examines the entity's progress toward their Community Action Plans during on-site CSBG Monitoring visits.

Eligible Entity Linkages - Approach to Filling Service Gaps

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

Note: The state describes this assurance in the state linkages and communication section, item 9.3b.

All Kansas CSBG Eligible Entities operate within a network of local service providers. These networks exist in order to reduce duplication of effort, coordinate resources and develop referral networks to address customer and community needs and circumstances. Macro- and micro-issues are taken to task.

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.

A strength of the Kansas Network is the ability of the entities to use their CSBG dollars to leverage additional public and private resources which are then targeted to achieving outcomes within the framework of the three national goals. In addition to the direct services provided for low-income families and communities, CSBG resources are used to support the infrastructure of Kansas CAAs. This coordinated and comprehensive approach to mitigating the causes and effects of poverty pursued by Kansas entities requires sound systems of governance and of fiscal and personnel management. CSBG funds allow Kansas CSBG Eligible Entities to develop and maintain these essential systems. The resulting accountability and capacity enable Kansas agencies to access, or leverage, additional public and private resources to further their direct service efforts. According to the 2017 State CSBG Facts Sheet published by NASCSP, Kansas CSBG Eligible Entities reported leveraging \$7.62 for every \$1 of CSBG funding that was received. These leveraged resources included public funds from city and county governments, additional Federal dollars, State dollars, grants from foundations and community-based, grant-making organizations and donations from individual contributors (funding, goods and services).

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

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

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

Annually, each Kansas eligible entity provides the State with a statement signed by both the executive director and the board chair assuring that it will

of Community Action Plans and budgets required and submitted annually by each eligible entity. Each Plan defines the entity's scope of work for the ensuing year. Reports, received and reviewed by KHRC following the conclusion of each Federal fiscal year quarter, detail each entity's progress in completing the Plan. KHRC examines the entity's progress toward their Community Action Plans during on-site CSBG Monitoring visits.

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."

Annually, each Kansas eligible entity provides the State with a statement signed by both the executive director and the board chair assuring that it will use CSBG funds for projects responsive to the Section 676(b)(4) of the CSBG Act. KHRC ensures compliance with this Assurance through its review of Community Action Plans and budgets required and submitted annually by each eligible entity. Each Plan defines the entity's scope of work for the ensuing year. Reports, received and reviewed by KHRC following the conclusion of each Federal fiscal year quarter, detail each entity's progress in completing the Plan. KHRC examines the entity's progress toward their Community Action Plans during on-site CSBG Monitoring visits.

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

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

Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.

Federal Investigations

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

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

Funding Reduction or Termination

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

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

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

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

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

Eligible Entity Tripartite Board Representation

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

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

The Policy Manual for the Kansas Community Services Block Grant (October 2018) states, "Procedures must be established within bylaws under which a low-income individual, community organization, or religious organization, or representatives 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."

(Policy 6327) CSBG, on-site monitoring provides evidence that the bylaws of all Kansas eligible entities contain this provision.

Eligible Entity Community Action Plans and Community Needs Assessments

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

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

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

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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



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

Section 15: Federal Certifications

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

Form Approved
OMB No:0970-0382
Expires:06/30/2021

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who

fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

(1) Abide by the terms of the statement; and (2) Notify the employer in writing

of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

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

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

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

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

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Primary Covered Transactions

Instructions for Certification

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

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

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

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

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

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

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

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

required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

originated may pursue available remedies, including suspension and/or debarment.

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

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

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

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

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