

## DRAFT CSBG State Plan

**Program Name:** Community Services Block Grant

**Grantee Name:** West Virginia

**Report Name:** CSBG State Plan

**Report Period:** 10/01/2021 to 09/30/2022

**Report Status:** Saved

### Report Sections

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2. *Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter*
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**CSBG Cover Page (SF-424M)**

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires:06/30/2021	
<b>COVER PAGE</b>			
* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/Plan/Funding Request?  Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
<b>7. APPLICANT INFORMATION</b>			
* a. Legal Name: West Virginia Department of Economic Development			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 550574804		* c. Organizational DUNS: 138838532	
* d. Address:			
* Street 1:	1900 Kanawha Blvd. East	Street 2:	Building 3, Ste. 600
* City:	Charleston	County:	Kanawha
* State:	WV	Province:	
* Country:	United States	* Zip / Postal Code:	25304 -
e. Organizational Unit:			
Department Name: WV Department of Economic Development		Division Name: Community Advancement & Development	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Shelly	Middle Name:	* Last Name: Woda
Suffix:	Title: Sustainability Unit Manager	Organizational Affiliation:	
* Telephone Number: (304) 352-4154	Fax Number: (304) 558-3248	* Email: Shelly.J.Woda@wv.gov	
* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:			
* 9. Name of Federal Agency:			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant	
11. Descriptive Title of Applicant's Project WV FY2022-2023 CSBG State Plan			
12. Areas Affected by Funding: Statewide			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 02		b. Program/Project:	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			

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

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

- YES  
 NO

Explanation:

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

**\*\*I Agree**

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

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

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

18d. Email Address

18b. Signature of Authorized Certifying Official

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

**Attach supporting documents as specified in agency instructions.**

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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:06/30/2021
<b>SECTION 1</b> <b>CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</b>	

<b>1.1. Identify whether this is a One-Year or a Two-Year Plan</b>	<input type="radio"/> one-year <input checked="" type="radio"/> two-year
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<b>1.1a. Provide the federal fiscal years this plan covers:</b>	Year One 2022	Year Two 2023
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**1.2. Lead Agency:** Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

*Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.*

Has information in regards to the state lead agency has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No
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If yes, provide the date of change and select the fields that have been updated 05/27/2021

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

<b>1.2a. Lead agency</b>	West Virginia Department of Economic Development
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**1.2b. Cabinet or administrative department of this lead agency** *[Select one option and narrative where applicable]*

<input type="radio"/> Community Services Department
<input type="radio"/> Human Services Department
<input type="radio"/> Social Services Department
<input type="radio"/> Governor's Office
<input type="radio"/> Community Affairs Department
<input type="radio"/> Health Department
<input type="radio"/> Housing Department
<input checked="" type="radio"/> Other, describe
Economic Development Department

<b>1.2c. Cabinet or Administrative Department Name:</b> Provide the name of the cabinet or administrative department of the CSBG authorized official	West Virginia Department of Economic Development
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**1.2d. Authorized official of the lead agency**

<b>Name:</b> Jennifer Ferrell	<b>Title:</b> Director of Community Advancement and Development
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<b>1.2e. Street Address</b>	1900 Kanawha Blvd. East, Building 3, Suite 700
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<b>1.2f. City</b>	Charleston	<b>1.2g. State</b> WV	<b>1.2h. Zip</b> 25305
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<b>1.2i. Work Telephone number and extension</b> 304 558 - 2234 ext.	<b>1.2j. Fax number</b> 304 558 - 3248
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<b>1.2k. Email address</b> Jennifer.L.Ferrell@wv.gov	<b>1.2l. Lead agency website</b> <a href="http://wvcad.org">http://wvcad.org</a>
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**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 the designated agency has changed.*

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

Has Information in regards to the state point of contact changed since the last submission of the state plan?  Yes  No

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

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<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 West Virginia Development Office

1.4b Point of Contact Name

Name: Shelly Woda

Title: Sustainability Unit Manager

1.4c. Street Address

1900 Kanawha Blve. East, Building 3, Suite 700

1.4d. City

Charleston

1.4e. State WV

1.4f. Zip 25305

1.4g. Telephone Number 304 352 - 4154 ext.

1.4h. Fax Number 304 558 - 3248

1.4i. Email Address Shelly.J.Woda@wv.gov

1.4j. Agency Website <http://wvcad.org>

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

There is currently a state Community Action Association within the state.  Yes  No

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

If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply 01/01/2021

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

1.5a. Agency Name West Virginia Community Action Partnership, Inc.

1.5b. Executive Director or Point of Contact

Name: Mary Chipps

Title: Executive Director

1.5c. Street Address

One Creative Place

1.5d. City

Charleston

1.5e. State WV

1.5f. Zip 25311

1.5g. Telephone number 304 347 - 2277 ext.

1.5h. Fax number 304 347 - 2001

1.5i. Email Address [mchipps@wvcap.org](mailto:mchipps@wvcap.org)

1.5j. State Association Website <https://wvcap.org/>

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

## Section 2: State Legislation and Regulation

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

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### SECTION 2 State Legislation and Regulation

**2.1. CSBG State Legislation:**

State has a statute authorizing CSBG  Yes  No

**2.2. CSBG State Regulation:**

State has regulations for CSBG  Yes  No

**2.3. Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.

N/A

**2.4. State Authority:**

Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

**2.4a. Authorizing Legislation:** State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year  Yes  No

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

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

## Section 3: State Plan Development and Statewide Goals

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

**Form Approved  
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Expires:06/30/2021**

### SECTION 3 State Plan Development and Statewide Goals

**3.1. CSBG Lead Agency Mission and Responsibilities:**

***Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.***

West Virginia Community Advancement and Development works to encourage strong civic engagement through Infrastructure, Sustainability, Compliance, and Resiliency. WV CAD administers state and federal programs designed to improve the quality of life in West Virginia.

**3.2. State Plan Goals:**

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

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

1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. [675A(b)]. (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year. (3) To limit the amount of funds carried over to the succeeding fiscal year of an allocation. (4) To spend no less than 5 percent of the grant received under Section 675A or the State allotment received under section 675C(b)(1) for discretionary expenses. (5) To hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State plan. [676(a)(2)(B)]. (6) To review the Organizational Standards electronic Self-assessments bi-annually and provide Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) for improvement. (7) To continue working with all WV CSBG Eligible Entities toward meeting at a minimum 80% of the Organizational Standards. (8) To present a summary of the CSBG State Plan at a triennial legislative hearing for block grants in the State of WV in accordance with [676(a)(3)]. (9) To provide timely communication to CEEs and statewide partners on the administration of CSBG, including, communication of grant requirements and training and technical assistance opportunities. (10) To annually assess CEE training needs in collaboration with the WV Community Action Partnership, and development a statewide training and technical assistance plan to provide targeted training opportunities focused on meeting the needs and achieving measurable outcomes.

**3.3. State Plan Development:**

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

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

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

U.S. Census data

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

Monitoring Visits/Assessments

Tools not identified above (specify)

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

Eligible entity community needs assessments

Eligible entity community action plans

Public Hearings/Workshops

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

WV Training and Technical Assistance Plan

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

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

State Association

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership (The Partnership)

Community Action Program Legal Services (CAPLAW)

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

Regional Performance Innovation Consortium (RPIC)

Association for Nationally Certified ROMA Trainers (ANCRT)

Federal CSBG Office

Organizations not identified above [Specify]

**3.4. Eligible Entity Involvement**

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

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

In 2020, the state office participated in bi-weekly meetings with the State Association and members to focus on critical needs and issues throughout the pandemic. The State office also conducted meetings with CEE Executive directors at least quarterly over the last 2 years. During these meetings, the CSBG Program Manager specifically asked for feedback and input on current CSBG policies and procedures including organizational standards implementation, monitoring procedures, procedures for awarding discretionary funding, ROMA system implementation, and the provision of training and technical assistance among other topics. The state association worked with the state office to ensure that eligible entities were being heard and that the state is responsive to the concerns and needs of the eligible entities. Prior to completion of the State Plan, the state office asked all CEE executive directors if anyone had specific requests or suggestions for changes to CSBG policy or the proposed plan for FY 2022-2023.

**3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous plans in order to:**

- 1) encourage eligible entity participation and
- 2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.  
If the State is not making any adjustments, provide further detail.

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

The State Office has established the practice of addressing 1-2 sections of the CSBG State Plan at a time with CEEs during quarterly meetings in which the sections of the plan are addressed in detail. These regular meetings allow for ongoing and in-depth discussion on each CSBG topic addressed through the plan. Based on discussion Only minor adjustments are being made to this plan compared to the previous plans due to positive feedback about the direction of CSBG administration by the State Office, and a continuous effort to keep the CEEs informed along the way.

**3.5. Eligible Entity Overall Satisfaction:**

*Provide the State's target for eligible entity Overall Satisfaction during the performance period:*

Year One	80	Year Two	85
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**Instructional Note:** The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

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

## Section 4: CSBG Hearing Requirements

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 4</b> <b>CSBG Hearing Requirements</b>	

**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 Plan was provided to eligible entities incrementally throughout the last year during quarterly meetings with eligible entity Executive Directors. The last 2 meetings took place on January 24 and May 23. The entire draft State Plan was made available on the State office website <http://wvcad.org> on August 12, 2019. CSBG Eligible Entities were made aware via email of the availability of the draft plan and encouraged to provide comments.

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

The plan was made available two weeks prior to the hearing and the public was notified by ads in 8 major newspapers throughout the state. Ads were run 2 weeks prior to the hearing for up to 3 consecutive days. The hearing was also announced on the WV Secretary of States website. CEEs were notified by email that the plan was posted for review and comment.

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

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/27/2021	1900 Kanawha Blvd. East, Building 3, Ste. 700	Public	<input type="checkbox"/>

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

## Section 5: CSBG Eligible Entities

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

**Form Approved  
OMB No:0970-0382  
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### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	EnAct, Inc.	Boone County, Clay County, Fayette County, Kanawha County, Putnam County	Non-Profit	Community Action Agency
2	North Central West Virginia Community Action Association, Inc.	Barbour County, Greenbrier County, Marion County, Monongalia County, Pocahontas County, Preston County, Randolph County, Taylor County, Tucker County	Non-Profit	Community Action Agency
3	Southwestern Community Action Council, Inc.	Cabell County, Lincoln County, Mason County, Wayne County	Non-Profit	Community Action Agency
4	Nicholas Community Action Partnership, Inc.	Nicholas County	Non-Profit	Community Action Agency
5	Eastern West Virginia Community Action Agency, Inc.	Grant County, Hampshire County, Hardy County, Mineral County, Morgan County, Pendleton County	Non-Profit	Community Action Agency
6	PRIDE Community Services, Inc.	Logan County	Non-Profit	Community Action Agency
7	Community Resources, Inc.	Calhoun County, Doddridge County, Gilmer County, Jackson County, Pleasants County, Ritchie County, Roane County, Tyler County, Wetzel County, Wirt County, Wood County	Non-Profit	Community Action Agency
8	Coalfield Community Action Partnership, Inc.	Mingo County	Non-Profit	Community Action Agency
9	Community Action of South Eastern West Virginia, Inc.	Mercer County, Monroe County, Summers County	Non-Profit	Community Action Agency
10	Mountainheart Community Services, Inc.	Wyoming County	Non-Profit	Community Action Agency
11	Mountain CAP of West Virginia Inc	Braxton County, Upshur County, Webster County	Non-Profit	Community Action Agency
12	Change, Incorporated	Brooke County, Hancock County, Marshall County, Ohio County	Non-Profit	Community Action Agency
13	Central West Virginia Community Action Association, Inc.	Harrison County, Lewis County	Non-Profit	Community Action Agency
14	Raleigh County Community Action Association	Raleigh County	Non-Profit	Community Action Agency
15	Telamon Corporation	Berkeley County, Jefferson County	Non-Profit	Community Action Agency
16	Council of the Southern Mountains, Inc.	McDowell County	Non-Profit	Community Action Agency

**5.2. Total number of CSBG eligible entities 16**

**5.3. Changes to Eligible Entities List:**

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

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

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

**5.3a. Designation and Re-Designation:** Identify any new entities that have beendesignated 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).				
CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
5.3b. De-Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year.				
CSBG Eligible Entity	Reason			Delete
5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were each listed in the prior year State Plan.				
Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

## Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 6</b> <b>Organizational Standards for Eligible Entities</b>	
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i> , for more information on Organizational Standards. Click <a href="#">HERE</a> for IM 138.	
<b>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</b>	
<input checked="" type="radio"/> COE CSBG Organizational Standards <input type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> Alternative set of Organizational Standards	
<b>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.</b>	
N/A	
<b>6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.</b>	
<b>6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:</b> 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	
<input checked="" type="radio"/> 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	
<b>6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. [Check all that apply and narrative where applicable]</b>	
<input type="checkbox"/> Regulation	
<input checked="" type="checkbox"/> Policy	
<input checked="" type="checkbox"/> Contracts with eligible entities	
<input type="checkbox"/> Other, describe:	
(Empty row)	
<b>6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). [Check all that apply.]</b>	
<input type="checkbox"/> Peer-to-peer review ( <i>with validation by the State or state-authorized third party</i> )	
<input type="checkbox"/> Self-assessment ( <i>with validation by the State or state-authorized third party</i> )	
<input type="checkbox"/> Self-assessment/peer review with state risk analysis	
<input type="checkbox"/> State-authorized third party validation	
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring	
<input type="checkbox"/> Other	
<b>6.3a. Assessment Process: Describe the planned assessment process.</b>	
The State has changed the Organizational Standards review process from an annual self-assessment with validation by the State to review the Organizational Standards as part of regular, comprehensive CSBG monitoring. The State will report to OCS on the standards in the CSBG Annual Report annually. Eligible entities will maintain electronic documentation of compliance with the standards. The State will conduct a comprehensive desk review of the organizational standards and provide feedback through a Technical Assistance Plan or Quality Improvement Plan in conjunction with regular, comprehensive CSBG monitoring reports. The State will work with the WV Community Action Partnership, Inc. to develop timely and effective training to address common training needs among all eligible entities. The State is responsible for ensuring that all eligible entities meet all organizational standards. Some standards may take several years for eligible entities to meet, but every entity must make steady progress toward the goal of meeting all standards.	
<b>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)?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>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</b>	

<b>Total Number of Exempt Entities:</b> 0				
<b>CSBG Eligible Entity</b>		<b>Description / Justification</b>		<b>Delete</b>
<b>6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period</b>				
<b>Year One</b>		<b>12%</b>	<b>Year Two</b>	<b>37%</b>
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.</i>				

## Section 7: State Use of Funds

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

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

### SECTION 7 State Use of Funds

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

**7.1. Formula:**

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

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

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

BASE ALLOCATION: \$150,000 is allocated to each CEE + \$5,000 for each county within the designated service area. + FORMULA ALLOCATION: The amount remaining is divided by the total # of individuals in the state under 125% of the FPL producing a dollar amount to be allocated to each CEE for each individual under 125% of the FPL in the designated service area. The state updates the formula as poverty statistics become available. This may or may not cause significant changes to allocations depending on the number of individuals under 125% of the FPL in the designated service area.

**7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?**  Yes  No

**7.2. Planned Allocation:**

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than 90 percent funds" as described under Section 675C(a) of the CSBG Act.

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

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

<b>Year One</b>	90.00%	<b>Year Two</b>	90.00%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
EnAct, Inc.	\$950,407	
North Central West Virginia Community Action Association, Inc.	\$1,003,326	
Southwestern Community Action Council, Inc.	\$741,155	
Nicholas Community Action Partnership, Inc.	\$223,380	
Eastern West Virginia Community Action Agency, Inc.	\$406,532	
PRIDE Community Services, Inc.	\$268,790	
Community Resources, Inc.	\$733,563	
Coalfield Community Action Partnership, Inc.	\$256,552	
Community Action of South Eastern West Virginia, Inc.	\$423,197	
Mountainheart Community Services, Inc.	\$226,819	
Mountain CAP of West Virginia Inc	\$311,743	
Change, Incorporated	\$434,236	
Central West Virginia Community Action Association, Inc.	\$361,067	
Raleigh County Community Action Association	\$356,504	
Telamon Corporation	\$465,413	
Council of the Southern Mountains, Inc.	\$240,989	
<b>Total</b>	<b>\$7,403,673</b>	

#### CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
EnAct, Inc.	\$950,407	
North Central West Virginia Community Action Association, Inc.	\$1,003,326	
Southwestern Community Action Council, Inc.	\$741,155	

Nicholas Community Action Partnership, Inc.	\$223,380
Eastern West Virginia Community Action Agency, Inc.	\$406,532
PRIDE Community Services, Inc.	\$268,790
Community Resources, Inc.	\$733,563
Coalfield Community Action Partnership, Inc.	\$256,552
Community Action of South Eastern West Virginia, Inc.	\$423,197
Mountainheart Community Services, Inc.	\$226,819
Mountain CAP of West Virginia Inc	\$311,743
Change, Incorporated	\$434,236
Central West Virginia Community Action Association, Inc.	\$361,067
Raleigh County Community Action Association	\$356,504
Telamon Corporation	\$465,413
Council of the Southern Mountains, Inc.	\$240,989
<b>Total</b>	<b>\$7,403,673</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; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).**

Ninety percent (90%) of the CSBG funds allotted to the State will be allocated to CSBG eligible entities based on the established formula. CEEs will have 30 days to complete and submit their application. The State will then review applications for completeness within 30 days. Once an application is approved, the State will issue a Grant Agreement and award notification to the CEE based on the level of funding received from ACF at that time. Grant Agreements are distributed and executed prior to the start of the program year. Typically, the first award notice will represent the first quarter of funding made available to the State by the U.S. Administration for Children and Families. The State will not permit an entity to spend multiple allotments simultaneously. The distribution formula will be updated as new poverty data becomes available.

**7.4. Distribution Timeframe:**

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

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

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

This actually depends on when funds are made available to the State in relation to the start of the CSBG program year in WV, which is January 1. Once the State receives its Federal award letter, the CSBG Administrator provides a copy to the State fiscal office to set up the Federal award in the state accounting system OASIS, and notifies Eligible Entities of the award amount. West Virginia operates its CSBG program on a calendar year of January 1 through December 31, which means funding is delayed by 3 months. Since CSBG grants are two-year grants, this practice does not impede eligible entities from being able to draw down CSBG funds since they will be spending their 4th quarter allocation from October -December. Due to the uncertainty of when Federal awards will be received, this method allows the eligible entities to better plan program expenditures, and allows for consistent grant start dates from year to year. This process ensures that funds are provided upon request and without interruption. CSBG Eligible Entities apply for funding through an application process during October based on estimated award amounts. Applications are reviewed by the State office during November, and Grant Agreements and 1st quarter award notices are sent out in December for a January 1 start date. To ensure all funds are expended by the program completion date, the State works closely with agencies that are still spending carry-over funds after the 12th month of program operations. If needed, the State will approve a formal request from an eligible entity to extend the period of the grant beyond 12 months. Extensions will be granted in 3 month increments until all funds are spent. Agencies are not permitted to spend a new award until all previous year funds are completely spent. If an extension is needed, an agency must request a no-cost, time extension in the 11th month of the current program year in order to carry-over funds.

**7.5. Performance Management Adjustment:**

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

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

Mention online application through OASIS.

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

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

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

<b>Year One (0.00%)</b>	5.00	<b>Year Two (0.00%)</b>	5.00
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**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**

<b>Year One</b>	15.00	<b>Year Two</b>	15.00
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**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**

<b>Year One</b>	4.00	<b>Year Two</b>	4.00
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**7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act**

t?  Yes  No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
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Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

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

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$160,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$60,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$150,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$41,315.00	Emergency Assistance funds available for distribution as needed
<b>Total</b>	<b>\$411,315.00</b>	

Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$160,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$60,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$150,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$41,315.00	Emergency Assistance funds available for distribution as needed
<b>Total</b>	<b>\$411,315.00</b>	

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

**[Check all that apply and narrative where applicable]**

- 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) 16
- Other community-based organizations

<input checked="" type="checkbox"/> State Community Action association
<input type="checkbox"/> Regional CSBG technical assistance provider(s)
<input type="checkbox"/> National technical assistance provider(s)
<input type="checkbox"/> Individual consultant(s)
<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other
<b>Note: <i>This response will link to the corresponding CSBG assurance, item 14.2.</i></b>
<b>7.11. Performance Management Adjustment:</b> Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.
<b>Note: <i>This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.</i></b>
The State is making minimal adjustments to the use of remainder/discretionary funds under this State Plan as compared to the most recent plan. Adjustments include reducing the amount of individual TTA grants to CEEs and shifting those funds to the State Association who is facilitating a majority of state wide training and technical assistance. The State has also added about 40k into the Other activities category based on recommendations by the CEEs to have funds available to provide in emergency situations that may arise that would be unexpected.

## Section 8: State Training and Technical Assistance

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

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

### SECTION 8 State Use of Funds

**8.1. 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.

Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic.

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

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

#### Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Other	16 Individual T/TA Grants to CEEs for support of individual needs.

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Other	16 Individual T/TA Grants to CEEs for support of individual needs.

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

<b>Year One</b>	\$160,000	<b>Year Two</b>	\$160,000
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**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The state works collaboratively with the WV Community Action Partnership to prepare and distribute an annual training and technical assistance needs survey to each CEE. This survey is conducted will be conducted in September in 2021, but the goal is to complete it by July in 2022. Once the survey results are received, the state office and Association then work together to determine high-priority needs, and prepare a training and technical assistance plan for the upcoming program year. We have plans to adjust the timing of the needs survey and planning process to have a completed T&TA plan prior to the submission of the CSBG State Plan in order to better complete this section of the plan. The state and Association work closely together to plan and deliver training to CEEs throughout the year. The Association received CSBG discretionary funds to assist with the provision of state-wide training.

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

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

**8.2a. Address Unmet Organizational Standards:** Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The State has conducted in-depth training and technical assistance on the CSBG Organizational Standards and documentation of the standards. The state developed a CSBG Organizational Standards Quick Reference Guide to assist CEEs in knowing how to document compliance with the standards. The State is making changes with this State Plan on monitoring procedures in which a comprehensive review of Organizational Standards by the State Office will occur as part of the bi-annual CSBG Comprehensive Monitoring. Any unmet standards noted in a monitoring report will be addressed through a TAP or QIP. The State will work with the State Association to review a list of unmet standards at least annually to determine if there is a trend in unmet standards that would prompt a need for statewide training or technical assistance to address concerns.

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

- CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)* 16
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)

<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other

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

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

The State office is making minimal adjustments to this plan compared to the last state plan. The State office is working with the State Association, and R3 PIC to coordinate technical assistance with the implementation of our joint TTA Plan. The first official joint plan was submitted to the RPIC in April 2017 and proved to be very successful and well received across the state network. Three additional TTA Plans have been developed since then with a tremendous success rate. The State Office and State Association will be gathering soon to gauge progress on the 2021 plan, and work on the FY 2022 TTA Plan. Moving forward, information from the most recent available ACSI will be considered when setting priorities for the administration of CSBG in cooperation with the CEEs and the State Association. The State Office and State Association plans to adjust the timeline of preparing the Joint TTA Plans, so that the new plan is finalized and accessible for use in completion of new State Plans. The State Association has been trying to hire a training coordinator for over 6 months, and finally has someone starting at the end of August 2021 who will be primarily focused on assessing training needs, and working with the State Office to develop and coordinate training and technical assistance. Another priority of the state is working with the State Association to procure a Learning Management System that will be utilized to enroll and track the progress of online and in-person training opportunities across the CEE network in WV. A primary focus of the LMS will be to provide regular, consistent board training opportunities to all CEE boards in WV.

## Section 9: State Linkages and Communication

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

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

### SECTION 9 State Linkages and Communication

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

**9.1. State Linkages and Coordination at the state Level:**

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

*Describe additional information as needed. [Check all that apply from the list below and provide a narrative]*

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

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

State Energy Office State Historic Preservation Office WV Housing Development Fund WV Community Action Partnership, Inc. WV Coalition to End Homelessness, Inc.

**9.2. State Linkages and Coordination at the Local Level:**

Describe the linkages and coordination at the local level that the state intends to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and as required by assurances under Sections Sections 676(b)(5) - (6))

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

The State plans to create and maintain partnerships with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) and (b)(6)). The State maintains an active partnership with the West Virginia Community Action Partnership, the West Virginia Coalition to End Homelessness. The state office is a member of the Workforce WV Inter-agency Collaborative Team, and has encouraged communication between local Workforce Investment Boards and CEEs to engage one another and execute formal MOUs for the provision of employment related training and support services across the state. The State also participates on an HMIS (Homeless Management Information System) steering committee made up of representatives from all four WV Continuums of Care, and a representative from the State CSBG/ESG office to promote collaboration and data sharing. The state office partners and collaborates with the WV Office of Energy through their annual conference and periodic meetings. The state works closely with the WV Department of Health and Human Resources which administers LIHEAP for WV. The primary focus of that collaboration is centered around provision of Weatherization services and emergency repair and replacement of heating systems for vulnerable citizens in WV. These program services are provided by WV CEEs.

**9.3. Eligible Entity Linkages and Coordination**

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

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

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

The State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). CSBG eligible entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client circumstances. CSBG eligible entities have developed extensive information and referral networks and/or one stop service centers to meet the many needs of customers seeking services. Eligible entities partner with other public and private resources to provide a complete range of services for individuals, families, and communities. WV CEEs are required to include (as part of the Community Action Plan) a list of community partners collaborating on each of the entity's program

rams. WV CEEs report significant leveraging of non-Community Service Block Grant Funds to meet identified community needs. The state CSBG network is working collaboratively across the network to expand the access to services to low-income individuals by making a Mobile phone application available in which individuals can apply directly for services without having to travel to an office. The state is working to bring as many services providers and funders on board in the state as possible. The State recognizes barriers within the variety of state assistance programs where different state agencies administer programs. While the CSBG State Office strives to streamline intake and data collections processes for low-income individuals, collaboration with other state programs proves to be difficult in regard to data collection and reporting. Many state agencies have existing data systems and due to state procurement rules, it's nearly impossible to streamline those processes across state agencies. The CSBG State Office hopes to pursue state administrators with plans to coordinate efforts as much as possible and offer a solution to these barriers.

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

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

*Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.*

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. Through linkages established within the service areas of programs operated by CEEs, individuals and families can be connected to an array of local programs and services to meet the needs of family members. A condition of continued receipt of CSBG funds each year is the submission of an annual CSBG Application which includes information on programs which assist low-income individuals and includes the entities follow-up mechanisms. CSBG eligible entities are encouraged to provide appropriate case management services including an assessment of the households needs and a plan of action to meet the needs and regular follow-up to ensure that clients are making progress in meeting established goals. Each CSBG eligible entity includes a description of how the entity coordinates and mobilizes public and private resources to affect maximum leveraging for CSBG funds. CSBG funds provide support that enables CSBG eligible entities to operate an array of anti-poverty and social service programs. Coordination of public and private funding takes place at the local level in a variety of ways suited to the individual community and available resources. CSBG eligible entity staff and/or administrators meet with other providers in the service area to determine how best to not duplicate services while providing the services needed to meet the emergency needs of low-income persons and establishing/improving programs which assist low-income persons to transition out of poverty.

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

**Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?**  Yes  No

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

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

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

The State plans to partner with the WIOA office for 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. Under the WIA program WV law established an Interagency Collaborative Team comprised of the mandated partners under WIA. The State is continuing the group through WIOA. The State has reached out to this group to participate and present information about CSBG and how the programs can work together to improve employment outcomes and training activities in the State of WV. The Workforce ICT meets on the last Thursday of each month. The State office will continue to participate and educate the partners about the activities and purposes of CSBG. The State will continue to encourage CEEs to take a more active role in their local WIOA offices. The Workforce ICT meets on the last Thursday of each month with small groups meeting on additional dates when requested.

**9.5. Emergency Energy Crisis Intervention:**

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

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

The State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act). The State CSBG office is not the direct recipient of LIHEAP funding. The WV Department of Health and Human Resources (DHHR) Low-Income Home Energy Assistance Program (LIHEAP) allows West Virginia Weatherization Assistance Program Subrecipients the administration of an Energy Crisis Intervention Program (ECIP). The ECIP program is designed to aid households in need of emergency heat due to non-existent, non-operable, severely malfunctioning, unsafe, or severely inadequate heat during the winter months, from November 1 to March 15. The State office worked with the WVDHHR to develop an additional program funding by LIHEAP called the Emergency Repair and Replacement Program, which is designed to respond to no heat emergencies, as well as situations where cooling would be a necessity for elderly, small children, and individuals with health related issues. The program is administered by CEEs in WV since the WV Department of Health and Human Resources does not have a provider network capable of administering these services. The program has been very successful since 2015, and is provided by 15 of 16 WV CEEs. The program is funded at around \$8 million for FFY2022.

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

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

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

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 States assurance under Section 676(b)(9) of the CSBG Act. CEEs are required to submit an application that includes a Community Action Plan. The plan must include information on how the CEE coordinates programs with and forms partnerships with other organizations serving low-income residents of the communities, including religious organizations, charitable groups, and community organizations. The State reviews MOUs/partnership agreements during regular on-site monitoring and review of the CSBG Organizational Standards. The State reviews the totals of partnership reported on the annual CSBG Report.

**9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:**

**Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, item 14.3c.*

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. CSBG eligible entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client circumstances. CSBG eligible entities have developed extensive information and referral networks and/or one stop service centers to meet the many needs of the clients seeking services. Through linkages established within the service area individuals and families can be connected to an array of local programs and services to meet the needs of family members. Through the submission of annual Community Action Plans, each CEE identifies all additional funding sources planned to be utilized in the delivery of specific agency programs. The State office strives to encourage leveraging of additional funding sources to fill the gaps in services that are needed by low income individuals and families in our State.

**9.8. Coordination among Eligible Entities and State Community Action Association:**

Describe state activities for supporting coordination among the eligible entities and the state community action association.

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

The State supports coordination among the eligible entities and the State Community Action Association by funding the Association with CSBG discretionary funding. The funding provides support for Community Action initiatives, training, software support, and administration. The association is the lead agency for ROMA training in the state. The State office provides program updates for all association board meetings. Coordination efforts include the support and management of the state's Learning Management System, ROMA NCRT/NCRI coordination, and requirements of the state's data management software for CEEs. Although a state education conference did not occur in 2020 or 2021, the state typically supports the State Association conference each year.

**9.9. Communication with Eligible Entities and the State Community Action Association:**

In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

**Communication Plan**

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Biannual	Meetings/Presentation	
State Plan Development	Quarterly	Meetings/Presentation	
Organizational Standards Progress	Biannual	Other	Monitoring Report
State Accountability Measures Progress	Annually	Email	
Community Needs Assessments/Community Action Plans	Annually	Webinar	
State Monitoring Plans and Policies	As needed	Meetings/Presentation	
Training and Technical Assistance (T/TA) Plans	Semi-Annually	Email	
ROMA and Performance Management	Semi-Annually	Webinar	
State Interagency Coordination	As needed	Email	
CSBG Legislative/Programmatic Updates	As needed	Email	
Tripartite Board Requirements	As needed	Email	

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	General CSBG Meetings with Executive Directors	Quarterly	Meetings/Presentation	
2	Regular Meeting with Association Director	Monthly	Meetings/Presentation	

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

Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

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

The State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures as part of quarterly CSBG eligible entity executive director meetings. The State will also share the CSBG Annual Report, which includes results of State Accountability Measures in Module 1.

**9.11. Performance Management Adjustment:**

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

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

The State will continue to make strides toward improving communication, and based on the Summer 2021 ACSI results, plans to provide more regular email communication across the board. Communication has increased via bi-weekly phone calls, and while the State Office provided a verbal update on different topics, we sometimes did not follow up in email. We are evaluating our process of regular communication and working to improve going forward.

## Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

### SECTION 10 State Use of Funds

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

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	EnAct, Inc.	Full On-site			07/13/2020	07/13/2020	
2	North Central West Virginia Community Action Association, Inc.	Full On-site			10/01/2018	10/03/2018	
3	Southwestern Community Action Council, Inc.	Full On-site			03/09/2020	03/09/2020	
4	Nicholas Community Action Partnership, Inc.	Full On-site			11/12/2018	11/14/2018	
5	Eastern West Virginia Community Action Agency, Inc.	No review					
6	PRIDE Community Services, Inc.	Full On-site			10/15/2018	10/17/2018	
7	Community Resources, Inc.	No review					
8	Coalfield Community Action Partnership, Inc.	Full On-site			05/06/2019	05/08/2019	
9	Community Action of South Eastern West Virginia, Inc.	Full On-site			06/10/2019	06/12/2019	
10	Mountainheart Community Services, Inc.	No review					
11	Mountain CAP of West Virginia Inc	No review					
12	Change, Incorporated	Full On-site			12/10/2018	12/12/2018	
13	Central West Virginia Community Action Association, Inc.	No review					
14	Raleigh County Community Action Association	No review					
15	Telamon Corporation	No review					
16	Council of the Southern Mountains, Inc.	No review					
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	EnAct, Inc.	No review					
2	North Central West Virginia Community Action Association, Inc.	No review					
3	Southwestern Community Action Council, Inc.	No review					
4	Nicholas Community Action Partnership, Inc.	No review					
5	Eastern West Virginia Community Action Agency, Inc.	Full On-site			04/20/2020	05/01/2020	
6	PRIDE Community Services, Inc.	No review					
7	Community Resources, Inc.	Full On-site			09/01/2020	09/04/2020	
8	Coalfield Community Action Partnership, Inc.	No review					
9	Community Action of South Eastern West Virginia, Inc.	No review					

10	Mountainheart Community Services, Inc.	Full On-site			08/10/2020	09/03/2020	
11	Mountain CAP of West Virginia Inc	Full On-site			03/01/2021	03/04/2021	
12	Change, Incorporated	No review					
13	Central West Virginia Community Action Association, Inc.	Full On-site			08/10/2020	08/24/2020	
14	Raleigh County Community Action Association	Full On-site			05/10/2021	05/12/2021	
15	Telamon Corporation	Full On-site			03/01/2021	03/31/2021	
16	Council of the Southern Mountains, Inc.	Full On-site			10/21/2020	11/06/2020	

**10.2. Monitoring Policies:**

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

See Attached: 10.2 CSBG Monitoring Policy

**10.3. Initial Monitoring Reports:**

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

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

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

**10.4. Closing Findings:**

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

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

N/A

**10.5. Quality Improvement Plans (QIPs):**

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

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

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**10.6. Reporting of QIPs:**

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

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

The State CSBG Program or Fiscal monitor will notify its regional OCS representative of the QIP by email with 30 days of approving the QIP. The State will provide a copy of the QIP to the representative and provide additional information if requested.

**10.7. Assurance on Funding Reduction or Termination:**

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

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

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

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

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

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

The state will follow federal guidance and recommendations for the designation of new eligible entities

**10.9. Eligible Entity Termination:** Do State CSBG statute and/or regulations provide for termination of eligible entities  Yes  No

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

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

The state will follow federal guidance and recommendations for the termination of new eligible entities

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

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

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

The state will follow federal guidance and recommendations for re-designation of existing eligible entities

**Fiscal Controls and Audits and Cooperation Assurance**

**10.11. Fiscal Controls and Accounting:**

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

The State has established appropriate fiscal controls and accounting procedures that permit the accurate and timely preparation of the SF-425. Multiple reports are run from the States accounting system (wvOasis). The information contained in these reports is used to prepare an initial SF-425. The SF-425 is then reconciled and reviewed before submission. Additionally, WVDO ensures staff possesses the required skills and knowledge necessary to prepare the SF-425. The CSBG Program Manager maintains an operational calendar with report deadlines and will work with fiscal staff to ensure the reports are submitted timely. To permit the tracing of expenditure adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a), the State conducts annual Fiscal Monitoring of eligible entities during which reported eligible entity expenditures are tested for allowability and internal controls and financial management systems are assessed.

**10.12. Single Audit Management Decisions:**

Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

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

Standard Review Procedures for Subrecipients Subject to Single Audit Act Subrecipient audits are due within the earlier of 30 calendar days after the issuance of the audit report or 9 months after the subrecipients fiscal year end. While there is no Federal regulatory deadline for the review of Single Audits if no management decision is required (see Management Decisions) this review process should generally be completed within 60 days of WVDOs receipt of the audit, barring any unforeseen or unusual circumstances. The review process outlined below should be followed for all subrecipients that are subject to the Single Audit Act. I. Retrieving Single Audits from the Federal Audit Clearinghouse The Federal Audit Clearinghouse (FAC) is the official repository for all audits conducted under the Single Audit Act. The website for the FAC is currently here: <https://harvester.census.gov/facdissem/Main.aspx> The Federal Audit Clearinghouse should be checked at least on a monthly basis for any new subrecipient audit submissions. The audit review log (attachment A) lists due dates of when audit reports should be uploaded to the FAC based on the subrecipients fiscal year. WVDO staff will utilize the Subrecipient Audit Review Checklist when reviewing audits. The checklist is designed to test the completeness and correctness of the audit package, including the qualifications of the CPA firm and required reporting to the Federal Audit Clearinghouse. Management decisions are required when: (a) A subrecipients audit discloses a Federal award finding related to a program that WVDO administers. (b) A subrecipients audit discloses a Federal award finding not related to a program that WVDO administers but the finding is related to a compliance requirement of one of WVDOs programs. To determine whether or not a Federal award finding is related to a compliance requirement of one of WVDOs programs, please see Appendix XI to Part 200 Compliance Supplement, which lists compliance requirements by CFDA numbers. Management decisions may be issued at WVDOs discretion when: (a) A subrecipients audit discloses a Federal award finding not related to a program that WVDO administers and the finding is not related to a compliance requirement of one of WVDOs programs (b) A subrecipients audit disclosed a financial statement finding If WVDO issues a management decision when it is not required, the management decision must clearly include a justification as to why a management decision is being issued. Generally, WVDO will issue a management decisions when not required only if the audit finding has cross-cutting effects and has the potential to affect WVDOs programs. WVDO may request additional information and documentation from a subrecipient regarding audit findings before determining if a management decision will be issued and the type of management decision to be issued. If a management decision is to be issued, it must contain the following as applicable: (a) Reference numbers the subrecipients audit or assigned to each audit finding (b) Whether or not the audit finding is sustained (c) The reason(s) for the decision (d) Expected subrecipient follow-up i. Repayment of disallowed costs, if applicable ii. Making financial adjustments, if applicable iii. Other actions to be taken (e) Timetable for follow-up if corrective actions have not been completed (f) Description of the appeals process available to the subrecipient See attachment C for a template form letter to be used when issuing management decisions. All management decisions will be signed by WVDOs director. Management decisions must be issued within 6 months of the acceptance of the subrecipients audit report by the FAC.

**10.13. Assurance on Federal Investigations:**

The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act.  Yes  No

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

**10.14. Performance Management Adjustment:**

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

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

The State has received positive feedback in meetings regarding the current monitoring procedures, and other than upkeep and regular review of policies, does not plan to make significant adjustments to the procedures at this time. Going forward, information from the 2019 ACSI will be considered when setting priorities for the administration of CSBG in cooperation with the Eligible Entities.

## Section 11: Eligible Entity Tripartite Board

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	<b>Form Approved</b> <b>OMB No: 0970-0382</b> <b>Expires:06/30/2021</b>
<b>SECTION 11</b> <b>State Use of Funds</b>	
<b>11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[Check all that applies and narrative where applicable]</b>	
<input type="checkbox"/> Attend Board meetings	
<input checked="" type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input checked="" type="checkbox"/> <b>Other</b> The State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act. The State will review copies of Board meeting minutes, track Board vacancies/composition, and review bylaws to ensure that the procedures for filling board positions meet the requirement and intent of the CSBG Act. Eligible entities are required to include Board documents, member info, and meeting documentation in the statewide data system that is reviewed in conjunction with regular on-site monitoring and in conjunction with training. The State Office has hired an Information Specialist who will assist in conducting regular desk-reviews of board compliance and notify CEEs by email of any vacancies, missing minutes, etc.	
<b>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 s election process, etc., [Select one and narrative where applicable]</b>	
<input type="radio"/> Annually	
<input type="radio"/> Semiannually	
<input type="radio"/> Quarterly	
<input type="radio"/> Monthly	
<input checked="" type="radio"/> As it Occurs	
<input type="radio"/> Other	
<b>11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act</b>	
<b>Note: This response will link with the corresponding assurance, item 14.10.</b>	
The State will carry out the assurance under Section 676(b)(10) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities Tripartite Board. The State will review the eligible entities policies and procedures during regular on-site monitoring. This assurance is included as part of the programmatic assurances the CEE agrees to in the grant agreement.	
<b>11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. <input type="radio"/> Yes <input checked="" type="radio"/> No</b>	
<b>11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.</b>	

## Section 12: Individual and Community Eligibility Requirements

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	<b>Form Approved</b> <b>OMB No: 0970-0382</b> <b>Expires:06/30/2021</b>
<b>SECTION 12</b> <b>Individual and Community Income Eligibility Requirements</b>	
<b>12.1. Required Income Eligibility:</b> <b>Provide the income eligibility threshold for services in the state.</b> <i>[Check one item below.]</i>	
<input type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
<b>12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.</b>	
<p>To be eligible for CSBG services or benefits, clients must be at or below 125% of the federal poverty line as determined by the federal Office of Management and Budget (OMB) based on the most recent federal Census data and as revised annually (or more frequently) by the U.S. Department of Health and Human Services (the HHS poverty guidelines). Eligible entities should use the most current HHS poverty guidelines when assessing income eligibility. The current guidelines are published in the Federal Register and are available on the HHS website at <a href="http://www.hhs.gov">www.hhs.gov</a>. The guidelines are calculated on a sliding scale based on the number of persons in a clients family. To calculate 125% of the federal poverty line, use the amount stated in the poverty guidelines relating to the number of persons in the clients household and multiply that number by 1.25. An eligible entity may, consistent with its most recent community needs assessment, give priority in providing CSBG services/benefits to clients of lower income levels within the CSBG income eligibility limit established by the state. Definition of Family/Household: For purposes of determining income eligibility, the term persons in family in the HHS poverty guidelines means persons in a household. A household includes any individual or group of individuals who are living together as one economic unit. The income of each individual in the household who is 18 years old or older must be included in determining income eligibility. In determining whether an individual is part of a household, the eligible entity may consider factors such as whether the individual pays for his/her own food and occupancy. Period to be Used for Determining Income: There is no prescribed look-back period for income assessment. Depending on an individual clients circumstances and the documentation available, it may be reasonable to calculate client income based upon the households gross income in the past 30 days (multiplied by 1.2) or based upon a review of the past year. (For example, if a client has become unemployed or was the victim of domestic violence and has left the abusive household within the past year, it may be inaccurate to use the data of the past year to assess income, and the use of a shorter period of timeperhaps several monthsmay be a more appropriate and accurate assessment of the clients income. In addition, case-by-case circumstances such as seasonal employment or an isolated and temporary spike or decline in earnings may require an eligible entity to exercise reasonable discretion to determine on a case-by-case basis the most appropriate time period to review to most appropriately and accurately assess income). It is recommended that no time period shorter than the past 30 days or longer than the past year should be used, however. In exercising this reasonable discretion, the eligible entities goal in each case should be to most accurately determine a clients actual financial position at the time of assessment. Income Documentation: Before an applicant is determined to be eligible on the basis of family income, the applicant must submit information to the program concerning the familys income. Verification must include examination of documents such as individual income tax forms, W-2 forms, pay stubs, pay envelopes, or written statements from employers (if individual income tax forms, W-2 forms, pay stubs, or pay envelopes are not available). Applicants who claim no household income must sign a form attesting to that fact and to the accuracy of the information provided to the eligible entity. This form must also be signed by a staff member indicating that the staff member has, in good faith, attempted to verify this condition, and that the information on eligibility in the file is accurate to the best of the staff members knowledge.</p>	
<b>12.2. Income Eligibility for General/Short-Term Services:</b> <b>Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.</b>	
During the last plan period, the State was unable to address how it ensures eligible entities generally verify income eligibility for services with limited in-take procedures (where individual income verification is not possible or practical). The State still plans to develop guidance in this area during the period of this plan.	
<b>12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).</b>	
During the last plan period, the State was unable to address how it ensures eligible entities services target and benefit low-income communities for services that provide a community-wide benefit. The State still plans to develop guidance in this area during the period of this plan.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 13</b> <b>Results Oriented Management and Accountability (ROMA) System</b>	
<b>13.1. Performance Management System:</b> 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.	
<i><b>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.</b></i>	
<input checked="" type="radio"/> The Results Oriented Management and Accountability (ROMA) System	
<input type="radio"/> Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act	
<input type="radio"/> An alternative system for measuring performance and results	
<b>13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.</b>	
The Performance Management Framework includes: 1) Organizational standards for local CSBG eligible entities; 2) Accountability measures for states and OCS; 3) Results Oriented Management and Accountability (ROMA) Next Generation; and 4) The CSBG Annual Report, which includes an updated and refined set of CSBG outcome measures. These elements are designed to increase accountability across all three levels of the network (Federal, State and local) and to enable program administrators at all levels to make better program decisions based on data. WV CEEs certify that all activities carried out with funds provided under the CSBG Grant Agreement shall report on the national Results Oriented Management and Accountability (ROMA) goals and national performance indicators. The ROMA System is woven into the entire design of the CSBG program in WV; from submission of annual grant applications by CEEs, to consistent data entry, documentation of services and outcomes, and regular reporting along the way. The State is partnering with the WV Community Action Partnership to lead the WV ROMA Task Force designated to guide the direction of ROMA implementation among WV CSBG eligible entities (CEEs). The Task Force is made up of Nationally Certified ROMA Trainers (NCRTs) and Nationally Certified ROMA Implementers (NCRIs). Currently, 11 of 16 CEEs are represented on the Task Force. The State office has 1 NCRTs and the Association has 1 NCRT that work together to coordinate the activities and training of the WV ROMA Task Force.	
<b>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.</b>	
N/A	
<b>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.</b>	
<i><b>Note: This response will also link to the corresponding assurance, Item 14.12.</b></i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
The State of WV will utilize the CSBG National Performance Indicators and reporting system to track eligible entity performance in promoting self-sufficiency, family stability, community revitalization, and agency capacity as required under Section 676(b)(12) of the CSBG Act. The CEEs shall report all agency-wide unduplicated customer and household characteristics, demographics, services, and outcome/indicator data in DBA FACS Pro. The CEE shall provide on a quarterly basis, timely, complete and accurate CSBG performance data via the CSBG Annual Report submission process in DBA FACS Pro. Data to be provided consists of Module 2-Section B, Module 3, and Module 4.	
<b>13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.</b>	
<i><b>Note: The activities described under Item 13.3 may include activities listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</b></i>	
The State supports the eligible entities in using the ROMA system by having 1 certified ROMA trainer on staff to provide ROMA training and technical assistance when needed. The State will also have a Nationally Certified ROMA Implementer on staff beginning in FFY 2022. The State utilizes a portion of the 5% CSBG discretionary funding to provide a statewide database system to the network that has been designed to function within the ROMA system; including the use of Logic Models, Scales and Matrices, tracking of services and results, planning and evaluation tools. The State provides regular training on the use of the data system. The State has also established a ROMA task force in cooperation with the WV Community Action Partnership that focuses on improving the ROMA system in the state for all CEEs and guiding state policy for promoting results orientation.	
<b>13.4. Eligible Entity Use of Data:</b> Describe how the state plans to validate that the eligible entities are using data to improve service delivery.	
<i><b>Note: This response will also link to the corresponding assurance, Item 14.12.</b></i>	
As part of the CSBG Application for funding, a Community Action Plan is submitted that requires CEEs to report on their programs and where improvements need to be made. This is in combination with submission of ROMA Logic Models that provide data which is critical to a plan for improvement. The State mandates the use of an electronic statewide data reporting system that is a valuable resource of data. The system is equipped to produce regular grant reporting as well as ad hoc reporting of any data point entered into the system. The State has worked with the state Association to provide training on an analysis of data, and is also working to hire a consultant that will work with CEEs to develop dashboards and scorecards for regular data analysis. The State has implemented changes to the state data management system that will allow for more precise and specific feedback on individual CSBG Annual Report submissions. This process began with the submission of the FFY2020 CSBG Annual Report and will be expanded to be more comprehensive and hopefully more helpful to CEEs to improve reporting.	

**Community Action Plans and Needs Assessments**

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

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

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. A Community Action Plan is required as part of the annual application for funding. The State has developed a template that CEEs use to present their plan. To satisfy this requirement, the State requires detailed information on each eligible entity program/initiative that meets the service delivery goals of the entity and the Community Services Block Grant assurances. CEEs are required to complete the following outline for each program/initiative. 1. Agency Program Name: A. Primary Funding: Includes the primary source of funds dedicated to the program and the amount. B. CSBG funding: Includes the amount of new grant year CSBG funds, carryover CSBG funds, and CARES Act funds allocated to the program. C. Additional funding: Includes any additional funding sources dedicated to the program and the amount allocated for each source. D. Projected # of Participants: Includes the number of participants expected to enroll in the program. E. CSBG Service Category: Employment | Education | Income Mgt. | Health | Housing | Linkages | Emergency Services | Nutrition | Self-Sufficiency | Other F. Demographic Category: Youth | Senior | N/A G. Counties Served: Includes each county served by this program. H. Eligibility Requirements: Includes the eligibility requirements for participants to receive services? (Example: Household income required to be less than 125% of poverty; household cannot receive greater than \$100 in emergency assistance per year, etc.) I. Narrative response to determine if the program addresses a need identified in the entity's most recent Community Assessment? Includes why the agency is providing this program to the community. If the need was not identified in the recent Community Assessment, an explanation is required. J. Includes the goals of the program/initiative? If this is a recurring program, explains how the goals of the previous program year were or were not met. K. If the goals were not met, the plan includes the entity's plans to ensure that goals are met for the plan year? L. Includes any organizations the entity is partnering with to provide the services and includes the primary focus of the partnership and whether or not a formal agreement exists. Each Individual/Family level program also requires the completion of a ROMA Logic Model. These items are submitted by each CEE and reviewed by the State Office

**13.6. Community Needs Assessment:**

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

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

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. The State requires the submission of a Certification of Needs Assessment form as part of the application for CSBG funding to ensure that the assessment has been completed as well as the method of doing so. The full assessment is reviewed during regular comprehensive monitoring of the CEE.

**Section 14: CSBG Programmatic Assurances and Information Narrative**

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

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

**SECTION 14  
State Use of Funds**

**14.1 Use of Funds Supporting Local Activities**

**CSBG Services**

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

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

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

The State reviews eligible entities' annual grant applications to assure "that funds made available through grant or allotment will be used for the purpose outlined in 675(b)(1)(A). Where entities are not providing direct services, they are to explain how they partner with other providers in the community to meet the need through programs "to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families." Each CEE provides a unique and individualized approach to using CSBG funds for this purpose.

**Needs of Youth**

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

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school child care programs;

The State reviews eligible entities' annual grant applications to assure "that funds made available through grant or allotment will be used for the purpose outlined in 676(b)(1)(B). Where entities are not providing direct services, they are to explain how they partner with other providers in the community to meet the need through program "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." Each CEE provides a unique and individualized approach to using CSBG funds for this purpose.

**Coordination of Other Programs**

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

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

The State reviews eligible entities' annual grant applications to assure that support activities are designed to meet the requirement outlined in section 676(b)(1)(C) of the CSBG Act, which includes making more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts). Each CEE provides a unique and individualized approach to using CSBG funds for this purpose.

**State Use of Discretionary Funds**

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

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

### **Eligible Entity Service Delivery, Coordination, and Innovation**

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

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

WV CEEs are required by the State to utilize a central data management system in which applicants are verified and unduplicated. The system allows customers of community action to be transferred seamlessly from CEE to CEE without interruption to services and determine eligibility for each agency program based on measurable criteria. The data management system provides the tools and resources to deliver services across the entire state and also serves as a powerful referral tool for resources outside of community action when needed. Each eligible entity in West Virginia describes their specific approach to service delivery in their annual CSBG application through the completion of a comprehensive Community Action Plan along with supporting ROMA logic models. Each entity has the ability to tailor their service delivery system to the needs of the local community.

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

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

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

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. Through linkages established within the service areas of programs operated by CEEs, individuals and families can be connected to an array of local programs and services to meet the needs of family members. A condition of continued receipt of CSBG funds each year is the submission of an annual CSBG Application which includes information on programs which assist low-income individuals and includes the entities follow-up mechanisms. CSBG eligible entities are encouraged to provide appropriate case management services including an assessment of the households needs and a plan of action to meet the needs and regular follow-up to ensure that clients are making progress in meeting established goals. Each CSBG eligible entity includes a description of how the entity coordinates and mobilizes public and private resources to affect maximum leveraging for CSBG funds. CSBG funds provide support that enables CSBG eligible entities to operate an array of anti-poverty and social service programs. Coordination of public and private funding takes place at the local level in a variety of ways suited to the individual community and available resources. CSBG eligible entity staff and/or administrators meet with other providers in the service area to determine how best to not duplicate services while providing the services needed to meet the emergency needs of low-income persons and establishing/improving programs which assist low-income persons to transition out of poverty.

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

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

*Note: The state describes this assurance in the state linkages and communication section, item 9.7.*

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. CSBG eligible entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client circumstances. CSBG eligible entities have developed extensive information and referral networks and/or one stop service centers to meet the many needs of the clients seeking services. Through linkages established within the service area individuals and families can be connected to an array of local programs and services to meet the needs of family members. Through the submission of annual Community Action Plans, each CEE identifies all additional funding sources planned to be utilized in the delivery of specific agency programs. The State office strives to encourage leveraging of additional funding sources to fill the gaps in services that are needed by low income individuals and families in our State.

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

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

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

The State reviews eligible entities annual grant applications to assure that 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. Where entities are not providing direct services, they are to explain how they partner with other providers in the community to meet the need through programs "which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting. Each CEE provides a unique and individualized approach to using CSBG funds for this purpose. Specific programs provided by CEEs in the state that have a goal of strengthening families and encouraging parenting include: - 1 CEE provides the Birth to Three program - 2 CEEs provide parenting support programs - 4 CEEs provide Right from the Start program - 6 CEEs provide Early Head Start program - 9 CEEs provide Head Start, which includes a specific focus area on fatherhood/parental responsibility. Several CEEs partner with WV's Family Resource Networks across the state to provide resources for parents including hosting an annual Community Baby Shower, through which community partners come together to support and strengthen families with supplies and information needed by families with babies.

### **Eligible Entity Emergency Food and Nutrition Services**

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

The State reviews eligible entities annual CSBG applications to assure that 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. Where entities are not providing direct services, they are to explain how they partner with other providers in the community to meet the need "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." Each CEE provides a unique and individualized approach to using CSBG funds for this purpose.

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

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

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

### **State Coordination/Linkages and Low-income Home Energy Assistance**

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

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

### **Federal Investigations**

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

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

### **Funding Reduction or Termination**

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

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

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

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

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

### **Eligible Entity Tripartite Board Representation**

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

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

The State will carry out the assurance under Section 676(b)(10) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities Tripartite Board. The State will review the eligible entities policies and procedures during regular on-site monitoring. This assurance is included as part of the programmatic assurances the CEE agrees to in the grant agreement.

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

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

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

### **State and Eligible Entity Performance Measurement: ROMA or Alternate system**

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

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

**Validation for CSBG Eligible Entity Programmatic Narrative Sections**

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

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

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

Section 15: Federal Certifications

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

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

SECTION 15  
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:

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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ered workplaces).

### Certification Regarding Drug-Free Workplace Requirements

#### Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Alternate II. (Grantees Who Are Individuals)

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

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

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

## 15.2. Drug-Free Workplace Requirements

After assurance select a check box:

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

## 15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

#### Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### ***Instructions for Certification***

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

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

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

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

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

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

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

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

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

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

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

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

### 15.3. Debarment

After assurance select a check box:

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

### 15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

### 15.4. Environmental Tobacco Smoke

After assurance select a check box:

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

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

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