



ADMINISTRATION FOR
CHILDREN & FAMILIES
 Office of Community Services

Community Services Block Grant (CSBG) State Plan

CSBG Cover Page (SF-424M)

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

Instructions

The CSBG State Plan is currently under review through the Office of Management and Budget (OMB) clearance per the requirements of the Paperwork Reduction Act of 1995. OCS created this fillable form as a tool for CSBG grantees as they plan for the administration of CSBG for Fiscal Year (FY) 2022. CSBG grantees can use this tool for planning purposes including, but not limited to: consultation with stakeholders, and meeting public and legislative hearing requirements (Section 676(a)(2)(B) and Section 676(a)(3) of the CSBG Act).

Once the CSBG State Plan receives clearance through OMB and the CSBG State Plan is available through GrantSolutions.gov, CSBG grantees may copy and paste their answers into the online form.

This form allows for the following types of responses:

☐ **Checkbox** – Select the box to choose an option.

Choose an item. **Dropdowns** – Select the box, and then click the down arrow that appears to select an available option.

Click or tap to enter a date. **Date Picker:** Select the box, and then click the down arrow that appears to select an available option.

Click or tap here to enter text. **Narrative Text Field (No Characters Limit).** Click the box to start entering text.

Narrative Text Field (Character Limit). Start typing within the gray square to enter text. These fields only allow for a certain character limit as described in the [blue](#) instructive text.

Tables: Some tables allow you to add additional rows as needed. To add a row within this form: place your cursor within any column of the table, and then select the plus sign (+) at the end of the row.

- For the purposes of this form, tables 5.1, 7.2, and 10.1 allows you to add rows. However, within OLDC, you will be unable to add or delete rows and Column 1 of each table will be read-only.

Please note: There is no requirement for CSBG grantees to use this tool. This tool cannot be submitted in lieu of the CSBG State Plan within GrantSolutions.gov neither can this tool be attached within GrantSolutions.gov as the official submission.

SECTION 1: CSBG Administrative Information

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

1.1a. Provide the federal fiscal years this plan covers: **Year One 2026**
Year Two 2027

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One.”

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

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

If yes, select the fields that have changed. [\[Check all the apply\]](#)

- | | | |
|--|---|---|
| <input type="checkbox"/> Lead Agency | <input type="checkbox"/> Department Type | <input type="checkbox"/> Department Name |
| <input type="checkbox"/> Authorized Official | <input checked="" 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 type="checkbox"/> Email Address | <input type="checkbox"/> Website | |

1.2a. **Lead agency** [\[Narrative, 150 Characters\]](#) **Kansas Housing Resources Corporation - KHRC**

GUIDANCE: Please only provide the exact name of the CSBG state lead agency as designated within the designation letter and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

1.2b. **Cabinet or administrative department of this lead agency** [\[Check one and provide a narrative where applicable\]](#)

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor’s Office
- ☐ Health Department
- ☐ Housing Department
- ☐ Human Services Department
- ☐ Social Services Department
- ☒ **Other, describe:** [\[Narrative, 100 characters\]](#)

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 [\[Narrative, 100 Characters\]](#) **Kansas Housing Resources Corporation (KHRC)**

- 1.2d. Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements. [\[Narrative, 50 characters each\]](#)

Name Ryan Vincent

Title Executive Director

- 1.2e. Street Address** [\[Narrative, 200 characters\]](#) 200 S.W. 6th Avenue

- 1.2f. City** [\[Narrative, 50 characters\]](#) Topeka

- 1.2g. State** [\[Dropdown\]](#) Kansas

- 1.2h. Zip Code** [\[Numerical Response, 5 digits\]](#) 66603-3704

- 1.2i. Telephone Number** [\[Numerical Response, 10-15 digits\]](#) 785-217-2001

- 1.2j. Fax Number** [\[Numerical Response, 10 digits\]](#) 785-232-8073

- 1.2k. Email Address** [\[Narrative, 150 characters\]](#) rvincent@kshousingcorp.org

- 1.2l. Lead Agency Website** [\[Narrative, 200 characters\]](#) https://kshousingcorp.org

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

- 1.3. Designation Letter:** Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed. [\[Attach a document\]](#)

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

INSTRUCTIONAL NOTE: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

- 1.4. CSBG Point of Contact:** Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

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

If yes, select the fields that have changed. [\[Check all the apply\]](#)

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

- 1.4a. Agency Name [Narrative, 150 characters] Kansas Housing Resources Corporation (KHRC)
- 1.4b. Point of Contact Name [Narrative, 50 characters each]
 Name Marilyn Stanley
 Title CSBG Program Manager
- 1.4c. Street Address [Narrative, 200 characters] 200 S.W. 6th Avenue
- 1.4d. City [Narrative, 50 characters] Topeka
- 1.4e. State [Dropdown] Kansas
- 1.4f. Zip Code [Numerical Response, 5 digits] 66603-3704
- 1.4g. Telephone Number [Numerical Response, 10 – 15 digits] 785-217-2044
- 1.4h. Fax Number [Numerical Response, 10 digits] 785-232-8073
- 1.4i. Email Address [Narrative, 150 characters] mstanley@kshousingcorp.org
- 1.4j. Agency Website [Narrative, 200 characters] https://kshousingcorp.org
- 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 Yes
- Has information regarding the state Community Action Association changed since the last submission of the State Plan?
☐ Yes ☐ No No
- If yes, select the fields that have changed. [Check all the apply]
- ☐ Agency Name ☐ Executive Director ☐ Street Address ☐ City
☐ State ☐ Zip Code ☐ Office Number ☐ Fax Number
☐ Email Address ☐ Website ☐ RPIC Lead
- 1.5a. Agency name [Narrative, 150 characters] Kansas Association of Community Action Programs (KACAP)
- 1.5b. Executive Director or Point of Contact [Narrative, 50 characters each]
 Name Jessica Wederski
 Title Executive Director
- 1.5c. Street Address [Narrative, 200 characters] 455 SE Golf Park Blvd
- 1.5d. City [Narrative, 50 characters] Topeka
- 1.5e. State [Dropdown] Kansas
- 1.5f. Zip Code [Numerical Response, 5 digits] 66605
- 1.5g. Telephone Number [Numerical Response, 10 – 15 digits] 785-234-0878

- 1.5h. Fax Number [Numerical Response, 10 digits] None
- 1.5i. Email Address [Narrative, 150 characters] Jessica@KACAP.org
- 1.5j. State Association Website [Narrative, 200 characters] https://kacap.org
- 1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead ☐ Yes ☐ No Yes

SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. ☐ Yes ☐ No **No**
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. ☐ Yes ☐ No **Yes**
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. **Attach a document and/or provide a link, 1500 characters]**

Attached and/or at <https://kshousingcorp.org/housing-partners/community-solutions/#csbg>

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year. ☐ Yes ☐ No **No**
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year. ☐ Yes ☐ No **Yes**

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. [\[Narrative, 2500 characters\]](#)

Kansas Housing Resources Corporation (KHRC)'s mission is to help Kansans access the safe, affordable housing they need and the dignity they deserve. KHRC is a self-supporting, nonprofit, public corporation that serves as the primary administrator of federal housing programs for the state of Kansas. KHRC delivers solutions to those who are working to end the housing crisis in Kansas. The corporation's vision can only be achieved when all Kansans have the support and resources they need to achieve their goals, no matter where they are in their housing journey.

- 3.2. State Plan Goals:** Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan. [\[Narrative, 3000 characters\]](#)

Goals: Kansas Housing Resources Corporation (KHRC) has set the following goals:

- 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 Community Action Agencies and other non-profit organizations whose primary purpose is to eliminate the causes and effects of poverty in Kansas.
- 3) KHRC will maintain a high level of communication with the Community Action Agencies and Kansas Association of Community Action Programs (KACAP) through quarterly Community Action Agency check-ins, bi-monthly meetings with the KACAP Board of Directors, monthly meetings with KACAP, and regular email and phone communication.
- 4) KHRC 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 will coordinate the delivery of effective training and technical assistance to help promote high-performing CSBG Eligible Entities.
- 6) KHRC will conduct an analysis to determine if a statewide Community Needs Assessment is beneficial for the Kansas entities.
- 7) KHRC will join the Kansas Community Action Network in setting goals to reduce poverty in Kansas by utilizing the principles and practices of the Performance, Evaluation, Accountability, Accessibility, and Knowledge (PEEAK) cycle and the Results Oriented Management and Accountability (ROMA) cycle.

GUIDANCE: States should consider feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their State Plan goals.

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

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

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

- 3.3a. Analysis of state-level tools** [\[Check all that applies and provide additional information where applicable\]](#)

☒ 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) [Narrative, 500 characters]

N/A

3.3b. Analysis of local-level tools [Check all that applies and provide additional information 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] [Narrative, 500 characters]

N/A

3.3c. Consultation with [Check all that applies and provide additional information 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 (NCAP)
- ☒ Community Action Program Legal Services (CAPLAW)
- ☐ CSBG Tribal Training and Technical Assistance (T/TA) provider
- ☒ Regional Performance Innovation Consortium (RPIC)
- ☒ Association for Nationally Certified ROMA Trainers (ANCRT)
- ☐ Federal CSBG Office
- ☐ Organizations not identified above (specify) [Narrative, 500 characters]

N/A

3.4. Eligible Entity Involvement

3.4a. State Plan Development: Describe the specific steps the state took in developing the State Plan to involve the eligible entities. [Narrative, 3000 Characters]

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 CSBG Eligible Entities and KACAP to develop the state plan:

1) KHRC sent the 2023 State Plan to Community Action Agencies and KACAP to review on May 2, 2025, and June 2, 2025.

2) KHRC sent the Proposed Kansas CSBG Policy and Procedure Manual changes on July 8, 2025.

3) KHRC facilitated State Plan Workgroup meetings on July 15, 2025, and July 25, 2025, to review the proposed Kansas CSBG Policy and Procedure Manual changes, the ACSI Survey results and recommendations for improvement, and set goals for improvement on communication and all State Accountability Measures.

4) The Public Notice was released July 24, 2025 by KHRC e-newsletter and in the [Kansas Register, Volume 44 - Issue 28 - July 10, 2025](#).

5) The Preliminary Draft State Plan was posted at <https://kshousingcorp.org> by July 31, 2025.

6) KHRC held two public hearings to encourage eligible entity participation and ensure the State Plan reflects input from eligible entities. The first public hearing was held on August 5, 2025, to coincide with the regularly scheduled KACAP Board of Directors meeting. The second and final public hearing was held on August 20, 2025, at the Topeka and Shawnee County Public Library.

7) The deadline for Public Comments was August 22, 2025, allowing time for KHRC to make any needed modifications and submit the State Plan by August 31, 2025.

3.4b. Performance Management Adjustment: Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 3000 Characters\]](#)

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

KHRC continues to strive for improvement on communication, state-level linkages, training, and technical assistance, and understanding the development of the CSBG State Plan. The State Plan Workgroup/Training opportunity held on July 15, 2025, and July 25, 2025, included proposed Policy and Procedure changes, a detailed review of the 2025 ACSI Survey Results, and the most recent submitted State Plan. The in-person workgroup allowed the opportunity for review, feedback, and will help ensure that communication is effective. Ongoing and consistent efforts are made by KHRC staff for open and transparent communication, which allows for valuable input in multiple areas of the state plan, such as monitoring, training, and technical assistance, state use of discretionary funds, ROMA, linkages, and Tripartite Boards. KHRC will continue to strive to develop a trusted team approach relationship.

3.5. Eligible Entity Overall Satisfaction: Provide the state's target for eligible entity Overall Satisfaction during the performance period. [\[3 digits\]](#)

Year One 65

Year Two 65

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

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

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

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. [\[Narrative, 2500 Characters\]](#)

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally at least 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g., via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

KHRC used the CSBG State Plan Template 3.0 that was released on June 14, 2023, to draft the 2026 State Plan after the Workgroup meeting. The Preliminary Draft State Plan was posted at <https://kshousingcorp.org> by July 31, 2025. KHRC held two public hearings to encourage eligible entity participation and ensure the State Plan reflects input from eligible entities. The first public hearing was held on August 5, 2025, to coincide with the regularly scheduled KACAP Board of Directors meeting. The second and final public hearing was held on August 20, 2025, at the Topeka and Shawnee County Public Library. The deadline for Public Comments was August 22, 2025, allowing time for KHRC to make any needed modifications and submit the State Plan by August 31, 2025.

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act. [\[Narrative, 2500 Characters\]](#)

KHRC emailed notice of the public hearing to Eligible Entities on June 20, 2025. An announcement about both public hearings and comments was published in the Kansas Register of the Kansas Secretary of State's Office [Volume 44 - Issue 28 - July 10, 2025](#). The proposed State Plan was posted to the KHRC website on July 31, 2025, with hard copies available upon request. The public notice announced that KHRC will accept comments regarding the proposed plan through August 22, 2025, at 5 pm.

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

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

Date <i>[Select a Date]</i>	Location <i>[Provide the facility and city – Narrative 100 characters]</i>	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirmed that the public was invited.
1/21/2025	Senate Ways and Means Committee, Kansas State Capitol	Legislative	<input type="checkbox"/>
8/5/2025	CRC Care Center-Media Room /KACAP Board of Directors, Topeka, KS	Public	<input checked="" type="checkbox"/>

Date <i>[Select a Date]</i>	Location <i>[Provide the facility and city – Narrative 100 characters]</i>	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirmed that the public was invited.
8/20/2025	Topeka and Shawnee County Public Library-Perkins Room 201	Public	<input checked="" type="checkbox"/>

NOTE: ADD-A-ROW function – States can add rows as needed for each hearing as needed. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

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

[Attach supporting documentation or provide a hyperlink(s), 500 characters]

Please see attached.

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE NAMING CONVENTION: 4.4. Public and Legislative Hearings Agenda 062117

SECTION 5: CSBG Eligible Entities

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

CSBG Eligible Entity	Geographical Area Served (By county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Wichita Sedgwick County Community Action Partnership, City of Wichita	Sedgwick County (1)	Public	Community Action Agency
Southeast Kansas Community Action Program, Inc	Allen, Bourbon, Chautauqua, Cherokee, Crawford, Elk, Labette, Linn, Montgomery, Neosho, Wilson, and Woodson Counties (12)	Nonprofit	Community Action Agency
Economic Opportunity Foundation, Inc.	Wyandotte County (1)	Nonprofit	Community Action Agency
East Central Kansas Economic Opportunity Corporation	Anderson, Coffey, Douglas, Franklin, Johnson, Lyon, Miami, Morris, and Osage Counties (9)	Nonprofit	Community Action Agency
Northeast Kansas Community Action Program	Atchison, Brown, Doniphan, Jackson, Jefferson, Jewell, Leavenworth, Marshall, Mitchell, Nemaha, Osborne, Pottawatomie, Republic, Riley, Smith, and Washington Counties (16)	Nonprofit	Community Action Agency
Mid-Kansas Community Action Program	Barber, Butler, Chase, Clark, Comanche, Cowley, Edwards, Greenwood, Harper, Harvey, Kingman, Kiowa, Marion, Pawnee, Pratt, Reno, Rice, Stafford, and Sumner Counties (19)	Nonprofit	Community Action Agency
Community Action, Inc.	Clay, Cloud, Dickinson, Ellsworth, Geary, Lincoln, McPherson, Ottawa, Russell, Saline, Shawnee, and Wabaunsee Counties (12)	Nonprofit	Community Action Agency
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, and Wichita Counties (35)	Nonprofit	Community Action Agency

NOTE: WITHIN OLDC, you will not be able to add-a-row. Any additions/deletions to the Eligible Entity List should be made within the CSBG Eligible Entity List within OLDC prior to initializing a new CSBG State Plan within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

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

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

NOTE: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

INSTRUCTIONAL NOTE: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

INSTRUCTIONAL NOTE: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state under Section 675A or 675B.

5.2. Total number of CSBG eligible entities: **8**
[Within OLDC, this will automatically update based on Table 5.1.]

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

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

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

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3.

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
N/A	Choose an item.	Click or tap to enter a date.	

NOTE: ADD-A-RROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

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

CSBG Eligible Entity	Reason
N/A	Choose an item.

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

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

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

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

GUIDANCE: This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.

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. [\[Select one\]](#)

- ☒ COE CSBG Organizational Standards
- ☐ Modified Version of COE CSBG Organizational Standards
- ☐ Alternative Set of organizational standards

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

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

[\[Narrative, 2500 characters\]](#)

Not applicable, Kansas uses the Center of Excellence (COE) CSBG Organizational Standards.

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. [\[Attachment \(as applicable\)\]](#) Not applicable.

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

- ☒ There were no changes from the previous State Plan submission [\[If not selected, provide a narrative, 2500 characters\]](#)

N/A

Provide reason for using alternative standards [\[Narrative, 2500 characters\]](#)

N/A

Describe rigor compared to COE-developed Standards [\[Narrative, 2500 characters\]](#)

N/A

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

- ☐ Regulation
- ☒ Policy
- ☒ Contracts with Eligible Entities
- ☐ Other, describe: [Narrative, 4000 characters]

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

- ☐ 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 [Narrative, 2500 characters]

6.3a. Assessment Process: Describe the planned assessment process. [Narrative, 4000 characters]

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

KHRC subscribes to an internet-based organizational standards system through Community Software Group. Within this system, CSBG Eligible Entities complete a self-assessment annually and upload documentation and determine if 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 an internet-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 unusual circumstances or organizational characteristics (as described in IM 138)? ☐ Yes ☐ No **No**

GUIDANCE: You will only need to respond to the following question if you responded “yes” to 6.4.

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: [Auto – calculated] **Note: this form will not auto-calculate, please enter the number of exempt entities:** Click or tap here to enter text.

CSBG Eligible Entity	Description/Justification
N/A	

NOTE: ADD-A-ROW FUNCTION – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [Insert a percentage](5 of 5) **Year One 75 %** **Year Two 75 %**

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

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets

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. [\[Check one\]](#)

- ☐ Historic
- ☐ Base + Formula
- ☒ **Formula Alone**
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other [\[Narrative, 1500 characters\]](#)

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities. [\[Narrative, 4000 characters\]](#)

The U.S. Census Bureau releases 5-year American Community Survey (ACS) estimates every December. For example, the 2019-2023 estimates were released on December 12, 2024.

The CSBG allocation formula considers total population, low-income population below 125% of Federal Poverty Limit and territory square mileage. It is re-calculated each year after the ACS estimates are released in December, prior to KHRC releasing the CSBG NOFA for agreements beginning each April 1st.

Using the current America Community Survey 5-year estimates (B17026), total population and low-income population below 125% of Federal Poverty Limit is identified for each county. Counties are grouped by eligible entities. Each agency's percentage share of the State's total population and the percentage share of the State's low-income population below 125% of the Federal Poverty Limit is calculated.

Territory is determined by using square mileage as calculated for use with the most recent Census (<http://www.indexmundi.com/facts/united-states/quick-facts/kansas/land-area#table>), which generally does not change. Counties are grouped by eligible entities. Each agency's percentage share of the State's total square mileage is calculated.

Each element (total population, low-income population below 125% of the Federal Poverty Limit, and territory is assigned a weight: total population at one percent; low-income below 125% of Federal Poverty Limit population at ninety percent and territory at nine percent; these weighted values are summed to achieve the agency's proportionate share.

For each agency, the total of the assigned values (total population value plus below 125% Federal Poverty Limit population value plus territory value) is multiplied by the estimated pass-through amount (90% of current year's Kansas CSBG allocation). The result is the agency's FFY 20XX proportionate share in dollars.

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

No

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance with the "not less than 90 percent funds" requirement as described under Section 675C(a) of the CSBG Act. In the table, provide

the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Year One 90%

Year Two 90%

Planned CSBG 90 Percent Funds – Year One **based on current allocation and formula 7/30/25**

CSBG Eligible Entity	Funding Amount (\$)
Wichita Sedgwick County Community Action Partnership, City of Wichita	\$1,097,741.38
Southeast Kansas Community Action Program, Inc	\$481,866.61
Economic Opportunity Foundation, Inc.	\$433,644.38
East Central Kansas Economic Opportunity Corporation	\$1,028,415.87
Northeast Kansas Community Action Program	\$610,139.04
Mid-Kansas Community Action Program	\$584,209.53
Community Action, Inc.	\$748,086.62
Harvest America Corporation	\$649,741.77
Total (Auto calculated)	\$5,633,845.20

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".

Planned CSBG 90 Percent Funds – Year Two – Same As Above

CSBG Eligible Entity	Funding Amount (\$)
Wichita Sedgwick County Community Action Partnership, City of Wichita	
Southeast Kansas Community Action Program, Inc	
Economic Opportunity Foundation, Inc.	
East Central Kansas Economic Opportunity CorporationClick or tap here to enter text.	
Northeast Kansas Community Action Program	
Mid-Kansas Community Action Program	
Community Action, Inc.	
Harvest America Corporation	
Total (Auto calculated)	

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".

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

7.3. Distribution Process: Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is

expected to take. Please include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

[Narrative, 4000 characters]

The Kansas CSBG program year is April 1 through March 31. To mitigate delays within the Federal budget process, KHRC issues pass-through CSBG grants to Community Action Agencies six months after the start of the Federal fiscal year; continuation grants coincide with the Kansas CSBG program year (April through March). Accordingly, Community Action Agencies must build their budgets and structure their use of the annual awards on the twelve-month (April through March) program year. However, Community Action Agencies are provided with a grant period of eighteen months (April through September) to use their CSBG awards. To receive funding for a given program year, Community Action Agencies are required to submit an annual Community Action Plan (CAP), otherwise known as an application to KHRC. Typical applications include an update of Organizational Information, CAP targets, budget, and cost allocation plan, indirect cost rate, or de minimis rate. To allow sufficient time for CSBG Eligible 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 before the due date. Entities anticipate a due date in late February or early March. Upon receipt, 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 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 funding 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 month following the activity and are the vehicle that generates an end-of-the-month payment of the amount requested by the entity. Payments are deposited to the entity bank accounts between the 20th and the 28th day of each month. KHRC systems allow off-schedule payments should an entity feel such a request is necessary.

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

- ☒ Reimbursement
- ☒ Advance
- ☐ Hybrid
- ☐ Other [Narrative, 4000 characters]

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

☒ Yes ☐ No

Yes

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

[Narrative, 4000 characters]

N/A

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

- 7.5. Distribution of Funds Performance Management Adjustment:** Describe the state’s strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail. [\[Narrative, 4000 characters\]](#)

CSG Software components, including the Community Action Plan (CAP) and reporting components, have continued to help streamline the administrative burden on the CAAs. KHRC will continue to look for ways to improve and streamline grant and/or contract administration. KHRC will continue to encourage CSBG Eligible Entities to provide input on modifications to grant administration procedures.

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

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

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

Year One **5** % Year Two **5** % **[Numeric response, specify %]**

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

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

Year One **6.00** Year Two **6.00** **[Numeric response, 0.00 – 99.99]**

- 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 **2.0** Year Two **2.0** **[Numeric response, 0.00 – 99.99]**

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

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

GUIDANCE: “No” should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. Year One **5** % Year Two **5** %

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

INSTRUCTIONAL NOTE: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

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 primary 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.

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$135,595.70	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	\$0	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication among eligible entities	\$41,800.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only] – CSG Software
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	\$0.00	No additional costs are planned.
7.9e. Asset-building programs (Briefly describe under Column 4)	\$0.00	No additional costs are planned.
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$135,595.70	Proposals will be considered innovative if they: 1. Support a project that is new to the agency, 2. Support a modification to an existing project to make it more effective or efficient, 3. Address an unmet need of the agency or community, and/or 4. Support collaboration that addresses poverty in their communities. It is important to also consider why the innovative solution is better than the more traditional method(s). Possible reasons include: -Saves time, -Is more cost-effective or efficient, -Increases reach and potential beneficiaries, -Reaches new beneficiaries that would not have been reached otherwise, -Provides a more holistic, community-lead, or sustainable solution, -Increases outcomes, -Targets a completely new area (very rare), Innovation as a specific form of change can be defined with respect to various aspects, including: -Product/service innovations, -Process innovations, -Organizational innovations, -Marketing innovations.
7.9g. State Charity tax credits (Briefly describe under Column 4)	\$0.00	No additional costs are planned.
7.9h. Other activities (Specify these other activities under Column 4)	\$0.00	No additional costs are planned.
Totals (Auto Calculated)	\$ 312,991.40	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

Use of Remainder/Discretionary Funds – Year Two – Same as Above

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to		

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
eligible entities		
7.9b. Coordination of state-operated programs and/or local programs		
7.9c. Statewide coordination and communication among eligible entities		
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)		
7.9e. Asset-building programs (Briefly describe under Column 4)		
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)		
7.9g. State Charity tax credits (Briefly describe under Column 4)		
7.9h. Other activities (Specify these other activities under Column 4)		
Totals (Auto Calculated)	\$ 0.00	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9. [\[Check all that applies and narrative where applicable\]](#)

- ☐ The State Directly Carries Out All Activities (No Partnerships)
- ☒ The State Partially Carries Out Some Activities
- ☒ CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) [\[Numeric response, 0 – 100\]](#) 4
- ☒ Other Community-based Organizations
- ☒ State Community Action Association
- ☐ Regional CSBG Technical Assistance Provider(s)
- ☐ National Technical Assistance Provider(s)
- ☐ Individual Consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other [\[Narrative, 2500 characters\]](#)

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

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

Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State Plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 4000 characters\]](#)

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

KHRC continues with established guidelines for awarding discretionary grants as authorized by the Kansas Community Services Block Grant (CSBG). KHRC offers a competitive Request for Proposal each year; for most years, a second round of proposals is available. KACAP and all Kansas CAAs are encouraged to apply for the competitive application discretionary funds.

The primary intended use of the grant funds awarded to Kansas and sub-grantees is to assist local communities in Kansas, working through a network of Community Action Agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. CSBG Purpose and Goals: - Promoting maximum participation of people and communities with low-income, -Leveraging resources of other anti-poverty programs, -Strengthening community capabilities for planning or coordinating resources for local needs and conditions of poverty, -Using innovative approaches to address causes and conditions of poverty, and - Measuring impact to ensure accountability and ongoing data-driven quality improvement.

SECTION 8: State Training and Technical Assistance

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

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

Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
FY1-Q4	Both	Other	Collaboration for KACAP's Annual Kansas Conference on Poverty.
Ongoing / Multiple Quarters	Both	Organizational Standards - General	
Ongoing / Multiple Quarters	Both	ROMA	

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Ongoing / Multiple Quarters	Both	Reporting	
Ongoing / Multiple Quarters	Both	Communication	

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 500 characters.

Training and Technical Assistance – Year Two – Same as Above

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 500 characters.

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

Year One \$135,595.70 **Year Two** \$135,595.70

- 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. [Narrative, 2500 characters]

KHRC collaborates with KACAP and CSBG Eligible Entities to identify the Training and Technical Assistance (T/TA) needs ongoing and through a variety of methods.

KHRC will continue asking for specific T&TA individual and/or group needs during bi-monthly KACAP Board of Directors meetings and quarterly one-on-one CAA check-ins. KHRC will continue to inform or offer ongoing T&TA on demand or throughout the continuous ROMA cycle.

The Regional Performance Innovation Consortia (RPIC) Region 7 includes Kansas, Missouri, Nebraska, and Iowa. The Cooperative Agreement is administered by KACAP. KHRC is invited to attend RPIC meetings twice each year. KHRC pursues collaboration with KACAP to discuss T/TA needs and activities, including those related to RPIC to prevent overlapping and build capacity.

KHRC will continue to attend the beginning of each bi-monthly KACAP Board of Directors meeting and coordinate the quarterly individual CAA meetings. These meetings provide KHRC with the opportunity to gain more experience about the T/TA needs of the eligible entities so that activities are relevant and meet the needs of the network. The T/TA activities may be targeted at specific individual agencies or designed for the entire network. When appropriate, CSBG discretionary funding is made available to cover the cost for the T/TA activities.

- 8.2. Organizational Standards Technical Assistance:** Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate?

☐ Yes ☐ No

Yes

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

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. [Narrative, 2500 characters]

As described in 8.1b, KHRC works closely with eligible entities to identify T/TA needs, including those related to unmet organizational standards. Not only is this information gathered by attending the meetings identified on 8.1b, but 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 requirements for organizational standards. CSBG discretionary funding may be used to support T/TA needs. In addition, KHRC offers regular CSBG Organizational Standards training, including expectations of the documentation required to demonstrate compliance with each standard.

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

- ☐ All T/TA is conducted by the state
- ☒ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [Numeric response, 0 – 100] 4
- ☒ Other community-based organizations
- ☒ State Community Action Association
- ☒ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☒ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other [Narrative, 1000 characters]

8.4. CSBG-Funded T/TA Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [Narrative, 2500 Characters]

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

KHRC works in collaboration with KACAP to determine the local Community Action Agencies' training and technical assistance needs. KHRC will conduct T&TA surveys to determine priority needs.

In addition to the State CSBG Lead Agency, State Association, and Regional Performance and Innovation Consortia (RPIC), resources may be provided from key partners, including HHS-OCS, NCAP, CAPLAW, Wifpli, NASCSP, or through a contract with a third party.

Training and technical assistance to be delivered is determined through common monitoring findings, individual or group entity requests, current events, and/or surveys.

NEW Training evaluations are conducted immediately following training delivery. Training evaluation is a systematic process used to assess the effectiveness of training programs and ensure they meet their objectives. It involves gathering data, analyzing results, and using the information to improve training practices and demonstrate the value of training initiatives.

Training and technical assistance are delivered ongoing basis through one-on-one or group agency convenings or webinars.

KACAP is encouraged to apply to use discretionary funds to support T/TA needs.

SECTION 9: State Linkages and Communication

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

- 9.1. State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [\[Check all that apply from the list below and provide a Narrative, 4000 characters\]](#)

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

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

- 9.2. State Linkages and Coordination at the Local Level:** Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services

to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)). [Narrative, 4000 characters]

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 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), HOME First Time Homebuyer (FTHB), and HOME Tenant-Based Rental Assistance (TBRA). A comprehensive view of KHRC's programs can be viewed at <https://kshousingcorp.org>. KHRC has long partnered with the Kansas Department for Children and Families (DCF). DCF administers food, cash, childcare, energy, medical, and work programs such as TANF, LIHEAP, and SNAP. These activities are among the many that allow KHRC to understand the challenges faced by low-income individuals and communities. Importantly, KHRC's many affiliations provide forums through which effective, non-duplicative solutions can be explored and deployed.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). [Narrative, 4000 characters]

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

Section 11301 of the Kansas CSBG Policy and Procedure manual states:

Kansas Community Action Agencies must 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 must coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems.

Each eligible entity tracks linkages ongoing. These linkages are verified and evaluated periodically and/or during CSBG on-site monitoring visits. In addition, eligible entities report the progress of linkages during CSBG mid-year, year-end, and OCS annual reporting periods. Whenever possible, KHRC will assist and encourage eligible entities with linkages to governmental and/or social services programs and agencies.

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. [Narrative, 4000 characters]

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 continually operate within a network of local social service providers. These networks exist to reduce duplication of effort and services, coordinate resources, and develop referral

networks to address customer and/or community needs. Networks throughout the state include ongoing city, county, and/or regional area coalitions or workgroups.

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

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. [Narrative, 4000 characters]

N/A

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. [Narrative, 4000 characters]

Although the Kansas Workforce Innovation and Opportunity Act (WIOA) Combined Plan 2024-2027 <https://ksworksstateboard.org/state-plans> does not specifically include CSBG eligible entities, CAAs regularly partner and coordinate activities with the local Kansas Workforce Centers <https://www.kansascommerce.gov/contact/contact-workforce>. The Department of Commerce delivers the Kansas WIOA.

WIOA continues to include the mandate that any programs that provide employment and training activities conducted under the Community Services Block Grant Act are required partners.

Employment and training activities are defined as any activity described in Section 134 of WIOA, and includes activities such as job search and placement assistance, career counseling, job recruitment, providing workforce and labor statistics such as job vacancy listings and job market information, providing information regarding the filing of claims for unemployment compensation, assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIOA, or referrals to any such services.

Eligible entities coordinate and establish linkages for the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems and other programs, to assure the effective delivery of services to low-income individuals and to avoid duplication of services. Each eligible entity tracks ongoing activities. These activities are verified and evaluated periodically and/or during CSBG on-site monitoring visits. In addition, eligible entities report the progress of activities during the CSBG narrative and module reporting periods.

9.5. Emergency Energy Crisis Intervention: Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low Income Home Energy Assistance Program) are conducted in each

community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act). [Narrative, 4000 characters]

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

The Kansas Low-Income Energy Assistance Program (LIEAP) is delivered by the Department for Children and Families (DCF) <https://www.dcf.ks.gov/services/ees/Pages/EnergyAssistance.aspx>. The Kansas CSBG policy requires eligible entities to communicate with emergency energy crisis intervention programs at the local level. KHRC alerts eligible entities of DCF's LIEAP application period, as is known. Typically, eligible entities relay the information to their customers and, in some cases, assist customers in completing the application.

Given that KHRC administers the Weatherization Assistance Program (WAP), regular conversations between KHRC and DCF occur. At least once a year, KHRC staff will meet with LIEAP (Low-Income Energy Assistance Program) staff to support ongoing collaboration and to explore avenues for further cooperation between the two programs. To the maximum possible, KHRC and LIEAP staff will jointly participate in interagency task forces. Through these efforts, KHRC staff will seek further avenues through which CSBG and LIEAP can work together. Eligible entities execute the assurance by maintaining communication with local DCF service center offices <https://www.dcf.ks.gov/Pages/contacts.aspx> that distribute LIEAP funds. Eligible entities make reasonable efforts to establish procedures for sharing information on recipients of energy assistance services with local LIEAP programs so that duplication of energy assistance services can be avoided. KHRC staff may review efforts to coordinate services with LIEAP through its monitoring of eligible entities.

9.6. Faith-based Organizations, Charitable Groups, and Community Organizations: Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act. [Narrative, 4000 characters]

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

Kansas Eligible Entities have a long history of working in partnership with a variety of groups, organizations, and institutions. Many of these groups are represented on CSBG Eligible Entities' Boards of Directors. Included are banks, chambers of commerce, childcare providers, civic groups, faith-based organizations, governmental entities, health care institutions, practitioners, neighborhood groups, schools, service providers, private foundations, professional associations, and unions. KHRC encourages 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. Each eligible entity tracks ongoing partnerships. These partnerships are verified and evaluated periodically and/or during CSBG on-site monitoring visits. In addition, eligible entities report progress during CSBG reporting periods.

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. [Narrative, 4000 characters]

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 to target and achieve 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 Eligible Entities. 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 FFY 2023 State CSBG Facts Sheet published by NASCSP at <https://nascsp.org/wp-content/uploads/2025/01/FFY23-State-Factsheet-Kansas-1.pdf>, Kansas eligible entities reported for every \$1 of CSBG, Kansas eligible entities leveraged \$8.05 from federal, state, local, and private sources, including the value of volunteers.

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. [\[Narrative, 4000 characters\]](#)

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

As identified throughout this plan, KHRC continues its commitment to support coordination and collaboration among the eligible entities and KACAP together as a team. KHRC recognizes the benefit of the association of the State's eligible entities and, as a best practice, encourages each to maintain a partnership with their peers through membership in KACAP. Tangible benefits accrue to affiliated entities, and membership provides a vehicle through which entities can contribute to the statewide effort to impact the causes and effects of poverty. KHRC staff are willing and able to participate in all affinity groups or meetings led by KACAP and/or eligible entities.

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	Triennial	Email	
State Plan Development	Biannual	Meetings/Presentations	
Organizational Standards Progress	As needed	1:1	
State Accountability Measures Progress	As needed	Meetings/Presentations	
Community Needs Assessments/Community Action Plans	Annually	1:1	
State Monitoring Plans and Policies	Annually	Meetings/Presentations	
Training and Technical Assistance (T/TA) Plans	Biannual	Meetings/Presentations	
ROMA and Performance Management	Semi-Annually	Meetings/Presentations	
State Interagency Coordination	As needed	Meetings/Presentations	
CSBG Legislative/Programmatic Updates	As needed	Meetings/Presentations	
Tripartite Board Requirements	Quarterly	Meetings/Presentations	

Subject Matter	Expected Frequency	Format	Brief Description of “Other”
Click or tap here to enter text.	Choose an item.	Choose an item.	

Note: ADD-A-ROW FUNCTION – States can add rows for each additional communication topic. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 250 characters.

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. [Narrative, 4000 characters]

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

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

KHRC continues to provide information and 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 supplemental documents that may be included are delivered to entities within their board materials packet, including those 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.

9.11. Communication Plan Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [Narrative, 4000 characters]

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

Consistent and ongoing communication with eligible entities and KACAP, individually and as a group, through a variety of formats (email, video, phone, in-person) has proven to be very instrumental in the continued development of a trusting working relationship based on collaboration, respect, and mutual support. KHRC strives to be a true partner in the work and purposes of CSBG. KHRC will continue to work toward and foster open and transparent communication with all eligible entities and KACAP.

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Wichita Sedgwick County Community Action Partnership, City of Wichita	Full On-Site	Onsite	FY2 Q3	7/16/24	7/17/2024	Due in 2026
Southeast Kansas Community Action Program, Inc.	Full On-Site	Onsite	FY2 Q3	5/6/2024	5/7/2024	Due in 2026
Economic Opportunity Foundation, Inc.	Follow-Up	Desk Review	FY2 Q3	8/9/2023	8/10/2023	Scheduled for 9/10/25 and 9/11/25
East Central Kansas Economic Opportunity Corporation	Full On-Site	Onsite	FY2 Q2	2/13/2024	2/14/2024	Due in 2026
Northeast Kansas Community Action Program	Full On-Site	Review	FY2 Q1	4/11/2023	4/12/2023	Scheduled for 10/22/25 and 10/23/25
Mid-Kansas Community Action Program	Follow-Up	Desk Review	FY2 Q4	8/6/2025	8/7/2025	Due in 2027
Community Action, Inc	Follow-Up	Desk Review	FY2 Q4	7/22/2025	7/23/2025	Due in 2027
Harvest America Corporation	Full On-Site	Onsite	FY2 Q3	5/6/2024	5/7/2024	Due in 2026

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

Monitoring Schedule – Year Two – opposite of year one

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Wichita Sedgwick County Community Action Partnership, City of Wichita						
Southeast Kansas Community Action Program, Inc.						
Economic Opportunity Foundation, Inc.						
East Central Kansas Economic Opportunity Corporation						
Northeast Kansas Community Action Program						
Mid-Kansas Community Action Program						
Community Action, Inc						
Harvest America Corporation						

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

GUIDANCE: Comprehensive monitoring includes a review of program, administrative, fiscal, and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program, this can be listed under “Other.”

When providing the date of your last full onsite review – this could be for any type of review that took place **onsite**. No dates for desk reviews should be provided here.

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

Monitoring is an ongoing process that includes a review of Community Action Plans (CAPs), mid-year and year-end reports, monthly Grant Transaction Reports (GTR), independent or single audit reports and management letters, governing board meeting 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. CAAs can anticipate a biennial (every other year) on-site review by KHRC staff for monitoring. The monitoring review will determine the CAA’s compliance with applicable federal regulations and state requirements, including, but not limited to, the Federal CSBG Act, Uniform Guidance, the Center of Excellence’s CSBG Organizational Standards, and the Kansas CSBG Policies and Procedures Manual. 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) Subrecipient agreements and contracts, including consultant contracts (if any) 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 of KHRC’s Kansas CSBG Policy and Procedure Manual <https://kshousingcorp.org/housing-partners/community-solutions/#csbg>.

Organization Standards documentation review completed annually has supplemented the on-site monitoring visits to allow time spent effectively interviewing staff and board members to ensure that previously submitted documentation is being followed. It has also given more time for one-on-one training and/or technical assistance.

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?

[\[Insert a number from 1 – 100\]](#)

60

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

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

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

No

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

[\[Narrative, 2500 characters\]](#)

KHRC recently expanded the Kansas CSBG Policy and Procedure Manual to include more details related to corrective action, involuntary and voluntary relinquishment, or termination. In addition, please see 10.6.

- 10.5. Quality Improvement Plans (QIPs):** Provide the number of eligible entities currently on QIPs, if applicable. [Numeric Response, 0 – 100] **2 – might change to zero by submission**

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

- 10.6. Reporting of QIPs:** Describe the state’s process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the state approving a QIP? [Narrative, 4000 characters]

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

Section 4 of the Kansas CSBG Manual of Policies and Procedures <https://kshousingcorp.org/housing-partners/community-solutions/#csbg> 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. 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 provides a response to the submitted TAP or QIP within 30 days of its receipt. The CSBG Program Manager will notify the Office of Community Services (OCS) within 30 days of the acceptance of a QIP (Kansas CSBG Manual of Policies and Procedures, section 4300). 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 monthly updates regarding their progress toward achieving the QIP. Once all the compliance matters within the QIP have successfully been resolved and the QIP 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) of the CSBG Act. ☐ Yes ☐ No **Yes**

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

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

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

- 10.8a. New Designation Citation:** If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

New designations would only be considered in the event of an involuntary or voluntary relinquishment. Kansas CAAs have not had involuntary or voluntary relinquishments. The state follows the procedures described in Section 676A of The Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (CSBG Only) and CSBG Information Memorandum 116 for the designation of new eligible entities. During 2025, KHRC strengthened the procedures outlined in the Kansas CSBG Policy and Procedure Manual <https://kshousingcorp.org/housing-partners/community-solutions/#csbg>.

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. [Narrative, 4000 characters]

N/A

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

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 characters]

The state's policy follows the procedures described in Section 676A of The Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (CSBG Only) and CSBG Information Memorandum 116 for the termination of eligible entities and the CSBG Policy and Procedure Manual, Section 4500. During 2025, KHRC strengthened the procedures outlined in the Kansas CSBG Policy and Procedure Manual, which was reviewed with CAA and is publicly posted at <https://kshousingcorp.org/housing-partners/community-solutions/#csbg>.

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. [Narrative, 4000 characters]

N/A

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

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

The state's policy follows the procedures described in 676A of The Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (CSBG Only) and CSBG Information Memorandum 116 for the redesignation of eligible entities and the CSBG Policy and Procedure Manual, Section 4500. During 2025, KHRC strengthened the procedures outlined in the Kansas CSBG Policy and Procedure Manual, which was reviewed with CAA and is publicly posted at <https://kshousingcorp.org/housing-partners/community-solutions/#csbg>.

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters]

N/A

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary

while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

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). [\[Narrative, 4000 characters\]](#)

KHRC has policies and procedures and financial controls in place that provide for the segregation of duties and, in many cases, redundancies that ensure accurate CSBG financial records and compliance with Federal grant requirements. 1) The SF-425 Federal Financial Report (FFR) requires information regarding grant funds received, disbursed, on hand, obligated, and unliquidated. In addition, information about program income earned and spent is required. This information is tracked by the KHRC accounting software, which is balanced monthly with information from the HHS Payment Management System (PMS), as well as against reports from sub-recipients. This ensures accurate information is available for use in the preparation of the SF-425 Federal Financial Report. Submission of the report is accomplished by way of the HHS Payment Management System (PMS). Documentation supporting the submission is maintained electronically by the Division Director, CSBG Program Manager, and Fiscal Monitor. 2) Grant expenditures are traceable through KHRC's accounting software, source documentation maintained by the CSBG Program Manager, and 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. [\[Narrative, 4000 characters\]](#)

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

The Kansas CSBG Policy and Procedure Manual guides eligible entities to provide courtesy notification of their annual Single Audit submission to the Federal Audit Clearinghouse. That notification of submission prompts a review of the Single Audit report. KHRC's Finance Division leads and documents the review of each Single Audit annually. Single Audit Reports are revisited by CSBG staff during ongoing monitoring. This redundancy serves as a check to the Finance Division's timely release of the management decision. The process continues as reports are received. As an added measure, sub-recipient board meeting minutes are monitored.

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

Yes

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

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

☐ Yes ☐ No

Yes

10.14. Monitoring Procedures Performance Management Adjustment: Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 2500 Characters\]](#)

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

KHRC subscribes to Community Software Group's (CSG) Organizational Standards software. KHRC requires eligible entities to upload and submit all standards documentation annually by March 31. KHRC then reviews documentation for compliance with each standard for each eligible entity. KHRC uses documentation uploaded into the CSG Organizational Standards during one-site monitoring visits. This process has helped eliminate the duplication of documentation and allowed more time for interviewing staff and board.

SECTION 11: Eligible Entity Tripartite Board

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

- ☐ Attend Board meetings
- ☒ Organizational Standards Assessment
- ☒ Monitoring
- ☒ Review copies of Board meeting minutes
- ☒ Track Board vacancies/composition
- ☒ Other [\[Narrative, 2500 characters\]](#)

Board members may be interviewed during CSBG monitoring visits.

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

- ☐ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☒ As It Occurs
- ☐ Other [\[Narrative, 2500 characters\]](#)

11.3. Tripartite Board Representation Assurance: Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act. [\[Narrative, 2500 Characters\]](#)

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

The Kansas CSBG Policy and Procedure Manual (Section 6300) guides eligible entities to establish procedures within their bylaws for adequate representation of each Tripartite Board. In addition, KHRC reviews each entity's board lists and minutes ongoing through the CSG software, and by-laws annually during organizational standards review and during regular on-site monitoring visits to ensure this requirement is met.

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

11.4a. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. [Narrative, 2500 Characters]

Kansas has one public eligible entity; by statute, an alternative for this entity is an Administering Board. (CSBG Policy and Procedure Manual - Section 6101)

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. [Select one item below and numeric response where applicable.]

- ☒ 125% of the HHS poverty line
- ☐ X % of the HHS poverty line (fill in the threshold): 200% [Numeric response]
- ☐ Varies by eligible entity [Narrative, 4000 characters]

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition. [Narrative, 4000 characters]

The Kansas CSBG Policy and Procedure Manual (Section 8000) thoroughly describes eligibility and consistency among each eligible entity. Section 8001 specifies that 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 CSBG application ensure that KHRC is provided with a current, dated copy of the approved program policies and procedures. Section 8002 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 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 guidelines 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. 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 intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. [Narrative, 4000 characters]

The Kansas CSBG Policy and Procedure Manual (Section 8004, Item D) allows for eligible entities to use a self-declaration of income with client signature as a method of last resort for a client unable to provide other income verification methods. Applicants with no income must declare so in writing. Each of the eligible entities has incorporated this language in its 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 those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). [Narrative, 4000 characters]

The state ensures eligible entity services target and benefits low-income communities that benefit entire communities by engagement and monitoring with all CSBG activities including but not limited to Community Needs Assessments, Strategic Plans, Community Action Plans, Organizational Standards compliance, Tripartite Boards, Linkages, and overall income eligibility requirements as outlined above in 12.1 and 12.3.

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. [Select one]

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

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

- 13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA. [Narrative, 4000 characters]

The Kansas CSBG Policy and Procedure Manual requires entities to have a documented process that ensures initial and continued ROMA training for each entity's Board of Directors. KHRC will continue to attend the beginning of each bi-monthly KACAP Board of Directors meeting and coordinate the quarterly individual CAA meetings to discuss data and programs. In addition, KACAP's Affinity Groups that meet quarterly are designed for network performance.

ROMA (Results Oriented Management and Accountability) is a performance-based management system used by Community Action Agencies (CAAs) that are funded by the Community Services Block Grant (CSBG). It provides a framework for continuous improvement and accountability by focusing on outcomes and results in anti-poverty efforts. ROMA helps CAAs assess needs, define missions, identify specific improvements, and organize programs to achieve desired results. It also guides the development of agency-level theories of change that align with the national framework.

ROMA's Core Principles and Goals:

Outcome-focused: ROMA emphasizes achieving measurable results and outcomes in poverty reduction and community development.

Continuous Improvement: It encourages ongoing assessment, planning, implementation, and evaluation of programs to enhance effectiveness.

Accountability: ROMA promotes accountability to stakeholders, including the community, funders, and clients, by demonstrating progress towards goals.

Strategic Planning: It helps CAAs develop strategic plans, set goals, and allocate resources effectively.

Community Engagement: ROMA encourages CAAs to involve the community in identifying needs, developing solutions, and evaluating progress.

ROMA is a management system that helps CAAs to:

- Assess needs and conditions within their communities.
- Develop clear anti-poverty missions and strategies.
- Identify specific improvements to be achieved.
- Organize and implement programs and services effectively.
- Track progress and demonstrate results.
- Continuously improve their performance.
- Be accountable to their stakeholders.

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. [\[Narrative, 4000 characters\]](#)

N/A

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. [\[Select one and provide a narrative, 4000 characters\]](#)

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

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

Kansas uses the National Performance Indicators (NPI) to measure eligible entities' performance in promoting self-sufficiency, family stability, and community revitalization. KHRC previously encouraged eligible entities to list other (x) indicators if the NPIs do not capture the outcomes the eligible entity is trying to capture. The upcoming CSBG Annual Report changes will encourage Eligible Entities to work towards capturing measurements within the updated CSBG framework. Eligible Entities use the Community Software Group (CSG) software to track outcomes for Modules 2, 3, and 4. Eligible entities submit Modules 2, 3, and 4 to KHRC cumulatively at mid-year, year-end, and then for the OCS annual report. KHRC and Eligible Entities look forward to additional guidance and crosswalks for the upcoming new CSBG Annual Report to support procedural and software system changes accordingly. Eligible Entities are required to submit an annual Community Action Plan (CAP) that includes logic models and performance targets. Performance toward the outcome measures and the agency's targeting accuracy is reviewed following the submission of the mid-year, year-end, and OCS annual report through CSG software. 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 ROMA or an alternative performance management system. [\[Narrative, 4000 characters\]](#)

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

KHRC deploys multiple strategies to support the Eligible Entities in using ROMA. These strategies include: 1. Quarterly meetings with each individual Eligible Entity. Discussion topics at meetings typically include strategies for executing the complete ROMA cycle, reporting essentials, software concerns and challenges and needs and methods for data authentication. 2. KHRC offers each eligible entity the opportunity to review the data together and

discuss any data issues they may be encountering. 3. The review of performance targets established within the Community Action Plan and the tracking of progress toward those targets, ongoing and over time. 4. Eligible Entities are encouraged to apply for discretionary funds to potentially support eligible entity performance management needs, including technology and ROMA credentialing.

13.4. Eligible Entity Use of Data: Describe how the state intends to validate that the eligible entities are using data to improve service delivery. [\[Narrative, 4000 characters\]](#)

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. [\[Narrative, 4000 characters\]](#)

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

KHRC ensures that each of the State's eligible entities, as part of their annual Organizational Standards submission, has completed a Community Needs Assessment. In addition, all eligible entities complete a Community Action Plan (CAP) annually through the CSG software. Kansas CSBG Eligible Entities are required to complete a full Community Needs Assessment at least every three years. Updates are to be provided annually, as applicable. The full assessment and the annual updates are maintained within the CSG software as a demonstration of compliance with the State's requirements. 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 – September, 18 months) are typically due one month before the start of the program year.

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. [\[Narrative, 4000 characters\]](#)

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

Kansas CSBG Eligible Entities are required to complete a full Community Needs Assessment at least every three years. Updates are to be provided annually, as applicable. The full assessment and the annual updates are maintained on file by KHRC within the CSG software as a demonstration of compliance with the State's requirements. Each entity is required, as part of its annual Community Action Plan, to describe how the entity leadership, including the governing board, uses 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. Community Action Plans for the CSBG program year (April - September) are typically due one month before the start of the program year.

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

14.1. Use of Funds Supporting Local Activities

CSBG Services

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

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

[Narrative, 4000 characters]

KHRC ensures compliance through the annual CSBG grant agreement signed by both the executive director and the board chair, 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 at mid-year, year-end, and annually for OCS detail each entity's progress in completing the Plan. In addition, KHRC examines the entity's progress toward its Community Action Plans during on-site CSBG Monitoring visits and ongoing.

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 childcare programs;

[Narrative, 4000 characters]

KHRC ensures compliance through the annual CSBG grant agreement signed by both the executive director and the board chair, 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 at mid-year, year-end, and annually for OCS detail each entity's progress in completing the Plan. In addition, KHRC examines the entity's progress toward its 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)

[Narrative, 4000 characters]

KHRC ensures compliance through the annual CSBG grant agreement signed by both the executive director and the board chair, 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 at mid-year, year-end, and annually for OCS detail each entity's progress in completing the Plan. In addition, KHRC examines the entity's progress toward its 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

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

Eligible Entity Service Delivery, Coordination, and Innovation

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

Eligible Entity Service Delivery System

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

[Narrative, 4000 characters]

KHRC ensures compliance through the annual CSBG grant agreement signed by both the executive director and the board chair, 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 at mid-year, year-end, and annually for OCS detail each entity's progress in completing the Plan. In addition, KHRC examines the entity's progress toward its 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 follow up consultations.”

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

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

All Kansas CSBG Eligible Entities continually operate within a network of local social service providers. These networks exist to reduce duplication of effort and services, coordinate resources, and develop referral networks to address customer and/or community needs. Networks throughout the state include ongoing city, county, and/or regional area coalitions or workgroups.

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

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

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

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

A strength of the Kansas Network is the ability of the entities to use their CSBG dollars to leverage additional public and private resources to target and achieve 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 Eligible Entities. 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 FFY 2023 State CSBG Facts Sheet published by NASCSP at <https://nascsp.org/wp-content/uploads/2025/01/FFY23-State-Factsheet-Kansas-1.pdf>, Kansas eligible entities reported for every \$1 of CSBG, Kansas eligible entities leveraged \$8.05 from federal, state, local, and private sources, including the value of volunteers.

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

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

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

[Narrative, 4000 characters]

KHRC ensures compliance through the annual CSBG grant agreement signed by both the executive director and the board chair, 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 at mid-year, year-end, and annually for OCS detail each entity's progress in completing the Plan. In addition, KHRC examines the entity's progress toward its 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.”

[Narrative, 4000 characters]

KHRC ensures compliance through the annual CSBG grant agreement signed by both the executive director and the board chair, 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 at mid-year, year-end, and annually for OCS detail each entity's progress in completing the Plan. In addition, KHRC examines the entity's progress toward its 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 Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

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

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

Federal Investigations

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

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

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

Funding Reduction or Termination

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

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

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

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

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

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

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

Eligible Entity Tripartite Board Representation

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

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

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

The Kansas CSBG Policy and Procedure Manual guides eligible entities to establish procedures within their bylaws for adequate representation of each Tripartite Board. In addition, KHRC reviews each entity's board lists and minutes ongoing through the CSG software, and by-laws annually during organizational standards review and during regular on-site monitoring visits to assure this requirement is met.

Eligible Entity Community Action Plans and Community Needs Assessments

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

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

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

- 14.12. 676(b)(12)** Provide “an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and

results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

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

[\[No response as the state describes this assurance under 13.1 – 13.4\]](#)

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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

[\[No response for this item\]](#)

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

SECTION 15: Federal Certifications

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

15.1. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.2. Drug-Free Workplace Requirements

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

Instructions for Certification

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

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

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

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

15.4. Environmental Tobacco Smoke

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

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

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