



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](mailto:melania.alcantara@acf.hhs.gov).

## SECTION 1: CSBG Administrative Information

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

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

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

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

If yes, select the fields that have changed.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Lead Agency                           | <input type="checkbox"/> Department Type                 | <input type="checkbox"/> Department Name |
| <input checked="" type="checkbox"/> <b>Authorized Official</b> | <input type="checkbox"/> Street Address                  | <input type="checkbox"/> City            |
| <input type="checkbox"/> Zip Code                              | <input checked="" type="checkbox"/> <b>Office Number</b> | <input type="checkbox"/> Fax Number      |
| <input checked="" type="checkbox"/> <b>Email Address</b>       | <input type="checkbox"/> Website                         |  |

1.2a. **Lead agency:** [Oregon Housing and Community Services – OHCS](#)

1.2b. **Cabinet or administrative department of this lead agency**

- Community Affairs Department
- Community Services Department
- Governor’s Office
- Health Department
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe: [Housing Stabilization Division](#)

1.2c. **Cabinet or Administrative Department Name:**

Provide the name of the cabinet or administrative department of the CSBG authorized official. [Oregon Housing and Community Services – Housing Stabilization Division](#)

1.2d. **Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the

authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements.

**Name:** [Liz Weber](#)

**Title:** [Interim Director of Housing Stabilization Division](#)

**1.2e. Street Address:** [725 Summer Street NE, Suite B](#)

**1.2f. City:** [Salem](#)

**1.2g. State:** [Oregon](#)

**1.2h. Zip Code:** [97301](#)

**1.2i. Telephone Number:** [503-931-3892](#)

**1.2j. Fax Number:** [503-986-6877](#)

**1.2k. Email Address:** [Liz.Weber@hcs.oregon.gov](mailto:Liz.Weber@hcs.oregon.gov)

**1.2l. Lead Agency Website:** [www.oregon.gov/ohcs](http://www.oregon.gov/ohcs)

**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. [Designation letter attached.](#)

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

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

If yes, select the fields that have changed.

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

**1.4a. Agency Name:** [Oregon Housing and Community Services](#)

**1.4b. Point of Contact Name**

**Name:** [Leeann Marx](#)

**Title:** [CSBG Program Coordinator](#)

**1.4c. Street Address:** [725 Summer St NE, Suite B](#)

**1.4d. City:** [Salem](#)

**1.4e. State:** [Oregon](#)

- 1.4f. Zip Code: [97301](#)
- 1.4g. Telephone Number: [503-986-6892](#)
- 1.4h. Fax Number: [503-986-6877](#)
- 1.4i. Email Address: [Leeann.marx@oregon.gov](mailto:Leeann.marx@oregon.gov)
- 1.4j. Agency Website: [www.oregon.gov/ohcs](http://www.oregon.gov/ohcs)

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

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

Yes  No

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

Yes  No

If yes, select the fields that have changed.

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

1.5a. Agency name: [Community Action Partnership of Oregon](#)

1.5b. Executive Director or Point of Contact

Name: [Janet Allanach](#)

Title: [Executive Director](#)

1.5c. Street Address: [2475 Center St NE](#)

1.5d. City: [Salem](#)

1.5e. State: [Oregon](#)

1.5f. Zip Code: [97301](#)

1.5g. Telephone Number: [503-830-9969](#)

1.5h. Fax Number: [503-363-0113](#)

1.5i. Email Address: [JanetA@caporegon.org](mailto:JanetA@caporegon.org)

1.5j. State Association Website: <http://caporegon.org/>

1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead

Yes  No

## SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG.  Yes  No
- 2.2. **CSBG State Regulation:** State has regulations for CSBG.  Yes  No
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2.  
[http://oregon.public.law/statutes/ors\\_458.505](http://oregon.public.law/statutes/ors_458.505)
- 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
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year.  
 Yes  No

## SECTION 3: State Plan Development and Statewide Goals

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

The mission of Oregon Housing and Community Services (OHCS) is to provide stable and affordable housing and engage leaders, to develop an integrated statewide policy that addresses poverty and provides opportunity for Oregonians. Our vision is through centering humanity in that all Oregonians have the opportunity to pursue prosperity and live free from poverty.

Oregon Housing and Community Services intentionally focuses on serving Oregonians across the housing continuum. This includes preventing homelessness, reducing energy burden, providing housing stability support, innovating in affordable housing financing and preservation, reducing the racial wealth gap through homeownership and asset building, and strengthening community resiliency. These shared values of our internal OHCS community are the most valuable aspect for sustaining success.

At OHCS, we are human-centered, we are proactive, we are conveners and thought leaders, we are committed to continuous improvement, and we are responsive to emergencies. This mission, vision and role of the Oregon Housing and Community Services aligns well with the CSBG funding practices and principles.

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

The CSBG State Lead will identify and implement resources for eligible entities to strengthen agency capacity and evaluate programs and services.

- Provide DEI Practices and Training: Implement training and educational initiatives to raise awareness and reduce racial disparities.
  - Review policies using the Racial Equity Analysis Tool (REAT) to determine if new policies or guidance documents are needed to advance equity in agency services and programs.
  - Learn about the REAT and actively engage with REAT staff, participating in relevant processes for CSBG internal policies and procedures.
  - Offer equity tool options for the Community Action Agency (CAA) network.
  - Advocate for racial equity at the federal level and increase conversations with the CAA network.
- Improve Linkages from State Plan to Individual Plans:
  - Assemble a workgroup to enhance linkages at both state and local levels.
- Provide Guidance on Data Collection for Annual Report:
  - Train the CAA network on the annual report and data collection practices.

- Keep the CAA network informed about new revisions to the annual report and provide a timeline for implementing these revisions.
- Build and Support Certified ROMA Trainers/Implementers throughout the State:
  - Collaborate with the Community Action Partnership Organization (CAPO) and form a ROMA workgroup with quarterly meetings.
- CSBG User Manual for CAAs:
  - Update the CSBG User Manual.
  - Complete the rules process for public distribution.
  - Distribute the manual for use.
- Advocate for the CAA Network: Strengthen agency capacity initiatives.
  - Provide training and technical assistance on the Community Initiatives in the annual report.
  - Gather and define clear capacity planning objectives.
  - Research allowable expenditures and activities to build capacity and fill unmet needs and create growing opportunities.
- Build CSBG Workgroup Networking: Facilitate networking for CSBG-specific topics.
  - See all the above with guidance from the CAA network on setting priorities.

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

**3.3a. Analysis of state-level tools**

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

**3.3b. Analysis of local-level tools**

- Eligible Entity Community Needs Assessments
- Eligible Entity Community Action Plans
- Public Hearings/Workshops
- Tools Not Identified Above (e.g., state required reports) [specify]

**3.3c. Consultation with**

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

### 3.4. Eligible Entity Involvement

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

The CSBG State lead presented a state plan webinar to explain why and how the state plan is developed. The CSBG state lead gathered a workgroup with CAAs staff to discuss the state plan goals and objectives, Org Stands, Use of Funds, T/TA assistance, Linkages, and monitoring. The draft was then sent to the State Association and CAA ED's for their feedback outlining the efforts put forth from staff. The CAA network was also notified of the State Plan public hearing and encouraged more feedback.

**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.

The CSBG State lead reviewed the 2021 ACSI survey results to continuously improve on the state plan development, continual improvements on communication and relationship building between the CSBG State lead and the CAA network. The CSBG State lead increased opportunities by utilizing best practices from the Statewide Workgroup efforts with NASCSPP for CAA discussion and feedback for the State Plan application.

**3.5. Eligible Entity Overall Satisfaction:** Provide the state's target for eligible entity Overall Satisfaction during the performance period. **Year One 73** **Year Two 75**



## SECTION 4: CSBG Hearing Requirements

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

The State made the plan available for public inspection in multiple ways to ensure the plan was available for review and comment from many, including stakeholders, community members, and the low-income population. The State Plan posted to the OHCS website for view prior to the public hearing and was distributed electronically to the CAA network, the Housing Stability Council, and the CAA State Association. Public Hearing notices are posted on the OHCS website and on a government transparency website, in addition to being sent electronically to the CAA Network, the State Association and via Constant Contact (the OHCS public listserv).

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

The state plan and the public hearing notice were both posted two weeks prior to the hearing date. The CAA Network, the State Association, and the public all had access to the State Plan via the OHCS website. Additionally, the plan was developed and distributed electronically to the Network and the State Association. The public comment period was held open for an additional two weeks after the hearing date. Any comments obtained during the public comment period may be added to the state plan application.

- 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	Location	Type of Hearing	If a Combined Hearing was held confirmed that the public was invited.
7/9/2024	Hybrid Public hearing (in-person & virtual), 725 Summer Street NE, Salem, OR 97301	Public	<input type="checkbox"/>

- 4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings.  
Supporting documentation of the public hearing will be attached when the public comment period is closed.

## 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.

<b>CSBG Eligible Entity</b>	<b>Geographical Area Served (by county) [Provide all counties]</b>	<b>Public or Nonprofit</b>	<b>Type of Entity [Choose all that apply]</b>
ACCESS	Jackson County	Nonprofit	Community Action Agency
Community Action Organization - CAO	Washington County	Nonprofit	Community Action Agency
Community Action Partnership of East Central Oregon, Inc - CAPECO	Umatilla, Morrow, Gilliam, and Wheeler Counties	Nonprofit	Community Action Agency
Community Action Team, Inc - CAT	Columbia, Clatsop, and Tillamook Counties	Nonprofit	Community Action Agency
Community Connection of Northeast Oregon, Inc - CCNO	Union, Wallowa, Baker, and Grant Counties	Nonprofit	Community Action Agency
Clackamas County Social Services Division - CCSSD	Clackamas County	Public	Community Action Agency
Community in Action – CinA	Harney and Malheur Counties	Nonprofit	Community Action Agency
Community Services Consortium – CSC	Linn, Benton, and Lincoln Counties	Public	Community Action Agency
Klamath Lake Community Action Services – KLCAS	Klamath and Lake Counties	Nonprofit	Community Action Agency
Lane County Human Services Commission - Lane	Lane County	Public	Community Action Agency
Mid-Columbia Community Action Council - MCCAC	Hood River, Wasco, and Sherman Counties	Nonprofit	Community Action Agency
Multnomah County Department of Human Services - MULTCO	Multnomah County	Public	Community Action Agency
Mid-Willamette Valley Community Action Agency - MWVCAA	Marion and Polk Counties	Nonprofit	Community Action Agency

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Neighbor Impact - NIMPACT	Crook, Jefferson, and Deschutes Counties	Nonprofit	Community Action Agency
Oregon Human Development Corporation - OHDC	Statewide Farmworkers	Nonprofit	Migrant or Seasonal Farmworker Organization
Oregon Coast Community Action – ORCCA	Coos and Curry Counties	Nonprofit	Community Action Agency
United Community Action Network - UCAN	Douglas and Josephine Counties	Nonprofit	Community Action Agency
Yamhill Community Action Partnership - YCAP	Yamhill County	Nonprofit	Community Action Agency

5.2. Total number of CSBG eligible entities: 18

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

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

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

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

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

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

CSBG Eligible Entity	Reason
N/A	Choose an item.

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

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

## SECTION 6: Organizational Standards for Eligible Entities

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

COE CSBG Organizational Standards

Modified Version of COE CSBG Organizational Standards

Alternative Set of organizational standards

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

OHCS has not modified the Organizational Standards for this planning period and no changes were made to the previously approved modified standards.

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

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

There were no changes from the previous State Plan submission.

Provide reason for using alternative standards.

N/A

Describe rigor compared to COE-developed Standards.

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.

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

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

- Peer-to-Peer Review (with validation by the state or state-authorized third party)
- Self-Assessment (with validation by the state or state-authorized third party)
- Self-Assessment/Peer Review with State Risk Analysis
- State-Authorized Third-Party Validation
- Regular On-Site CSBG monitoring
- Other

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

CSBG eligible entities submit an annual assessment through the Community Service Group (CSG) online assessment system. OHCS works closely with the State Association on the timeline of the assessment and reviewing the results to strategize training and technical assistance. Eligible entities are required to provide a Technical Assistance Plan (TAP) for all unmet standards. The TAP is submitted, tracked and plans are approved in the online assessment system. The TAP is accepted and closed once the standard is complete and met. OHCS continues to improve the process and consistency of evaluation of the Organizational Standards.

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

**6.4a.** Provide the specific eligible entities the state will exempt from meeting organizational standards and provide a description and a justification for each exemption. Total Number of Exempt Entities: **1**

CSBG Eligible Entity	Description/Justification
Oregon Human Development Corporation (OHDC)	OHCS is allowing OHDC to submit a modified Community Needs Assessment. Due to the nature of their work (they serve migrant farmworkers and their families), and the fact that they are spread throughout the entire

	<p>state, a traditional needs assessment is not feasible. Standard 3.2 will be waived and Standard 3.4 will be modified to state: The community assessment includes key findings on the causes and conditions of poverty and the needs of farmworkers.</p>
--	--

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

**Year One 60 %**

**Year Two 60 %**



## SECTION 7: State Use of Funds

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

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

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

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

The CSBG funding formula utilized by OHCS for the 90% pass through funding was updated in 2021 with agreement from the State Association and CAA network. We will be using a Base+Formula. The formula utilizes: Formula and criteria weights: The variables included in the formula are SAIPE Poverty % of State (Criteria Weight - 55%) The number of people in poverty compared to the total number of people in poverty for the State without considering the counties included in the floor agencies. This data is updated annually. County/State Poverty Rate Ratio (Criteria Weight -10%)- The ratio of percent of people in poverty to percent of people in poverty for the State without considering the counties included in the floor agencies. This data is updated annually. Equity Factor: % People of Color in Poverty (Criteria Weight - 20%) The percentage of people designated in the dataset as a race or ethnicity other than white non-Hispanic living below the federal poverty level during the past 12 months. This data is updated annually. Rural Factor: Inverse Population Density (Criteria Weight - 15%) - Inverse Population Density calculated with Oregon Land area in square miles by County Divided by Total Population. This data is updated annually. OHCS will utilize 5.4% of the total funding methodology for OHDC. The CAA agencies receive a base funding in the amount of \$125,000 and a 3-year phase in approach has been applied to this process and started on October 1, 2022. We are entering the last phase of the funding adjustment for the next funding period and will be applying this funding formula in full.

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

Yes  No

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

the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. **Year One 90%** **Year Two 90%**

**Planned CSBG 90 Percent Funds – Year One**

**These are projected amounts and subject to change upon receiving the award.**

<b>CSBG Eligible Entity</b>	<b>Funding Amount (\$)</b>
ACCESS	267,797
Community Action Organization	392,580
Community Action Partnership of East Central Oregon, Inc	349,592
Community Action Team, Inc	202,855
Community Connection of Northeast Oregon, Inc	272,796
Clackamas County Acting by and through its Health, Housing, and Human Services Department; Social Services Division	261,258
Community in Action	285,584
Community Services Consortium	321,678
Klamath Lake Community Action Services	273,086
Lane County Human Services Commission	370,172
Mid-Columbia Community Action Council	208,224
Multnomah County Department of Human Services	625,718
Mid-Willamette Valley Community Action Agency	411,130
Neighbor Impact	267,274
Oregon Human Development Corporation	294,216
Oregon Coast Community Action	203,276
United Community Action Network	257,831
Yamhill Community Action Partnership	183,351
<b>Total (Auto-calculated)</b>	<b>\$ 5,448,418.00</b>

**Planned CSBG 90 Percent Funds – Year Two**

**These are projected amounts and subject to change upon receiving the award.**

<b>CSBG Eligible Entity</b>	<b>Funding Amount (\$)</b>
ACCESS	267,797
Community Action Organization	392,580
Community Action Partnership of East Central Oregon, Inc	349,592

CSBG Eligible Entity	Funding Amount (\$)
Community Action Team, Inc	202,855
Community Connection of Northeast Oregon	272,796
Clackamas County acting by and through its Health, Housing, and Human Services Department; Social Services Division	261,258
Community in Action	285,584
Community Services Consortium	321,678
Klamath Lake Community Action Services	273,086
Lane County Human Services Commission	370,172
Mid-Columbia Community Action Council	208,224
Multnomah County Department of Human Services	625,718
Mid-Willamette Valley Community Action Agency	411,130
Neighbor Impact	267,274
Oregon Human Development Corporation	294,216
Oregon Coast Community Action	203,276
United Community Action Network	257,831
Yamhill Community Action Partnership	183,351
<b>Total (Auto-calculated)</b>	<b>\$ 5,448,418.00</b>

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

As the designated lead agency, OHCS receives an award letter from the Department of Health and Human Services (HHS) representing the CSBG Allocation made available under Public Law 112-10. Award letters are received at the OHCS electronic form in Grants Solution system. Once the CSBG Award letter is received: The original award letter is sent to the Grants Manager in the Finance Management Department from the CSBG State Lead. Ninety percent is pass-thru funding to the eligible entities, five percent is discretionary, and five percent is admin for the State. The CSBG State Lead with assistance from the OHCS Research Analyst, using the current CSBG funding formula, processes the award to determine the allocation for the 18 eligible entities. Administration and program amounts are determined by each agency’s CSBG budget (7days). Once processed, the CSBG Program Coordinator creates a Notice of Allocation and submits it to the Finance Department. Funds are available to agencies through the OPUS database system. (7 days) A copy of the award letter and spreadsheet of the allocation breakdown per agency is electronically filed with all other CSBG

documents on the agency's server. In the event of unexpected increases or decrease, OHCS, in agreements made with the CAA network, takes the following approaches: a) Floor amount remains at \$125,000. If there is an increase in future CSBG funding, an updated allocation table with the new amount will be completed and distributed to the agencies. If there is a decrease in future CSBG funding, and a formula agency sees a decrease higher than 10% of the year's prior allocation, discretionary funds may be utilized to mitigate the difference and make up the difference. b) In the event that the discretionary resources are not sufficient to cover all increases over 10%, the issue will be brought to the network for discussion and recommendations for consideration.

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

- Reimbursement
- Advance
- Hybrid
- Other

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

Yes  No

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

N/A

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

The contract process at OHCS is working on continuous improvements to the Master Grant Agreement and has moved to a performance-based contract to ensure best practices are being utilized in service delivery. OHCS will be reviewing the master grant agreement to adjust the contract to lessen CAA agency burdens where applicable.

#### **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 %

**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** 8 **Year Two** 8

**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** 1.8 **Year Two** 1.8

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

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

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

**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	141,731	These planned services/activities will be described in State Plan Item 8.1
7.9b. Coordination of state-operated programs and/or local programs	0.00	N/A
7.9c. Statewide coordination and communication among eligible entities	64,423	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	0.00	N/A
7.9e. Asset-building programs (Briefly describe under Column 4)	0.00	N/A
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	51,537	State Association Implementation Report – T/TA platform capacity building for the network.
7.9g. State Charity tax credits (Briefly describe under Column 4)	0.00	N/A
7.9h. Other activities (Specify these other activities under Column 4)	45,000	Organizational Standards Software expansion; and remainder TBD
<b>Totals (Auto-Calculated)</b>	<b>\$ 302,691.00</b>	

**Use of Remainder/Discretionary Funds – Year Two**

<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
7.9a. Training/Technical Assistance to eligible entities	141,731	These planned services/activities will be described in State Plan Item 8.1
7.9b. Coordination of state-operated programs and/or local programs	0.00	N/A
7.9c. Statewide coordination and communication among eligible entities	64,423	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	0.00	N/A
1417.9e. Asset-building programs (Briefly describe under Column 4)	0.00	N/A
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	51,537	State Association Implementation Report – T/TA platform capacity building for the network.
7.9g. State Charity tax credits (Briefly describe under Column 4)	0.00	N/A
7.9h. Other activities (Specify these other activities under Column 4)	45,000	Organizational Standards Software expansion; and remainder TBD
<b>Totals (Auto-Calculated)</b>	<b>\$ 302,691.00</b>	

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

- The State Directly Carries Out All Activities (No Partnerships)
- The State Partially Carries Out Some Activities
- CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) 18
- 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

**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.

Most of the funding is utilized to fund Training and Technical Assistance for eligible entities and support of the State Association. A secondary usage will mitigate any decrease of future CSBG funding. In addition to mitigating a percentage decrease over 10% for any qualifying formula agency, OHCS's Fiscal Policy ensures funds are allocated in full upon receipt of the Official Funding Award Letter from HHS/OCS. OHCS will continue to contract with the CSG software company, which enables efficient review and tracking of the Organizational Standards to meet the State Accountability measures of the CSBG Act and enables efficient review on tracking Tripartite Board vacancies.

## 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.

### Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Both	Fiscal	
All Quarters	Both	Governance/Tripartite Boards	
All Quarters	Both	Organizational Standards - General	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
Ongoing/Multiple Quarters	Both	Reporting	
All Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Community Assessment	
Ongoing/Multiple Quarters	Both	Strategic Planning	
FY1 Q4	Training	Monitoring	
Ongoing/Multiple Quarters	Training	Other	<i>Focused training on DEI/REJ training for the network on practices, principles, and education.</i>

### Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Both	Fiscal	
All Quarters	Both	Governance/Tripartite Boards	
All Quarters	Both	Organizational Standards - General	



Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
Ongoing/Multiple Quarters	Both	Reporting	
All Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Community Assessment	
Ongoing/Multiple Quarters	Both	Strategic Planning	
FY2 Q4	Training	Monitoring	
Ongoing/Multiple Quarters	Training	Other	<i>Focused training on DEI/REJ training for the network on practices, principles, and education.</i>

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

**Year One** 141,731 **Year Two** 141,731

**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]

The CSBG partners closely with the State Association, Community Action Partnership of Oregon (CAPO), to provide training and technical assistance to the Community Action Agency Network. CAPO surveys the network annually to determine agency training needs. OHCS and CAPO utilize the results from the surveys, monitoring results and performance and accountability measures from the Organizational Standards assessment for guidance to build out training and technical assistant opportunities.

**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

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

The CSBG State lead works closely with the State Association - CAPO to provide training on topics where multiple agencies struggle in meeting standards in relation to the Organizational Standards assessment results. Additionally, The

CSBG state lead offers one-on-one trainings upon request and will continue to traveled out to agencies to offer assistance if necessary.

**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.

- All T/TA is conducted by the state
- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- Other community-based organizations
- State Community Action Association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

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

As noted previously, the CSBG State Lead will continue to work with CAPO (state association) on designing and developing a training schedule based on agency needs and be as flexible as possible. The annual survey for agency training needs has proven valuable and will be a continued practice and is in alignment with the RPIC needs. The CSBG State Lead will provide input on the training schedule to incorporate needed training from the Organizational Standards assessment review and results from Technical Assistance Plans and monitoring reviews.

## SECTION 9: State Linkages and Communication

**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.

- 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

In addition to internal coordination among OHCS-administered poverty programs (e.g., LIHEAP, Weatherization, Housing, IDA), linkages will be maintained and further strengthened with TANF, public health, Head Start, and WIOA state offices and departments. Additional focused efforts and collaborations are essential to address disparities in communities of color, bridge the resource gap, and align with the OHCS Statewide Housing Plan.

**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)).

The CAA network is the statewide system for delivering anti-poverty services, including the Community Services Block Grant (CSBG). Community Action Agencies (CAAs) collaborate extensively with governmental entities, nonprofits, mental and physical health providers, schools, public safety providers, and others to design, implement, and provide services to low-income individuals and families, addressing local community needs. CAAs offer information and referrals to the public and are key participants in their respective Continuums of Care, serving as community hubs that link low-income people to mainstream supportive services. They maintain partnerships and collaborations within the local system to prevent duplication of services.

The Department of Human Services (DHS) uses TANF funds to address crises and short-term needs that put low-income families with children at risk of homelessness. OHCS partners with DHS in this effort and works to strengthen and expand this program, while also seeking to replicate similar partnerships with other state departments.

### 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)).

OHCS requires eligible entities to complete an implementation report (formerly known as the Community Action Work Plan) as part of the Master Grant Agreement process. This report requires entities to provide information on the following categories, enabling OHCS to monitor local linkages and strategies and identify opportunities for state intervention to address barriers:

- Identified Top 5 County/Service Area Needs and Gaps
- Strategies to Address Needs and Gaps: Including identification of key partnerships.
- Identification of Poverty Populations, Services Provided, and CSBG Staffing
- Linkages and Primary Referral Organizations
- Plan for Transitioning Clients Out of Poverty
- Additional Inter-Agency Programs and Services Provided
- Primary Funding and Service Coordination of Partnerships

In addition to this implementation report, eligible entities must report annually on their partnerships and linkages in the CSBG Annual Report.

**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.

As previously described, the required CSBG implementation report mandates linkage and partnership collaboration. OHCS reviews these plans to ensure appropriate coordination, as evidenced by existing MOUs/service agreements, coordinated entry and assessment systems, joint case planning, convening partners to provide wrap-around services, resource sharing, data sharing through HMIS, and other locally appropriate linkage examples.

**9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training**

**Activities:** Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

Yes  No

**Note:** This response will link to the corresponding CSBG assurance, Item 14.5

**9.4a. WIOA Combined Plan:** If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state’s WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

Oregon has established an infrastructure per the Governors Executive Order No. 11-12, in which State resources are strategically aligned throughout Oregon to accomplish community and economic goals with the Regional Solutions Advisory Committees, Centers and Teams. Regional Solutions Centers are located throughout Oregon. Starting at the local level to identify priorities, solve problems and seize opportunities to get projects done. OHCS utilizes its involvement to help strengthen linkages with workforce employment and training activities in areas where CAAs have identified barriers.

The CSBG funded employment and training services are only a subset of a broad range of anti-poverty activities addressed in the overall CSBG plan, but it is an important support factor for individuals and families to thrive. CSBG funds used for employment and training activities are included as a “required partner” for WIOA One-Stop Career Centers. CAAs have in-house WIOA programs that align with CSBG. The CAAs collaborate through real time referrals to provide direct, supportive, and timely services to their clients who are eligible for the employment and training programs with the WIOA local offices. These activities provided in various ways through the Community Action Agencies, if determined to be appropriate for an individual to obtain or retain employment, include but are not limited to:

- Information on training providers offer, supportive services or assistance: childcare, child support, medical or child health assistance, SNAP, EITC, TANF as well as referrals, assistance filing claims for unemployment compensation; programs of financial aid assistance for training and education programs.
- Eligibility determinations, outreach, intake, and orientation to information and services; Initial skill assessment of skill levels, aptitudes, abilities (including skills gaps), and supportive service needs; Labor exchange services: (1) job search and placement assistance and (2) in appropriate cases, career counseling (in-demand

and nontraditional jobs); employer recruitment, referrals to other partners/services.

- Education - activities such as workplace orientation, vocational skills training, family planning education, cultural opportunities for disadvantaged children, energy conservation education, post-secondary education scholarships, GED assistance for high school dropout, adult and youth literacy training and nutrition education for single parents and the elderly.
- Emergency Services – provides help with basic needs such clothes closets and food pantries, many of them in conjunction with other community groups and local churches. Some agencies provide redeemable vouchers or grants to clients that enable them to meet immediate and urgent family needs such as health services, nutritious food, housing, employment-related assistance, day care, medical services, and transportation.
- Health – includes services such as transportation to medical services, medical and dental screening, immunizations, drug and alcohol prevention and treatment assistance and medication/prescriptions and other related services.
- Housing - activities include aid to renters seeking a residence, landlord/tenant rights education and arbitration, information about purchasing/financing a home, housing rehabilitation loans, and providing for minor energy efficiency or health and safety related home repair.
- Income Management - assistance is in the form of family budget counseling. Information also is provided through workshops or brochures on such topics as financial management, credit, income taxes and social security.
- Nutrition - programs include federal surplus food distribution, community gardening projects, food banks, senior citizen and youth feeding projects, Christmas food packages and assistance in accessing food stamps, WIC, summer feed programs for children, and other nutrition-related programs.
- Coordination of Services - partner with local governments, community-based organizations, and the private sector to provide critical human services.
- Promote WIOA activities through locally held conferences and highlight CAA partnerships and success stories.

**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.

N/A

**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).

OHCS has the advantage of administering Low-Income Home Energy Assistance, Weatherization and Emergency Housing under the same Division, which promotes ongoing coordination at both the State and Local level. The Master Grant Agreement (MGA) contracting process is utilized for all these program areas and CAAs are encouraged to link these services to ensure the most cost-effective delivery of services to clients.

- 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.

The CSBG State lead ensures local coordination and partnership through its contracting process, as previously described. The CAAs' implementation plan requires the identification of partnerships, including those with faith-based organizations, nonprofits, and other community groups. Eligible entities must submit details of these partnerships, linkages, and collaborations in the CSBG Annual Report, which is reviewed by CSBG staff and the State Association. Community needs assessments, strategic plans, and implementation reports are reviewed to demonstrate these partnerships. Additionally, client service data is examined with an equity lens to identify service gaps. This allows OHCS staff to provide technical assistance and training to establish partnerships with key culturally specific communities and service/advocacy organizations.

- 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.

Oregon's CAAs solicit and rely on multiple public and private funding sources, ranging from private foundations to public funders, including OHCS. The Oregon legislature has designated the Community Action Agency network as the preferred delivery system for OHCS homeless services, ensuring strong coordination with CSBG.

- 9.8. Coordination among Eligible Entities and State Community Action Association:** Describe state activities for supporting coordination among the eligible entities and the State Community Action Association.

The CSBG State Lead works closely with the Community Action Partnership of Oregon (CAPO) and annually provides CSBG funds for CAPO operations and statewide services. CAPO's board of directors consists of executive directors from the Oregon Community Action Agency Network. As a legislatively mandated advisory partner to OHCS, CAPO

offers technical and training assistance to the CAA network, as outlined in an annual contract with OHCS. In its role, CAPO mobilizes community action agencies across Oregon and serves as the primary training and technical assistance provider for CSBG-eligible entities utilized by OHCS. CAPO maintains a website resource center for CSBG-related topics, advocates on behalf of community action agencies, and regularly distributes CSBG and community action-related newsletters to its members. The CSBG State Lead also funds CAPO to collaborate regionally with other states, including Region X. These partnerships enable CAPO to coordinate special training opportunities, such as ROMA training and technical assistance on organizational best practices, to strengthen all 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	As needed	Mailing	
State Plan Development	As needed	Email	
Organizational Standards Progress	As needed	1:1	
State Accountability Measures Progress	As needed	Choose an item.	
Community Needs Assessments/Community Action Plans	As needed	1:1	
State Monitoring Plans and Policies	As needed	Choose an item.	
Training and Technical Assistance (T/TA) Plans	As needed	1:1	
ROMA and Performance Management	As needed	Choose an item.	
State Interagency Coordination	As needed	Choose an item.	
CSBG Legislative/Programmatic Updates	As needed	Email	
Tripartite Board Requirements	As needed	Choose an item.	

**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.



The CSBG State Lead will address State Accountability Measure 5S(iii) by following the communication plan outlined in 9.9. The State Lead will provide feedback to each agency regarding their annual report data submission and organizational standard status. If further discussion or questions arise, the State Lead will connect directly with the agency. Additionally, within 60 days of receiving feedback from OCS, the State Lead will inform the State Association (CAPO) and the network via email about state accountability measures. Besides sharing information on state performance, the CSBG State Lead will collaborate with CAPO to review and discuss relevant results, concerns, and feedback to ensure continuous improvement.

- 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.

The 2021 ACSI survey results indicated improved communication between the CSBG State Lead and the CAA network. Moving forward, the CSBG State Lead will maintain the current communication plan and enhance it by establishing a CSBG workgroup that holds regular meetings, addressing both ongoing and new issues. Additionally, in-person meetings and network phone calls will be scheduled as needed to further enhance communication and transparency. The CSBG State Lead will also continue participating in CAPO board meetings to provide CSBG updates and ensure consistent understanding and alignment throughout the year.

**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.

**Monitoring Schedule – Year One 2025**

<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of “Other”</b>
ACCESS	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Community Action Organization	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Community Action Partnership of East Central Oregon, Inc.	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Community Action Team, Inc.	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Community Connection of Northeast Oregon, Inc	Full On-Site	Onsite	FY1 Q1	10/18/2021	10/22/2021	
Clackamas County action by and through its Health, Housing, and Human Services	Full On-Site	Onsite	FY1 Q4	9/16/2021	9/17/2021	

<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
Department; Social Services Division						
Community in Action	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Community Services Consortium	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Klamath Lake Community Action Services	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Lane County Human Services Commission	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Mid-Columbia Community Action Council	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Multnomah County Department of Human Services	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Mid-Willamette Valley Community Action Agency	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
NeighborImpact	Full On-Site	Onsite	FY1 Q2	11/19/2021	11/22/2021	
Oregon Human Development Corporation	Full On-Site	Onsite	FY1 Q1	11/8/2022	11/18/2022	

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"
Oregon Coast Community Action	Full On-Site	Onsite	FY1 Q3	4/13/2022	4/15/2022	
United Community Action Network	Full On-Site	Onsite	FY1 Q4	10/26/2022	11/3/2022	
Yamhill Community Action Partnership	Full On-Site	Onsite	FY1 Q3	3/29/2022	3/31/2022	

**Monitoring Schedule – Year Two 2026**

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"
ACCESS	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Community Action Organization	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Community Action Partnership of East Central Oregon, Inc	Full On-Site	Onsite	FY2 Q1	2/23/2023	3/2/2023	
Community Action Team, Inc	Full On-Site	Onsite	FY2 Q4	11/8/2022	11/15/2022	
Community Connection of Northeast Oregon, Inc	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Clackamas County acting by and through its Health, Housing, and Human Services Department;	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	

<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
Social Services Division						
Community in Action	Full On-Site	Onsite	FY2 Q1	10/26/2022	11/3/2022	
Community Services Consortium	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Klamath Lake Community Action Services	Full On-Site	Onsite	FY2 Q3	3/8/2022	3/9/2024	
Lane County Human Services Commission	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Mid-Columbia Community Action Council	Full On-Site	Onsite	FY2 Q3	5/3/2023	5/31/2023	
Multnomah County Department of Human Services	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Mid-Willamette Valley Community Action Agency	Full On-Site	Onsite	FY2 Q1	12/8/2023	12/12/2023	
NeighborImpact	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Oregon Human Development Corporation	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
Oregon Coast Community Action	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	
United Community Action Network	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	

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"
Yamhill Community Action Partnership	No Review	Choose an item.	Choose an item.	Click or tap to enter a date.	Click or tap to enter a date.	

**10.2. Monitoring Policies:** Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

[Document attached.](#)

**10.3. Initial Monitoring Reports:** According to the state’s procedures, by how many calendar days must the state disseminate initial monitoring reports to local entities?

[60 days](#)

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

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

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

[N/A](#)

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

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

[In the event a community action agency has serious deficiencies to be addressed through a Quality Improvement Plan, the state will draft a report, within 30 days of the approval of the QIP and submit to the Office of Community Services Program Specialist assigned to OHCS. This report will include agency name, listed deficiencies, timeframe for improvement and approved action plan.](#)

**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

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

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

**10.8a. New Designation Citation:** If yes, provide the citation(s) of the law and/or regulation.

[https://oregon.public.law/rules/oar\\_813-230-0010](https://oregon.public.law/rules/oar_813-230-0010)

**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.

n/a

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

**10.9a. Termination Citation:** If yes, provide the citation(s) of the law and/or regulation.

[https://oregon.public.law/rules/oar\\_813-230-0020](https://oregon.public.law/rules/oar_813-230-0020)

**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.

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

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

[https://oregon.public.law/rules/oar\\_813-230-0010](https://oregon.public.law/rules/oar_813-230-0010)

**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.

N/A

### **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).

All transactions must be supported with appropriate documentation. The same documentation requirements apply to transactions entered directly into SFMA, as well as those initially entered and processed in an agency subsystem that are transmitted to SFMA through an automated interface. In all cases, the documentation must be complete and accurate and must allow a transaction to be traced from the source documentation through its processing, to the financial reports. All documentation should be readily available for examination.

- 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.

When an audit finding in the grantees single audit report pertains to a federal award, the contributing agency is required to issue a management decision within six months of receiving the report. In the management decision, the contributing agency should clearly state whether it supports the audit finding or not, the reasons for the decision and the expected grantee action to repay disallowed costs, make the financial adjustments or take other action. If the corrective action has not been completed, the contributing agency may request additional information or documentation from the grantee, including auditor assurance related to the documentation. The management decision should describe any appeal process available to the grantee. If an audit finding affects programs of more than one agency, the audit agency is responsible for coordinating the management decision for all affected agencies.

- 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

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

Yes  No

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

The CSBG State lead is not making any significant adjustments to the monitoring process or procedures and will continue with the improvements that were identified in prior plans to include the reduction in duplicate review and monitoring requests and closer alignment between program and fiscal monitoring. OHCS has recently developed a new Compliance Team and in the next 2 years we will be working to incorporate CSBG monitoring with the new OHCS compliance team practices. In the meantime, the CSBG



State lead's monitoring cycle includes: the Master Grant Agreement contracting process inclusive of the Implementation Report (formerly known as the Community Action Plan) application, program and fiscal onsite reviews, the Organizational Standards assessment, and onsite/desk reviews by the CSBG Program Coordinator.

## SECTION 11: Eligible Entity Tripartite Board

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

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

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

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

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

The eighteen eligible entities are monitored at least once every three years. Additionally, the agencies complete a Master Grant Agreement application process biennially. With the implementation of Organizational Standards and the recent addition of the Board Management Module in the Community Software Group (CSG) system, agencies are now reviewed annually for organizational operations and practices, and Board positions are tracked. In these instances, agencies must submit the following for review: Board of Directors roster and Board of Directors bylaws. The bylaws are evaluated for compliance with tripartite requirements, ensuring adequate representation and democratic election of board members. If a complaint regarding representation is filed with a community action agency and remains unresolved at the local level, OHCS reserves the right to review the complaint, the policy, and the actions taken towards resolution. OHCS will collaborate with the agency to ensure the issue is resolved satisfactorily and in accordance with agency policy.

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

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

N/A

## SECTION 12: Individual and Community Income Eligibility Requirements

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

125% of the HHS poverty line

X % of the HHS poverty line (fill in the threshold): Click or tap here to enter text.%

Varies by eligible entity

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

Income is used to ensure that participants do not exceed 125% of the Federal Poverty Level or the maximum as assigned by HHS-ACF-OCS. Income eligibility is factored on all household income before any deduction (gross income) and the number of household members. Households must provide documentation of their gross income for the eligibility period. Household income is determined at the time of initial application and upon recertification. Proof of household income documentation includes (but not limited to): Check Stubs Award Letters, Computer printouts from DHS, Employment Office, Social Security Office Bank Statements, Copies of checks, or Letters from employers Self-employment records. Once the household income has been determined, reference to current Federal Poverty guidelines determines if the household is income eligible based on their household size. For participants with zero income: Eligible entities should use a form for self-declaration. Within the Master Grant Agreement process and Implementation Report application, each eligible entity is required to report how often they recertify a participant's income (quarterly, annually, or bi-annually).

**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.

Eligibility determinations must be documented in client files and preferably through third-party documentation. If a client seeking services is unable to provide documentation due to emergency and/or crisis, a client may self-certify. Income verification procedures and client file accuracy are reviewed during on-site monitoring visits by OHCS program compliance monitoring staff.

**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).

The state ensures eligible entities community targeted services benefit low-income communities through the review of: Master Grant Agreement, Community Action Agency Implementation Report application, Organizational Standards, Community

Needs Assessment, Community Action Agency Strategic Plans, National Performance Indicators in the CSBG Annual Report and Monitoring.

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

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

The CSBG State lead has integrated ROMA into various areas, including Implementation Reports, Community Needs Assessments, Trainings, Organizational Standards, and the Annual Report. Additionally, the CSBG State lead and the State Association are offering a ROMA Implementer cohort to all agencies. This initiative aims to increase the number of implementers across the state and strengthen ROMA practices and principles.

- 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.

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.

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

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

Eligible entities agree to participate in ROMA and report FNPIs/SRVs as part of the Master Grant Agreement process. This process involves comparing projected targets and services to the actual outcomes submitted in the CSBG annual report. The CSBG State lead and the State Association provide annual ROMA training for new staff and refresher opportunities for seasoned staff. The State Association aims to establish a ROMA Implementer to further support the network. Community Action Agencies (CAAs) can request training and technical assistance at any time, submit questions online, or contact the CSBG State lead by email or phone.

The CSBG State Lead contracts with the Community Action Partnership of Oregon (CAPO) to provide training and technical assistance to the 18 eligible entities. CAPO offers annual ROMA trainings covering topics such as the History of ROMA, NPI Targeting, and utilizing ROMA data for strategic planning and evaluation. Additionally, CAPO assists the CSBG State Lead with ROMA data collection for the CSBG Annual Report and provides technical assistance throughout this process.

- 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.

Agencies are required to submit the CSBG Annual Report each year to inform OHCS of the outcomes from their Implementation Reports (community action plan) as part of the Master Grant Agreement. Additionally, Organizational Standards 1.3, 6.4, and 9.3 provide a framework for documenting that eligible entities are analyzing and evaluating the data from their programs and services.

#### **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.

The CSBG State lead requires eligible entities to submit a CSBG Implementation Report application (formerly known as the Community Action Plan) as part of the Master Grant Agreement process. This application must include detailed information from the current Community Needs Assessment and outline how the entities plan to address service needs and gaps. The main categories covered in the application are: Tripartite Board Information, Community Needs Assessment, Service Area (poverty rates), Service Delivery System, Data Management and ROMA, Plan out of Poverty, Linkages and Referrals, and Budgets. Before releasing CSBG funds to eligible entities, the CSBG State lead will review and approve the applications.

- 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.

As stated in 13.5, the Implementation Report requires agencies to use Community Needs Assessment information to strategize and address their local community needs. This includes collaborating and coordinating with community partners to address the identified needs and gaps. Agencies must also submit their Community Needs Assessment as part of the Organizational Standards assessment process, and it must be updated at least every three years.

**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;

OHCS requires that submitted Implementation Reports (Community Action Plans) demonstrate that funds will be used for eligible activities. This is verified through the



Community Needs Assessment and monitoring. Under state statute OAR 813-210-0025, OHCS outlines the use of CSBG program funds, addressing each of the specified assurances.

### ***Needs of Youth***

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

- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--
  - (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
  - (ii) after-school child care programs;

Oregon Community Action Agencies offer a variety of programs dedicated to supporting youth in their communities. Agencies are required to report on services to youth through the CSBG Annual Report and the Master Grant Agreement. This ensures that they identify and address the needs of youth in their communities through their Community Needs Assessment. This process enables OHCS to review whether agencies are effectively addressing youth needs through their services or by providing linkages and partnerships.

### ***Coordination of Other Programs***

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

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

The CSBG State Lead will ensure that funds are used for eligible activities by evaluating the Implementation Report (Community Action Plan). Community Action Agencies partner with multiple organizations to maximize the impact of CSBG funds effectively. Agencies may allocate funds to subrecipients who can provide specialized services or collaborate with state and local agencies to strengthen their response to poverty in their communities.

***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.”

[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;”

Oregon Community Action Agencies (CAAs) set policies, design programs, and evaluate services aimed at reducing or eliminating the causes and conditions of poverty. Each agency conducts a community-based needs assessment to tailor services to local needs. The activities and services provided vary by agency, depending on community needs, local resources, and opportunities for collaboration with businesses, private nonprofit organizations, and state and local governments. Oregon has eighteen eligible entities serving all thirty-six counties in the state, making CAAs the primary delivery mechanisms for OHCS programs for low-income Oregonians. According to Oregon Administrative Rules Chapter 813, Division 210, federal anti-poverty funds administered by OHCS are distributed to CAAs across the state. These funds include rental assistance, homeless services, low-income energy assistance, weatherization, CSBG, and other anti-poverty funding as it becomes available to OHCS.

#### ***Eligible Entity Linkages – Approach to Filling Service Gaps***

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

As previously described, the required CSBG Implementation Report mandates linkage and partnership collaboration. OHCS reviews these plans to ensure proper coordination, which is documented through existing MOUs/service agreements, coordinated entry and assessment systems, joint case planning, convening partners to provide wrap-around services, resource sharing, data sharing through HMIS, and other locally appropriate linkage examples.

#### ***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.”

Eligible entities solicit and rely on various public and private funding sources, including private foundations and public funders such as OHCS. The Oregon legislature has designated the Community Action Agency network as the preferred delivery system for OHCS homeless services, ensuring strong coordination with CSBG.

***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.”

The CSBG State Lead encourages eligible entities to use CSBG funds to develop innovative community and neighborhood-based initiatives. Currently, Oregon's eligible entities allocate a portion of CSBG funds to provide specialized services tailored to unique populations, such as youth and seniors. Additionally, OHCS uses discretionary funds to support the State Association in hosting workshops and conferences focused on innovation, including DEI/ERJ training and education.

***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.”

All eligible entities directly offer emergency services and referrals as needed. The CSBG State lead ensures funds are used appropriately by evaluating the Implementation Report, overseeing Community Needs Assessments, and through ongoing monitoring.

***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.”

[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.”

[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.”

[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).”

[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.”

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

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

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

[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.”

[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.”

[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

### 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)

- (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.

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***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.

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***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.