

 WEST VIRGINIA Economic Development	<u>CSBG Policies & Procedures</u> Eligible Entity Designation & Redesignation	Effective Date: 10/1/2024
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SUBJECT: CSBG Eligible Entity Designation & Redesignation Procedures

PURPOSE:

In the event that a CSBG Eligible Entity’s organizational eligibility for CSBG funding is terminated or reduction of funding occurs, the State will follow the procedures outlined below for the designation of a new eligible entity or the redesignation of eligible entities in any unserved counties.

PROCEDURES:

In the event that the State de-designates an eligible entity, or otherwise reduces funds, any resulting funding may be awarded only to organizations that are eligible entities for CSBG funds.

The State will, at its discretion, first solicit applications from existing CSBG eligible entities and make recommendations to the Governor of West Virginia to designate an existing CSBG eligible entity which is either.

- Geographically located in the un-served area that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency and meets the requirements of the CSBG Act; or
- Geographically located in an area contiguous to or within reasonable proximity of the un-served area and is already providing related services in the un-served area.

States must grant the designation to an organization of demonstrated effectiveness in meeting the goals of the CSBG Act, and may give priority to an eligible entity in a contiguous area that is already providing effective services that meet the purposes and goals of CSBG in the un-served area.

If the State determines that a new eligible entity would best serve a specific services area, the CSBG State Office will solicit applications in accordance with the procedures outlined below, and make recommendations to the Governor of West Virginia to designate a new CSBG eligible entity. The new entity must be a private nonprofit organization that is geographically located in the un-served area that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency and meets the requirements of the CSBG Act.

Any nonprofit receiving CSBG funds must meet the tripartite board requirements specified in Section 676B of the CSBG Act. In the event that a new private nonprofit organization is selected and designated by the Governor of West Virginia as the CSBG eligible entity, the organization will have 90 days to meet the definition of a CSBG eligible entity in accordance with the CSBG Act including establishing a tripartite board of directors.

The process of soliciting applications to select a new eligible entity may take place during the period in which the Department of Health and Human Services is reviewing a State decision to terminate an organization’s eligibility for CSBG funds. However, the State may not award the funds to a new eligible

entity until the Department confirms the State’s finding for cause or the 90-day period for Federal review has passed.

Application Requirements for the Designation of New CSBG Eligible Entities:

Eligible applicants are private, nonprofit organizations that are geographically located in the un-served area that are capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency and meet the requirements of the CSBG Act

Applicants must have a valid West Virginia Business License and be registered as a vendor in good standing with the State of West Virginia. It is also required that the applicants have a System for Award Management (SAM) registration and have a Unique Entity Identifier (UEI).

Specific application requirements and instructions will be made available by the CSBG Lead Agency at the time of solicitation.

Application Requirements for the Redesignation of Existing CSBG Eligible Entities:

Eligible applicants are existing Community Action Agencies that are designated by the Governor of West Virginia to administer the Community Services Block Grant, and must be geographically located in the un-served area or in an area contiguous to or within reasonable proximity of the un-served area. Applicants must be capable of providing a broad range of services designed to eliminate poverty, foster self-sufficiency, and be in compliance with the requirements of the CSBG Act and all applicable federal, state, and local regulations. CSBG Eligible Entities must have a valid West Virginia Business License and be registered as a vendor in good standing with the West Virginia State Auditor’s Office. It is also required that the applicants have an active System for Award Management (SAM) registration and have a Unique Entity Identifier (UEI).

Specific application requirements and instructions will be made available by the CSBG Lead Agency at the time of solicitation.

Supersedes: N/A	WVDED CSBG Policies and Procedures
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