

CARES Act Supplemental

West Virginia CSBG State Plan



WV

West Virginia Development Office
Community Advancement & Development

CSBG CARES Act Supplemental State Plan

Program Name: Community Services Block Grant CARES Act

Grantee Name: West Virginia

Report Name: CSBG CARES Act Supplemental State Plan

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


Report Status: Submission in Review by CO

Report Sections

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires:06/30/2021	
COVER PAGE			
* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: West Virginia			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 550574804		* c. Organizational DUNS: 805669202	
* d. Address:			
* Street 1:	1900 Kanawha Blvd. East	Street 2:	Building 3, Suite 700
* City:	Charleston	County:	Kanawha
* State:	WV	Province:	
* Country:	United States	* Zip / Postal Code:	25305 -
e. Organizational Unit:			
Department Name: Commerce		Division Name: West Virginia Development Office	
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) 957-2075	Fax Number:	* 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 CSBG CARES Act State Plan			
12. Areas Affected by Funding: Entire State of West Virginia			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 2		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?	
<input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)
	09/18/2020
Attach supporting documents as specified in agency instructions.	

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

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

1.1. Identify the Submission Date of your FFY2020 CSBG State Plan: <i>Note: This information can be found on the Report Status Page of your most recently submitted CSBG State Plan.</i> <i>If you submitted a two-year plan in FFY2019, please provide that date.</i> <i>If you submitted a plan in FFY2020, please provide that date.</i>	08/30/2019
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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 changed since the last submission of the state plan? No

1.2a. Lead agency	West Virginia Development Office
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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 Affairs Department
<input type="radio"/> Community Services Department
<input type="radio"/> Governor's Office
<input type="radio"/> Health Department
<input type="radio"/> Housing Department
<input type="radio"/> Human Services Department
<input type="radio"/> Social Services Department
<input checked="" type="radio"/> Other, describe

Department of Commerce

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official	West Virginia Development Office
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1.2d. Authorized official of the lead agency

Name: Jennifer Ferrell	Title: Director of Community Advancement and Development
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1.2e. Street Address	1900 Kanawha Blvd. East, Building 3, Suite 700
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1.2f. City	Charleston	1.2g. State WV	1.2h. Zip 25305
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1.2i. Telephone number and extension (304) 957-2019 ext.	1.2j. Fax number (304) 558-3248
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1.2k. Email address Jennifer.L.Ferrell@wv.gov	1.2l. Lead agency website http://wvcad.org
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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.

As the Authorized Official for CSBG, I confirm that there have been no changes within this state that will require a new designation letter, such as a change to the authorized official and/or authorized CSBG state lead agency.

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

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

1.4a. Agency Name West Virginia Development Office

1.4b Point of Contact Name

Name: Shelly Woda	Title: Sustainability Unit Manager
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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) 957-2075 ext.		1.4h. Fax Number (304) 558-3248	
1.4i. Email Address Shelly.J.Woda@wv.gov	1.4j. Agency Website http://wvcad.org		

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

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 2 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

2.1 Emergency Legislation or Regulation (Optional): If applicable, please describe any special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding, including any emergency procedures to amend any existing legislation or regulation described in the accepted FFY2020 CSBG State plan (as dated in Section 1 of this state plan).

No, there is no special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding

Yes, there is special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding as described below

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)

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SECTION 3 State Plan Development and Statewide Goals

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 3 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

The following additional information is requested for CSBG CARES supplemental funding.

3.1. State Plan Goals: Describe the state's specific goals for state administration of CSBG as it directly relates to the CSBG CARES funding.

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

The State intends to meet the goals associated with the regular CSBG State Plan for FY 2020-2021. Taking into account the additional funding made available to the State of West Virginia through the CARES Act for the Community Services Block Grant, the State specifically plans: (1) To provide timely communication to CEEs and statewide partners on the administration of CSBG CARES Act funds, including, communication of grant requirements and training and technical assistance opportunities. (2) To make funds available to the CEEs for emergency assistance as soon as possible after received from ACF. (3) To use CSBG CARES Act funds to help prevent, prepare for, or respond to the Coronavirus. (4) To conduct a statewide Needs Assessment for the purpose of informing where funds are most needed in communities across the state.

3.2. Eligible Entity Involvement: Describe the specific steps the state took in developing the CSBG CARES Supplemental State Plan to involve the eligible entities

The State CSBG Manager participated in weekly COVID-19 calls with the State Association and CEE Executive Directors to discuss operations and administration of programs, and continuity of business throughout the Governor's stay-home orders, and continued to meet as re-opening plans were released, and business resumed. The process of developing this plan transpired during these weekly calls in which the goals for the CARES Act funds were discussed and determined in collaboration with each CEE input and buy-in.

Section 4: CSBG Hearing Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
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SECTION 4 CSBG Hearing Requirements

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 4 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

The CSBG CARES Supplemental State Plan is considered to be a plan revision, consistent with Section 676(e) of the CSBG Act (Revisions and Inspection).

4.1. Public Inspection: Describe how the CSBG CARES Supplemental State Plan has been made available for public inspection within the state to facilitate public review and comment.

The State was unable to make the CSBG CARES Supplemental State Plan available for public inspection prior to submission of the plan; however, will post a copy of the plan on the CSBG State Office website beginning on Monday, September 21 and indicate where comments on the plan can be submitted. Although the entire plan was not made available, the State made every effort to seek input and recommendations from key stakeholders including WV CEEs, the State Association, key partners including public service commissions, and other government entities facilitating the delivery of essential services to communities and low-income families. Since awards have already been provided, and funds were being spent as of June 2020, the State commits to allowing for public comment, and will incorporate into a CSBG CARES Act State Plan revision if needed.

Note:

For the purposes of this CSBG CARES Supplemental State Plan, a public hearing is not required. However, the state should notify eligible entities and other known stakeholders that this plan is available for a public review and comment, and post publicly, e.g., on the state's public website, for a reasonable timeframe.

Although, a reasonable timeframe is not specified in the statute, for purposes of the CSBG CARES Supplemental State Plan, OCS recommends a minimum of 10 business days.

Section 5: CSBG Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
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SECTION 5 CSBG Eligible Entities

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

As the Authorized Official for CSBG, I confirm that there are no changes to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1)

As the Authorized Official for CSBG, I confirm that yes, there were changes to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1).

If there were changes to the CSBG Eligible Entity list, please update within Section 7.2 of this State Plan accordingly:

Designation and Re-Designation: add at the end of the table

De-Designations and Voluntary Relinquishments: do not remove the entity. Rather just add zero to the appropriate line.

Mergers: Do not remove the eligible entities. Rather just add zero to the appropriate line.

OCS reserves the opportunity to request more information at a later date.

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
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	Non-Profit	Community Action Agency

		County, Marshall County, Ohio County		
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. Special Circumstances [Optional]: If the state has any specific circumstances that will affect the allocation, such as a pending de-designation hearing for an eligible entity, please describe below:

Please note: Additional information should be sent directly to your Program Specialist.

No, special circumstances were implemented to the CSBG CARES Supplemental allocations

Yes, special circumstances were implemented to the CSBG CARES Supplemental pending de-designation(s) for an eligible entity

Section 6: Organizational Standards for Eligible Entities

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Administration for Children and Families
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SECTION 6 Organizational Standards for Eligible Entities

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 6 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information.

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.

<input type="radio"/> Historic
<input checked="" type="radio"/> Base + Formula
<input type="radio"/> Formula Alone
<input type="radio"/> Formula with Variables
<input type="radio"/> Hold Harmless + Formula
<input type="radio"/> Other

7.2. Planned Allocation:

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

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. [Numeric Response, specify dollar amount]

Planned CSBG 90 Percent Funds		
CSBG Eligible Entity	Funding Amount \$	Delete
EnAct, Inc.	\$1,388,274	
North Central West Virginia Community Action Association, Inc.	\$1,459,782	
Southwestern Community Action Council, Inc.	\$1,063,682	
Nicholas Community Action Partnership, Inc.	\$261,993	
Eastern West Virginia Community Action Agency, Inc.	\$534,453	
PRIDE Community Services, Inc.	\$333,045	
Community Resources, Inc.	\$1,032,038	
Coalfield Community Action Partnership, Inc.	\$313,896	
Community Action of South Eastern West Virginia, Inc.	\$568,999	
Mountainheart Community Services, Inc.	\$267,374	
Mountain CAP of West Virginia Inc	\$394,607	
Change, Incorporated	\$583,447	
Central West Virginia Community Action Association, Inc.	\$474,608	
Raleigh County Community Action Association	\$470,291	
Telamon Corporation	\$637,877	
Council of the Southern Mountains, Inc.	\$289,546	
Total	\$10,073,912	

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

7.3. Allocated Funds: Specify the amount of your CSBG funds allocated for administrative activities for the FFY(s) covered by this State plan.

	559,661
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7.4. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG CARES funds for the FFY(s) covered by this State Plan.

	16.00
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7.5. State FTEs: Provide the number of state Full Time Equivalent (FTEs) to be funded with CSBG CARES funds for the FFY(s) covered by this State Plan?

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

7.6. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? Yes No

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

Use of Remainder/Discretionary Funds

Remainder/Discretionary Fund Uses	Planned \$	Brief description of services/activities and/or activities
7.6a. Training/technical assistance to eligible entities	\$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.6b. Coordination of state-operated programs and/or local programs	\$100000.00	Funding for state partnerships
7.6c. Statewide coordination and communication among eligible entities	\$100000.00	Funding designated for the WV State Community Action Partnership.
7.6d. Analysis of distribution of CSBG funds to determine if targeting greatest need		
7.6e. Asset-building programs		
7.6f. Innovative programs/activities by eligible entities or other neighborhood groups		
7.6g. State charity tax credits		
7.6h. Other activities, specify in column 3	\$359662.00	In response to the significant needs related to the effects of COVID-19 on low-income families and communities, the State in agreement with the State Association and members agreed to distribute a significant portion of discretionary funds directly to CEEs for emergency assistance and recovery efforts. The funds will be allocated based on the poverty formula of the state's allocation methodology.
Total	\$0.00	\$559,662.00

7.7. Summary of State Allocations: Provide a total breakdown of planned amounts. Please note that this table will automatically populate with the totals from 7.2, 7.3, and 7.6 above.

90 Percent Funds	Administrative Funds	Discretionary Funds	Total
\$10,073,912	\$559,661	\$559,662	\$11,193,235

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 7.6(a), Remainder/Discretionary Funds.	
Note: This information is associated with State Accountability Measure 3Sc	
Training and Technical Assistance	
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 7.6):	
\$0.00	
8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.	
The State will continue to collaborate with the State Association on the planning, coordination, and delivery of training and technical assistance through regular meetings, and planning sessions. The FY2021 TTA Plan was submitted as required, and is comprehensive to include regular CSBG training needs, and will be expanded to include training related to the administration of CSBG CARES Act funds as necessary depending on future expectation of the way in which it is to be administered and reported. The State Association board of directors includes a specific T&TA Committee to provide local input and collaboration on the development of training activities. While CARES Act funds are not specifically being dedicated to TTA, the regular CSBG grant includes sufficient funds for this purpose not limited to \$15,000 Training and Technical Assistance CSBG discretionary grants allocated to each WV CEE.	
8.2. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. [Check all that apply.]	
<input type="checkbox"/> CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)	
<input type="checkbox"/> Other community-based organizations	
<input type="checkbox"/> State Community Action association	
<input type="checkbox"/> Regional CSBG technical assistance provider(s)	
<input type="checkbox"/> National technical assistance provider(s)	
<input type="checkbox"/> Individual consultant(s)	
<input type="checkbox"/> Tribes and Tribal Organizations	
<input checked="" type="checkbox"/> Other N/A	
Training and technical assistance will be addressed through the regular recurring CSBG funds.	

Section 9: State Linkages and Communication

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Community Services Block Grant (CSBG)

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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 7.6(b) and (c).

Note: Only describe additional or unique partnerships related to CSBG CARES funding. Do not re-describe partnerships, linkages, and communications already noted in your regular CSBG State Plan.

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 and narrative where applicable]

- 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
- Emergency Management
- Public Health/Disease Control
- Other

9.2. 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.

Subject Matter	Expected Frequency	Format	Brief description of "Other"
State Monitoring Plans and Policies	Semi-Annually	Webinar	
Training and Technical Assistance (T/TA) Plans	Quarterly	Meetings/Presentation	
State Interagency Coordination	Quarterly	Meetings/Presentation	
CSBG CARES Funding and Activities	Quarterly	Meetings/Presentation	
Subject Matter	Expected Frequency	Format	Brief Description of "Other"
1 OCS Information and Instructions	As needed	Email	

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
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SECTION 10 State Use of Funds

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

10.1. CSBG CARES Supplemental Monitoring Schedule: In the table below, provide how the state plans to monitor as it specifically relates to the CSBG CARES Supplemental.

The following schedule does not supersede or replace the Monitoring Schedule submitted in your FFY2020 CSBG State Plan as dated in Section 1 of this supplemental state plan.

Note: This information is associated with State Accountability Measure 4Sa(i)

	CSBG Eligible Entity	CSBG CARES Monitoring Approach	Review Type	Target Year
1	EnAct, Inc.	CSBG CARES Supplemental Only	Desk Review	FY2021
2	North Central West Virginia Community Action Association, Inc.	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
3	Southwestern Community Action Council, Inc.	CSBG CARES Supplemental Only	Onsite Review	FY2021
4	Nicholas Community Action Partnership, Inc.	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
5	Eastern West Virginia Community Action Agency, Inc.	CSBG CARES Supplemental Only	Desk Review	FY2021
6	PRIDE Community Services, Inc.	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2022
7	Community Resources, Inc.	CSBG CARES Supplemental Only	Desk Review	FY2022
8	Coalfield Community Action Partnership, Inc.	CSBG CARES Supplemental Only	Desk Review	FY2021
9	Community Action of South Eastern West Virginia, Inc.	CSBG CARES Supplemental Only	Desk Review	FY2022
10	Mountainheart Community Services, Inc.	CSBG CARES Supplemental Only	Desk Review	FY2021
11	Mountain CAP of West Virginia Inc	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
12	Change, Incorporated	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
13	Central West Virginia Community Action Association, Inc.	CSBG CARES Supplemental Only	Desk Review	FY2021
14	Raleigh County Community Action Association	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
15	Telamon Corporation	Integrated into Regular CSBG Full On-Site	Onsite Review	FY2021
16	Council of the Southern Mountains, Inc.	CSBG CARES Supplemental Only	Desk Review	FY2021

10.2. CSBG CARES Supplemental Monitoring Approach:

Describe how the state intends to implement monitoring policies and procedures as it relates directly to the CSBG CARES Supplemental.

The State will follow the existing CSBG Monitoring policies and procedures, and will release a State IM to explain the CSBG CARES Supplemental monitoring plans and procedures.

10.3. CSBG CARES Supplemental Initial Monitoring Reports:

If the state monitors for CSBG CARES Supplemental only, provide the number of calendar days by which the state must disseminate an initial CSBG CARES Supplemental monitoring reports to local entities?

30

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

Note: If the state is integrating all CSBG CARES Supplemental monitoring into the Regular CSBG Full On-Site, the state should include an additional section specific to the CSBG CARES Supplemental monitoring. If the state is conducting a CSBG CARES Supplemental only monitoring, the state must create a CSBG CARES Supplemental monitoring report.

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

10.4. Closing Findings:

Is the state adding additional provisions to state monitoring procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings as it specifically relates to the CSBG CARES Supplemental? Yes No

10.4a. Closing Findings Procedures:

If yes, describe the additional provisions here.

Fiscal Controls and Audits and Cooperation Assurance

10.5. Fiscal Controls and Accounting:

As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to the state's fiscal controls and accounting procedures that 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 is not making additional provisions other than ensuring that CSBG CARES Supplemental funds will be tracked separately, and reporting in accordance with the reporting requirements of OCS.

10.6. Single Audit Management Decisions:

As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to 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.

The State is not making additional provisions to state procedures for issuing management decisions for eligible entity single audits. The State will follow the same requirements for the CSBG CARES Supplemental funds.

10.7. 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

Section 11: Eligible Entity Tripartite Board

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

Form Approved
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SECTION 11 State Use of Funds

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 11 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information now or at a later date.

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Select one item below and numeric response where applicable.]</i>	
<input checked="" type="radio"/> 200% of the HHS poverty line <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%	
12.1a. Describe any changes to the state policy and/or procedures for income eligibility, such as treatment of income and family/household composition as originally described in your FFY2020 CSBG State Plan [as dated in Section 1 of this Plan].	
<input type="radio"/> No, there are no changes to state policy and/or procedures for income eligibility	
<input checked="" type="radio"/> Yes, there are changes to state policy and/or procedures for income eligibility as described below	
In order to meet as many needs as possible, the state revised that: 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 12) or based upon a review of the past year. 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. Additionally, special consideration for COVID-19 emergency includes that: If an applicant is unable to provide physical or electronic copies of income verification documents, the subrecipient may accept verbal income declaration over the phone, requiring the client to swear the statement and the employee to detail, sign, and date a record of the clients income.	
12.1b. The change in the income eligibility threshold will apply to:	
<input type="radio"/> No change in the income eligibility threshold	
<input type="radio"/> CSBG CARES Supplemental ONLY	
<input checked="" type="radio"/> CSBG CARES Supplemental AND regular CSBG funds	
12.2. Income Eligibility for General/Short-Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical),An example of these services is emergency food assistance.	
<input checked="" type="radio"/> No changes were made to income eligibility verification	
<input type="radio"/> Yes, there are changes to income eligibility verification as described below	
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).	
<input checked="" type="radio"/> No changes were made to targeting services that provide community-wide benefit.	
<input type="radio"/> Yes, there are changes to targeting services that provide community-wide benefit as described below:	

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
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SECTION 13 Results Oriented Management and Accountability (ROMA) System

For the purposes of the CARES Act, the Office of Community Services accepts the information on the ROMA system submitted by the state in Section 13 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information on the state's ROMA system.

Please note that the state may describe state discretionary expenditures or additional training and technical assistance related to documentation and performance management for CSBG CARES Supplemental funding in Sections 7 and 8 of this Supplemental State Plan.

Section 14: CSBG Programmatic Assurances and Information Narrative

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

Form Approved
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SECTION 14 State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

(i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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;

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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)

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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: Any information provide in previous sections of this application will be considered to be a supplementary description of how the state plans to use funds as necessary for this assurance. Additional information does not need to be provided here.

Eligible Entity Service Delivery, Coordination, and Innovation

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;

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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.

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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.

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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).

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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."

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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.

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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.

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

Federal Investigations

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

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

Please select the applicable response:

- No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

Funding Reduction or Termination (Not Applicable to CSBG CARES Supplemental

Funds)

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

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



Check to acknowledge that Section 676(b)(8) is not applicable to the CSBG CARES Supplemental and that funds must be distributed based on the CSBG formula.

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.

Please select the applicable response:



No change to the standard assurance in the CSBG State Plan.



Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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.

Please select the applicable response:



No change to the standard assurance in the CSBG State Plan.



Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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.

Please select the applicable response:



No change to the standard assurance in the CSBG State Plan.



Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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.

Please select the applicable response:



No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

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.

Please select the applicable response:

No change to the standard assurance in the CSBG State Plan.

Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below

By checking this box and signing the Cover Sheet SF-424M, the state CSBG authorized official is certifying the assurances set out above.

Section 15: Federal Certifications

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

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

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the

workplace no later than five calendar days after such conviction;

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

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

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

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

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

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

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

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

Nonprocurement Programs.

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant

is providing the certification set out below

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

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

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

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

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

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

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

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

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

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

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

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.