

## INTRODUCTION

This State Plan serves as the State of Mississippi's application for Federal CSBG funding. The Plan describes Mississippi's proposed use of FFY 2013 CSBG funding to produce positive outcomes targeted toward the elimination of the causes and effects of poverty.

Following the lead of NASCSP, the Mississippi Department of Human Services-Division of Community Services (MDHS-DCS) is committed to a process that fosters the following:

**“Mutual Respect”**- In working with grantee boards, staff and consultants, CSBG offices value and recognize the unique knowledge, ability and independence of each person. CSBG offices are committed to treating all persons fairly and maintaining credibility by matching actions with words.

**“Open Communication”**- Effective communication is the key to facilitating good working relationships with partners, and CSBG offices are committed to keeping lines of communication open. The purpose of communication is to assist in developing solutions to problems, to share program improvement, ideas, and provide information on new developments in the anti-poverty fields. CSBG offices communicate frequently through a variety of tools and media. CSBG offices are open to contact and are committed to listening to suggestions/concerns and to gain an understanding of local operations and to assist locals in pursuing priorities.

**“Joint Problem Solving”**- CSBG offices operate under the basic belief that a team approach to problem solving is in the best interest of all parties involved. CSBG offices sincerely believe that collectively the office and the agency can arrive at the best solution to any situation. Through a team approach to problem solving, CSBG offices think outside the traditional ways to come up with the best strategies for program development, conflict resolution, or compliance issues. CSBG offices want to promote an environment in which the office and all Community Action partners will be open to change and can work together in exploring options and developing mutually agreeable solutions. The goal is to have agencies function independently with CSBG office support in an effort to meet the needs of local communities within the parameters set by legislation. (NASCSP, 2006)

### **The Community Services Block Grant and Community Action Agencies**

In 1964, President Lyndon Johnson signed the Economic Opportunity Act and declared War on Poverty in America. Federal funding from the Economic Opportunity Act facilitated the creation of hundreds of locally designed and governed organizations to address poverty issues at the community level. These agencies were called “community action agencies”.

In 1981, with the creation of a state block grant program, the Community Services Block Grant (CSBG) replaced the system of direct Federal funding to local community action agencies.

Originally created as a part of the Omnibus Budget Reconciliation Services Act of 1981, CSBG has undergone a number of important Congressional reauthorizations. The primary focus of the program, however, has remained solid - to address the causes and effects of poverty through locally designed strategies.

### **Characteristics Common to Mississippi's Community Action Agencies**

The state has eighteen (18) eligible entities encompassing Community Action Agencies/Human Resource Agencies (CAAs/HRAs) that provide an array of services designated to ameliorate the causes and effects of poverty in the low-income communities. In 2005, the state mandated that eligible entities utilize a revised case management plan approach as the blueprint for service delivery.

The CAAs administer ten (10) Head Start Programs in the State. Thus, we have also engaged memorandums of understanding to coordinate services with Head Start personnel in the State to assure that low-income clients were afforded all opportunities to become successful. As research points out, over 90% of all Head Start families are eligible for CSBG services. The combined efforts of CSBG/LIHEAP and Head Start personnel will allow, encourage and support shared informational files, service delivery plans, outreach activities and support systems in assisting low-income Mississippians to becoming self-sufficient. MDHS-DCS will further enhance previous partnerships formed with WIN Job Centers, legal services, community health centers, area colleges and universities to continue the educational development of the staff to meet the ever changing needs and demands of the low income community. CAAs must also provide additional training for support staff in accounting and computer usage to assure accountability in the disbursement of funds and collection of data to support outcome measures established by the agency.

## **FFY 2013 MISSISSIPPI CSBG STATE PLAN**

### **I. Federal and Fiscal Year Covered by this State Plan and Application**

This document is the Mississippi CSBG State Plan and Application for FFY 2013, beginning January 1, 2013 and concluding December 31, 2013.

### **II. Letter of Transmittal**

A letter of transmittal addressed to the Office of Community Services has been included as part of Appendix A. The letter includes contact information for MDHS-DCS staff who are responsible for the administration of CSBG within the State of Mississippi.

### **III. Executive Summary**

#### **A. CSBG State Legislation**

Mississippi does not have State statutes specific to CSBG.

## **B. Designation of a Lead State Agency to Administer the CSBG Program**

The designated lead agency for CSBG in the State of Mississippi is the Mississippi Department of Human Services-Division of Community Services.

The letter of designation has been included within this State Plan (see Appendix A).

## **C. Legislative Public Hearing Requirements**

### **(1) Public Hearing**

A public hearing was held on the FFY 2013 CSBG State Plan on June 28, 2012. Notice of the public hearing appeared in the Clarion Ledger, with statewide distribution, and nine other newspapers on June 14 and June 21, 2012. Copies of the documentation pertaining to the legislative public hearing are included in this application as Appendix G.

### **(2) Legislative Public Hearing**

A legislative public hearing was held on the FFY 2013 CSBG State Plan on June 28, 2012. Notice of the public hearing appeared in the Clarion Ledger, with statewide distribution, and nine other newspapers on June 14 and June 21, 2012. Copies of the documentation pertaining to the legislative public hearing are included in this application as Appendix G.

### **(3) Public Inspection of the Plan**

The availability of the FFY 2013 CSBG State Plan for inspection was made known in the Public Hearing announcement described above. The State Plan was made available for public inspection by calling the MDHS-DCS, as stated in the legislative public hearing notice. Opportunities for comment were also available during the public hearing held on June 28, 2012 at the Mississippi State Capitol, 400 High Street, Jackson, Mississippi.

## **A. Programmatic Assurances**

As part of the application and plan required by Section 676 of the Community Services Block Grant Act (The Act), as amended (42 U.S.C. 9901 et seq.), the designee of the chief executive of the State of Mississippi hereby agrees to the Assurances in Section 676 of the Act.

### **(1) Funds made available through this 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 part A of title IV of the Social Security Act (42 USC 601 et seq.), homeless families and individuals, migrant

or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

- (a) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency 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);
  - ‡ secure and retain meaningful employment;
  - ‡ attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
  - ‡ make better use of available income;
  - ‡ obtain and maintain adequate housing and a suitable living environment;
  - ‡ obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
  - ‡ 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
- (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 programs for the establishment of violence-free zones that would involve your development and intervention models (such as models involving your development and intervention models (such as models involving youth mediation, youth mentoring, life skill training, job creation, and entrepreneurship programs); and after-school child care programs; and
- (c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C (b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program. [676(b)(2)]

- (3) To provide information provided by eligible entities in the State, including:
  - (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;
  - (b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
  - (c) a description of how funds made available through grants made under section 675(a) will be coordinated with other public and private resources; and,
  - (d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [676(b) (3)]
- (4) To ensure 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. [676(b) (4)]
- (5) That the State and the 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 to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. [676(b) (5)]
- (6) To ensure coordination between anti-poverty 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 communities. [676(b)(6)]
- (7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. [676(b)(7)]
- (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program 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) of the Act. [676(b)(8)]
- (9) 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. [676(b)(9)]

- (10) To 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. [676(b)(10)]
- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, 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. [676(b)(11)]
- (12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization. [676(b)(12)]
- (13) To provide information describing how the State will carry out these assurances. [676(b)(13)]

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Richard Berry, Executive Director  
Mississippi Department of Human Services

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Date

## **B. Administrative and Financial Assurances**

The State of Mississippi agrees to the following, as required under the Act:

- (1) To submit a CSBG Program in accordance with Section 676 of the Act. [675A(b)]
- (2) Ninety (90) percent of the State of Mississippi's total CSBG allocation will be distributed to the State's eligible entities.
- (3) In the event the State elects to recapture and redistribute funds to an eligible entity under Section 675(a)(1) when unobligated funds exceed 20 percent, the State agrees to redistribute recaptured funds to an eligible entity.
- (4) Five (5) percent of the State of Mississippi's total CSBG allocation will be distributed for discretionary projects related to the stated purposes and intended outcomes of the CSBG Act.
- (5) The Mississippi Department of Human Services Division of Community Services will hold at least one hearing with sufficient time and statewide distribution of notice to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant under Section 675A or 675B for the period covered by the State plan. [676(a)(2)(B)]
- (6) The chief executive officer will designate the Mississippi Department of Human Services for the purposes of carrying out State community services block grant program activities. [676(a)(1)]
- (7) The Mississippi Department of Human Services will hold at least one legislative hearing in the conjunction with the development of the State plan. [676(a)(3)]
- (8) To make available for the public inspection each plan in such a manner as will facilitate review of and comment on the plan. [676(e)(2)]
- (9) To conduct the following reviews of eligible entities:
  - (a) Full onsite review of eligible entity at least once during three-year period;
  - (b) An onsite review of newly designated entity immediately after the completion of the first year in which entity receives funds through the community services block grant;
  - (c) Follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
  - (d) Other reviews as appropriate, including reviews of entities with programs that have had other Federal, State, or local grants (other than assistance provided under the community service block grant program) terminated for cause. [678B(a)]
- (10) In the event the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements

established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

- (a) Inform the entity of the deficiency to be corrected;
  - (b) Require the entity to correct the deficiency;
  - (c) Offer training and technical assistance as appropriate to help correct the deficiency, and submit the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
  - (d) Offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
  - (e) After providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [678(C)(a)]
- (11) To establish fiscal controls, procedures, audits and inspections, as required under Section 678D (a) (1) and 678D (2) of the Act.
- (12) To repay to the US amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community service block grant program. [678D (a) (3)]
- (13) To participate, by October 1, 2001, and ensure that all eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System [678(a) (1)]
- (14) To prepare and submit an annual report on the measured performance of the State and its eligible entities, as described under 678E (a)(2) of the Act.
- (15) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (16) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any policy activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [678F (b)]

- (17) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 19734 (29 U.S.C. 12131 et. Seq.) shall also apply to any such program or activity. [678F(c)]
  
- (18) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. [679]
  
- (19) Provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to eligible entities who are recipients of the community services block grant program funds.

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Richard Berry, Executive Director  
 Mississippi Department of Human Services

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Date

## V. CSBG State Plan Narrative

### A. Administrative Structure

#### (1) State Administrative Agency, Mission and Objectives

The Mississippi CSBG is administered by the Mississippi Department of Human Services-Division of Community Services. MDHS is a primary link between families and individuals with specific needs vital to their survival and the services available to meet those needs.

The mission of MDHS is to deliver, within established guidelines, a broad range of services to a diverse population in a professional, timely, accurate and compassionate manner. MDHS will further its mission by assisting those in need to overcome adversity, dependency, lack of self-esteem, gain self-confidence and self-sufficiency. It supports the community action vision and values through:

- ✦ Professional, accountable and responsible administration of CSBG
- ✦ Development of effective partnerships with CSBG subgrantees, MDHS-DCS, and other State and Federal programs targeting low-income individuals.

#### Goals and Objectives:

The state will carry out the following goals, objectives and assurances as stated in Section 672 of the CSBG Act as amended, as follows:

- ✦ Emphasize the need for legal, effective and quality board of directors ensuring more diversity in service delivery, Community Involvement and Partnerships.
- ✦ Require agencies to develop a comprehensive employment plan informing clients about the availability of jobs, training opportunities, resume development and employer outreach plan.
- ✦ Require agencies to secure formal partnerships with primary health care agencies, WIN Job Centers, community health centers and legal services to accept referrals from CAAs and assist eligible clients with desired services where possible.
- ✦ Require agencies to develop and implement an agency outreach plan targeted to meet the challenges of disabled citizens, children with special needs and emergency disaster services.
- ✦ Require agencies to develop and implement a non-monetary client assistance plans that will prepare clients for self-reliance or stability where

funds or other financial resources are not available or the client is not in compliance with the service plan.

- ✦ Encourage agencies to conduct fatherhood training as part of family development seminars where and when possible, to promote healthy marriages, youth enrichment activities and to promote youth employment opportunities.
- ✦ Require eligible entity to maintain Virtual ROMA compliance.
- ✦ Require improvement plans for challenged agencies, to provide for a greater opportunity to be successful. Mandate that agencies provide a performance improvement plan for success.
- ✦ Require agencies to provide a comprehensive plan for Earned Income Tax Credit (EITC) Program and describe how it will be incorporated into case management for clients.
- ✦ Require that agencies develop an informational package for clients. This package should be inclusive to the following: child support literature, child abuse/neglect literature, disaster relief plan, fair hearing procedures form(s) and information on all services provided by the agency.
- ✦ Require that agencies provide a plan for client orientation in every service area to include when a brief or an abbreviated orientation is acceptable.
- ✦ Require that agencies refer all non-elderly, non-disabled clients to the WIN Job Center.
- ✦ Require that agencies provide a Crisis Plans for client services that relates to emergency and life threatening situations. This plan must include an 18 to 48 hour emergency and/or life threatening situation.
- ✦ Require the agencies provide a Comprehensive Plan for follow-up to state agency on client complaints within the 24 hour timeframe.

(2) Eligible Entities

1. Eighteen (18) designated CSBG-eligible entities presently exist in Mississippi. A list of the eligible entities is found in Appendix D.

(3) Distribution and Allocation of Funds

In accordance with the CSBG Act:

- Ninety (90) percent of the State of Mississippi's total CSBG allocation will be distributed to the State's eligible entities.

- Five (5) percent of the State of Mississippi's total CSBG allocation will be distributed for discretionary projects related to the stated purposes and intended outcomes of the CSBG Act.
- Up to 5 percent of the State of Mississippi's total CSBG allocation may be used for administration of CSBG. It will be the intent of MDHS-DCS to apply unspent CSBG administrative resources to discretionary projects related to the stated purposes and intended outcomes of the CSBG Act.

**B. Criteria and Formula for the Distribution of CSBG Funds**

Allocable FFY 2013 Mississippi CSBG funds will be distributed on a formula basis, based on the percentage (latest Census data) of the poor population in a county compared to the statewide percentage (pending Federal allocation to the State of Mississippi). The CSBG subgrant allocations will use the following factors:

1. Twenty-five (25) percent of each eligible entity's allocation **must** be allocated to the Supportive Services activity for direct client services.
2. Fifteen (15) percent of each eligible entity's allocation may be used for the Administrative activity.
3. Sixty (60) percent of each eligible entity's allocation may be used for the Case Management activity.

### TENTATIVE FFY 2013 ALLOCATIONS

(These levels are dependent on the Federal CSBG award at the FFY 2012 level.  
Adjustments will be made once the final FFY 2013 awards are known.)

<b>Eligible Entity</b>	<b>Est. Allocation</b>
AJFC CAA	\$ 532,659
Bolivar Co CAA	\$217,906
Central Mississippi	\$664,371
Coahoma Opportunities	\$154,955
Gulf Coast CAA	\$624,663
Hinds County HRA	\$863,876
Jackson Co CAC	\$309,910
Lift	\$838,695
Mid-State Opportunities	\$615,947
Multi County CSA	\$818,357
Northeast MS	\$373,830
PRVO	\$1,139,890
Prairie Opportunity	\$760,247
South Central CAA	\$509,415
Southwest MS	\$326,374
Sunflower-Humphreys Co	\$209,190
United CAA	\$115,248
WWISCAA	\$610,136
<b>Total</b>	<b>\$9,385,671</b>

The 2010 Census prompted a review of the distribution formula and may necessitate modification of each entity's proportionate share.

Use of CSBG funds will be specifically limited to the stated purposes and requirements of the CSBG Act as allowed by applicable Federal and State regulations.

**Recapture and Redistribution Options** - During the current CSBG Program Year, while administering the 90 percent of funds passed through the State of Mississippi to eligible entities, MDHS-DCS will not exercise the recapture and redistribution options granted under subsection 675C(a)(3) of the CSBG Act. CSBG funds are awarded to eligible entities on a 12-month basis; however, recipients are given 18 months to expend the funds.

### C. Distribution and Use of Restricted Funds

Ninety percent of CSBG funds received by the State of Mississippi will be subgranted to benefit the State's designated CSBG-eligible entities.

In recent years, Mississippi has made a significant transition into an outcomes-oriented system of service delivery. As a result, eligible entities are required to focus their CSBG-supported activities on the six nationally identified CSBG goals.

1. Low-income people become more self-sufficient.
2. The conditions in which low-income people lives are improved.
3. Low-income people own a stake in their community.
4. Partnerships among supporters and providers of services to low-income people are achieved.
5. Agencies increase their capacity to achieve results.
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

It is the nature and intentional design of CSBG to enable the creation of locally designed and administered solutions to poverty. Therefore, the specific methods and strategies by which eligible entities pursue the six national goals will vary from agency to agency. All eligible entities, however, will be required to use CSBG funding for the stated purposes within the CSBG Act. Mississippi community action agencies have traditionally provided, and will continue to provide, services directly to low-income consumers and they will continue to serve as catalysts to community organization and coordination necessary for the development of additional services. While local-level strategies vary, based on identified needs and available resources, service delivery will focus on the broad categories identified in the CSBG Act.

✦ Self-Sufficiency

- ‡ Better Use of Income
- ‡ Community Coordination
- ‡ Youth Development Programs
- ‡ Community Participation

Projects and programs supported by CSBG resources will produce measurable outcomes in at least one of the six national goals and will be targeted to at least one of the identified service categories.

#### **D. Description of Distribution and Use of Discretionary Funds - 676(b)(2)**

MDHS-DCS will allocate at least 5 percent of CSBG funds received by the State for FFY 2013 to support discretionary projects related to the purposes of the CSBG Act and the six national goals.

In FFY 2013, a portion of CSBG discretionary resources may be set aside to provide:

- ‡ additional training and technical assistance responsive to the needs of the Mississippi network,
- ‡ for activities supportive of community action agencies' on-going development and implementation of Virtual ROMA;
- ‡ for quality improvement initiatives,
- ‡ for emergency needs (agency-in-crisis, natural disaster, etc.) and
- ‡ for other state-wide initiatives possibility including a plan to more directly reach counties located within the consortium territory.

The MDHS-DCS priorities for FFY 2013 CSBG discretionary funding will include:

1. Projects that support a sustainable system of continuous quality improvement in community action agency management and performance, including service delivery that moves individuals and families to greater levels of economic self-reliance.
2. One-time enhancement of existing, successful projects or programs directly related to one of the six national goals,
3. Statewide projects which have objectives consistent with the CSBG Act and
4. The development of new, community-based partnerships directly related to one of the six national goals.

#### **E. Description of Use of Administrative Funds**

MDHS-DCS will apply no more than 5 percent of its annual allocation toward State administrative expenses, with a firm belief that state CSBG staff must have ongoing

opportunities to grow the requisite skills required to provide Mississippi community action agencies with oversight, training and technical assistance and leadership, professional development will be supported with administrative funds. State CSBG staff will be afforded opportunities, as schedules and MDHS-DCS administration will allow, to participate in the National Association for State Community Services Programs (NASCSPP) training conferences and events, the Community Action Partnership's annual training conference, and National ROMA Peer-to-Peer Trainer in-service events.

State staff, through on-going professional development, will maintain up-to-date knowledge of CSBG requirements and best practice and will be positioned to add value to the process; training and technical assistance will support the continued movement of the State's network beyond compliance and toward excellence.

CSBG administrative funds also assist the State of Mississippi in leveraging additional opportunities for low-income Mississippians through legal services and community health centers, and WIN Job Centers.

In previous years, MDHS-DCS has used unspent CSBG administrative resources to increase the amount of funding available for CSBG discretionary projects.

## **F. State Community Services Program Implementation - 676(b)(3)**

### **(1) Program Overview**

#### **(a) The Service Delivery System**

The service delivery system used to deliver CSBG services is provided by eligible entities to meet identified community and the needs of eligible families and to produce outcomes based upon the six national goals. Service delivery systems, therefore, vary from agency to agency, just as the communities and people served vary.

Commonalities to the service delivery system include:

- ✦ Community outreach to ensure awareness of opportunities for low-income people,
- ✦ Holistic, family-centered approaches to assessing and addressing individual needs,
- ✦ Use of multiple and convenient access points for direct service delivery (most Mississippi community action agencies provide multiple locations for client service delivery),
- ✦ Provision of multiple and wide-ranging services in order to address the causes and effects of poverty,
- ✦ Common, agency-wide consumer intake forms and processes and

- ‡ Use of community partnerships and inter-agency referral processes to make the most efficient use of available resources.

(b) Linkages

The ability of Mississippi’s community action agencies to effectively produce outcomes related to the six national goals is intrinsically tied to the creation of a successful system of family and community “linkage.”

Mississippi community action agencies link individual consumers to multiple resources both within the agency and within the community. It is quite common, for example, for a family to come to a Mississippi community action agency with a presenting issue such as a need for food or utility assistance. Through an initial assessment, needs are mutually identified and the family is informed of available opportunities within the agency (LIHEAP, Weatherization, Head Start, job counseling, family self-sufficiency case management, etc.). Concurrently, agency staff assists the family in identifying and accessing, or “linking” to, additional services available within the community.

Community action agencies are required to develop partnerships with social service providers, religious organizations and local governments to, on both a micro- and macro-level, grow the quantity and quality of support and opportunities that are available for those impacted by poverty.

In order to more fully address the needs of families and to evaluate the outcome of their work, Mississippi agencies must follow-up with families linked with resources both within and beyond the agency.

(c) Coordination with Other Public and Private Resources

Strength of the Mississippi network is the ability of the agencies to use their CSBG dollars to leverage additional public and private resources which are then targeted to achieving outcomes within the framework of the six national goals.

In addition to the direct services provided for low-income families and communities, CSBG resources are used to support the infrastructure of Mississippi community action agencies. Mississippi’s coordinated and comprehensive approaches to eliminating the causes and effects of poverty that are pursued by Mississippi’s agencies require sound systems of governance and of fiscal and personnel management. CSBG funds allow Mississippi community action agencies to develop and maintain these essential systems. The resulting accountability and capacity enable Mississippi agencies to access, or leverage, additional public and private resources to further their direct service efforts.

According to the State's 2011 CSBG IS Report, Mississippi community action agencies leveraged \$153,215,248. These leveraged resources included public funds from city and county governments, additional Federal dollars, grants from foundations and community-based, grant-making organizations and donations from individual contributors (funding, goods and services).

(d) Innovative Community and Neighborhood-Based Initiatives

Mississippi's community action agencies have a well-established history of developing innovative and proactive strategies to mitigate the causes and effects of poverty. In FFY 2012, community action agencies continue to have an impact through many unique, and innovative, programs made possible by CSBG.

**(2) Community Needs Assessments**

In accordance with the assurance in 676(b)(11) of the Act, MDHS-DCS will secure from each eligible entity in the State, as part of its annual application and as a condition of a financial award, a community action plan which will provide a description of the Community Strengths and Needs Assessment (CSNA) for the community served. The CSNA must be conducted in each county served including citizens from all aspects of the community, public, private, and the poor sector. The CSNA may also include partners, other agencies and other programs administered by the agency. The CSNAs are the basis for the ranking of services stated in the community action plan and the budget request.

The community action plan which must provide a description of the following:

- (A) A description of the comprehensive CSNA to determine the services to be provided based on eligible activities;
- (B) A description of outcome measures to be used to monitor success in promoting self-reliance, family stability, and community revitalization.
- (C) The subgrantee must state goals and objectives in measurable terms and projected in a quarterly timetable, which indicates when the stated goals and objectives will be accomplished. The strategies employed to achieve the objectives must be adequately described and quantified. This information will also be used in conjunction with Virtual ROMA the Management Information System to measure plan-versus-actual performance levels.

- (D) Program activities selected by the eligible entity must be accompanied with a detailed line item budget that describes how CSBG and local and private funds will be effectively used.
- (E) A description of the area where new and different methods are to be used in addressing the cause, and/or effect of poverty. A description of what makes this activity different from similar activities and which indicate whether any new concepts, trends, methods, or models are incorporated must be stated in the narrative.
- (F) A description of how the agency will provide services during/after a disaster, on weekends, after hours, and during emergencies which must be described in the agency's emergency service delivery plan.
- (G) A description of how the eligible entity met its prior year's goals and objectives. This report shall include a narrative description of the specific types of projects and activities funded in the prior year CSBG program, and what impact they had on the poverty condition of families and individuals served.
- (H) A letter from the auditors which conducted the prior year audit certifying and providing assurances that cost and accounting standards of the Office of Management and Budgets are used by the eligible entity to account for CSBG funds.
- (I) An updated governing board of directors and standing committees composition roster.

**(3) Tripartite Boards - Section 676B (a), (b)**

*Board of Directors Composition.* The eligible entity's board of directors should consist of a minimum of twelve (12) and a maximum of twenty-four (24) members. The board of directors must present a tripartite composition of membership requiring that no less than 1 /3 of the members of the board "are chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the area served." The change in wording from the prior version, which required that these members be representative of "the poor in the area served", reflects an increased emphasis on representation of the neighborhoods which are being served, rather than merely a representation of the larger community.

The balance of members should consist of business, labor industry, education, etc., while expanding on and clarifying several of the specific provisions:

- A. Both the elected and the appointed public officials selected by the organizational body on the board shall have general governmental responsibilities which require them to be involved with poverty related matters. The public organizational body official may choose one representative to serve on the board full-time as the public body's official designee. The representative shall be granted full authority to act on behalf of the public body.
- B. Representatives of low-income persons shall be chosen by low-income individuals in accordance with democratic selection procedures adequate to assure that they represent the low-income persons in the geographic area served by the eligible entity. Representatives of low-income persons may be selected to represent either a specific area or neighborhood served by the eligible entity. Among the selection procedures which may be used, either separately or in combination, are nominations and elections either within the neighborhood or within the community as a whole; or, selection at a meeting or conference of low-income persons, such that the date, time and place for a meeting or conference have been adequately publicized.
- C. The eligible entities shall select organizations to be represented on the board in such a manner as to assure that the board will benefit from broad community involvement. Once an organization is selected and indicates its agreement to be represented on the board, it shall choose the person to represent it on the board. The organizational representatives may be changed only by a majority vote of the board or request of the organizational body to terminate its representation on the board. The by-laws of the eligible entity must include a process for the removal of board members. Anyone representing an organization and/or a business must be a member of the organization or an employee of the business. The organization must be a structured organization with a physical location in the area represented. Appointment or selection of members representing public offices or private organizations shall be made on a revolving or rotating basis to allow total community representation or an opportunity for other interested organizations to nominate a representative to serve.

In the poor and private sectors, a person and/or organization can only serve/represent a total of 8 years.

Low-income sector board members must be democratically selected by the CSBG Act. The by-laws must describe the selection procedures for low-income representatives. There must be some low-income community involvement in the selection process (e.g., selection "on the basis of some form of democratic procedure, either directly through election, public forum

or, if not possible, through a similar democratic procedure process, such as election to a position or responsibility in another significant service or community organization, such as a school PTA, a faith-based organization leadership group, or an advisory board/governing council to another low-income service provider", as is recommended by the Health and Human Services, Office of Community Services Information Memorandum 82).

The entire community must be involved if the mandate of having a measurable and potentially major impact on the causes of poverty to eliminate the effects of poverty is to be met. Therefore, all sectors of the community must be represented on the Board.

Public Officials are included because they represent both the general public and the local government. The success of an eligible entity depends upon its ability to work with and to have the support of this group.

The Poor are included because they know the challenges of poverty. They must participate in programs and activities designed to meet their needs. They must be helped to become empowered if they are to become self-sufficient.

Members of the Private sector are included because they represent the balance of the community.

The other groups cannot succeed without the support, resources, and participation of the private sector.

*Board of Directors Obligations.* The Board must fully participate in the "development, implementation, and evaluation of the program to serve low-income communities." The revised version also expands on the requirement for a public eligible entity (a government agency) to have a board of other merchants to assure representation of low-income individuals. The organization may meet this requirement through a board of directors composed of at least one-third individuals chosen through democratic selection procedures who are representative of low-income persons in the neighbor hoods served and "are able to participate actively in the development, planning, implementation, and evaluation of CSBG programs." The public/government organization may also meet this requirement through "another mechanism specified by the state to assure decision making and participation by low-income individuals in the development, planning, implementation, and evaluation of [CSBG] programs." (Community Service Block Grant Act, Subtitle B—Community Service Block Grant, Sec. 676 (b) (2)).

Board members must meet at least bi-monthly and convene special or call meetings as needed.

*Training Requirements.* In accordance with the CSBG Act, MDHS-DCS requires a demonstration that tripartite board members actively participate in the development, planning, implementation and evaluation of the community action program rather than merely provide advice.

Newly elected or appointed board members must submit to twelve hours of specified training relative to federal, state, and local laws, policies, procedures and other governance of eligible entities, agency by-laws, finance, audit, program and board liabilities and responsibilities. This training must take place thirty (30) days after the official seating of member. Board members must submit to eight hours of annual training on the aforementioned areas to be kept abreast of the most recent guidance, information and trends in nonprofit governance.

Board members not meeting these criteria must be removed within fifteen (15) days of official notice of non-compliance.

*Eligible Entity's Obligations.* Each member selected to serve on the Board of Directors must live in that eligible entity's CSBG designated service area. Members selected to represent a specific geographic area must live in that area. Board of Directors contact information must be posted on the eligible entity's website, thereby enabling community access.

Every county in the service area shall be equally represented on the Board unless otherwise approved by DCS. Each Board shall have an equitable cross section of representation in the service area unless otherwise approved based on population.

Eligible entities should specify in the by-laws particular public officials who may serve on the board. The Board chooses public sector representatives based on the needs at the time. The eligible entities must first look to elected officials. If not enough elected officials are reasonably available and willing to serve, the eligible entities may look to appointed officials (i.e., government officials who were not elected). Eligible entities are not restricted to choosing county commissioner, city mayors or council members as their elected officials; they may choose other elected officials as well (e.g., city or county board of education members, etc.). If a public body chooses a representative to serve as a board member, that person, is the board member and gets to vote at the board meeting.

*Duration of Service.* The state requires that a public official or representative of a public office, poor or private sector representative shall be elected or appointed, respectively, to serve no more than two (2) lifetimes four year terms. However, the board member must be re-elected or appointed to serve the second term. The two terms can be continuous or there may be a break in service. Regardless, the member can serve no more than eight (8) years in a

lifetime. A current board member having served eight years may serve two (2) additional months effective no later than termination of the current term. Otherwise, members serving less than eight years will be allowed up to the lifetime limit of eight years. Eligible entities are encouraged to stagger four year term expirations, allowing a reasonable departure of board members during different periods, whereas not to create a governance, compliance, or service delivery problem.

Each board seat must be filled within a sixty (60) day period after the seat has been declared vacant by removal, resignation, etc., unless a written request for waiver has been granted within the sixty (60) day period from DCS. It is further the responsibility of the Board to notify DCS in writing within ten (10) days of any Board membership changes.

Each Board shall provide DCS with a continuous current/update membership roster with supporting documentation maintained on file (eligible entity's office) regarding official elections or appointments.

Eligible entities may consider not seating former employees as board members. If so, require them to have left employment for at least one year before joining the board. Agencies may prohibit former employees who have been terminated from serving on the board.

Eligible entities should prohibit board members who are federal/state employees from serving in any capacity that would require them to act as an agent for the eligible entity in the dealings with any federal/state government departments or agencies.

*By-law Requirements.* The by-laws shall list the total number of seats on the board and the allotment of seats to the public officials, representatives of low-income sector and representatives of the private sector.

The by-laws must include procedures for selection of board members. Procedures for the selection of representatives of the low-income sector must ensure that all areas of the low-income community will be represented.

The by-laws must describe any performance standards (such as attendance, etc.) for members of the board, the violation of which may be grounds for removal. These shall include standards of conduct for board members. The standards of conduct shall specify conditions under which board members may be sanctioned and/or removed.

The by-laws shall include procedures for selecting new board members in the case of a vacancy on the board. For the purpose of this paragraph, there is a vacancy when a term has expired, a member has been notified of his or her official removal by the board, a member submits his or her resignation, or a

member who is an appointed public/elected official leaves office. All vacancies shall be filled within 60 calendar days.

The quorum for a meeting of the board shall be at least 50 percent +one of the seats on the board. The board shall meet monthly. The meetings shall be scheduled for the convenience of its members and of the general public. The eligible entities shall provide notice (in writing) of any meeting and an agenda to all members at least 5 calendar days in advance. Electronic notices and agendas, in lieu of paper copies, will also be accepted, provided all members receiving electronic notices have agreed to accept this form of notification. Meeting notices and agendas shall be submitted to MDHS/DCS program at the time they are submitted to the board and made available to the general public. The contact information of all board members must be posted on the eligible entity's website.

All meetings of the board are subject to the State Open Meetings Act. The board shall conduct its business and keep written minutes of each meeting in accordance with Robert's Rule of Order. Minutes shall be made available to the public upon request. The board shall also make available to the public, upon request, translations of the minutes in the appropriate language where a significant portion of the low-income population does not speak English.

Copies of the minutes of each meeting shall be submitted to the MDHS/DCS program no later than 10 calendar days after the date of the meeting at which those minutes were ratified. If the meeting was not a quorum, the official minutes must be submitted within 3 calendar days of the scheduled meeting.

*Required Standing Committee.* The Board of Directors may set up as many subcommittees as it requires in order to carry out the responsibilities effectively. The committees - standing and ad hoc must meet the eligible entity's current needs. It is required that the Board has at least five Standing Committees. They are: (1) Executive; (2) Planning and Evaluation; (3) Finance; (4) Personnel and; (5) Human Rights Committees. The Board may also change the description of the activities of the standing committees as needed to meet their perspective.

A. The Executive Committee is responsible for the general conduct of the Board's business on a day to day basis. The major functions of this committee are to act upon urgent matters in a timely manner, establish standing committees and assign members to each, review the major administrative policies and recommend changes or additions to the full Board, provide for adequate legal counsel for the eligible entity, and to evaluate the eligible entity's executive director. The evaluation must be on file with the eligible entity and with the board. All responsibilities are subject to the approval of the full board with instructions.

- B. The Planning and Evaluation Committee develops strategies for planning and achieving objectives and makes continual evaluations of the eligible entity's operational goals. The functions of this committee include ensuring that an adequate needs assessment is completed, reviewing and approving programs to be operated by the eligible entity, developing internal reporting standards for programs, recommending funding of specific programs to the full Board, evaluating each program or project on a timely basis, and coordinating efforts of the public and private organizations and the committees in the service area in providing assistance to the eligible entity and to the poor.
  
- C. The Finance Committee oversees the fiscal functions of the eligible entity. This committee reviews budget proposals prepared by the eligible entity staff and makes recommendations to the Board regarding these proposals, reviews the monthly budget status and the financial reports, ensures that an adequate fiscal management system is in place, assists in securing alternate sources of funding, to review and make recommendations of action needed to the board regarding monthly expenditures, and reports to the full Board on all fiscal matters.
  
- D. The Personnel Committee is responsible for overseeing personnel functions and certain administrative functions of the eligible entity. The duties of this committee include the review of personnel policies regarding promotions; salary; hiring of employees recommended by the Executive Director; serve the selection committee making recommendations to the full Board when employing an Executive Director; and the promotion of a Career Development Program for professional and non-professional staff.
  
- E. The Human Rights Committee acts on matters concerning the rights of employees and management. Listening, hearing, fact-finding and providing objective judgments are the core functions of this committee. Other functions include ensuring the protection of the rights of both the eligible entity and the employees as established in the eligible entity's Equal Opportunity Plan and recommending approval or denial of it to the Board, hearing equal opportunity complaints and recommending to the Board possible solutions and ensuring due process prior to the termination of an employee.

The board may establish any committee it considers necessary for carrying out its business. Each sector of the board must be fairly represented on such committees.

Voting by proxy is not permitted at meetings of the board or of its committees. This prohibition applies to all members of the board.

*Appointments of Committee Members.* Each committee membership should reflect the total composition of the Board. Since the full Board establishes committees in order to divide the workload, develop expertise among their members, and to permit decision-making between meetings, careful attention should be made to committee assignments. It is also important that each agency have a board development plan in place to assure adequate membership selection, participation and availability of a knowledgeable group of individuals.

*Removal of Board Members and Officers.* The Board must develop strong removal provisions in the bylaws, consistent with state nonprofit corporation law, which often specifies special notice and other procedural requirements for removal.

The board can remove any director or officer for cause, including but not limited to, for example, false certifications on the application, unexcused absences from a certain number (e.g. three) of consecutive board meetings, failure to comply with the eligible entity's conflict of interest policy, and taking actions that are against the best interests of the organization. Eligible entities may consider incapacity as a ground for removal.

Boards should develop a policy that establishes procedures for identifying potential conflicts of interests and determine if a particular transaction that could involve a conflict is in the organization's best interest. The by-laws should require the board to develop and maintain a conflict of interest policy.

All boards must comply with 79-11-509 of the Mississippi Code which governs non-profit corporations.

Eligible entities failure to adhere to said requirements for board of directors maybe declared non-compliant, resulting in a notice to terminate funding.

**(4) Earned Income Tax Credit (EITC) Project**

All eligible entities must provide a plan for EITC and describe how it will be incorporated into case management for clients.

**(5) Programmatic Assurances**

States making application for Federal CSBG funds are required to not only sign and include the complete list of Federal assurances with their annual State Plan, but are also required to describe how the State will comply with each assurance. The Mississippi description of compliance follows.

*(a) Assurance 676(b)(1) – Funds made available through the grant or allotment will be used:*

- (1) *To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm-workers, and elderly low-income individuals and families to enable families and individuals to:*
  - (i) *remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency 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) *secure and retain meaningful employment;*
  - (iii) *attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;*
  - (iv) *make better use of available income;*
  - (v) *obtain and maintain adequate housing and a suitable living environment;*
  - (vi) *obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs and*
  - (vii) *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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.*
- (2) *To address the needs of youth in low-income communities;*
- (3) *To make more effective use of, and to coordinate with, other programs.*

**COMPLIANCE:** MDHS-DCS will ensure compliance with this Assurance through its partnerships with the State's eighteen (18) eligible entities. Importantly, these partnerships and the subsequent provision of CSBG funding, allows each entity to execute their respective community action plan.

MDHS-DCS has partnered with the eligible entities to produce a Plan. The Plan is the vehicle through which the partners meet the requirement for participation in Results Oriented Management and Accountability. The Plan requires agencies to identify programmatic targets related to the six national goals and to track outcomes in accordance with the national indicators.

The Plan is a comprehensive method for ensuring CSBG and related services are appropriately targeted to identify needs and that services and strategies are successful in achieving meaningful outcomes for low-income families and communities. Thus, one of the ways in which MDHS-DCS will assure compliance with the Assurance is through support of the network's adherence to the Plan.

Performance of eligible entities will be monitored and evaluated through quarterly and annual progress reports (which compare actual outcomes with anticipated outcomes), through the training and technical assistance conducted by the MDHS-DCS.

The State's client eligibility requirement will be 60% of the Federal Poverty Guidelines as determined by current federal guidelines. Live-in attendant income can be excluded if it is determined that (1) the live-in is essential to the care and well-being of the person; and (2) would not otherwise be living in the unit except to provide the necessary supportive services.

- (b) *Assurance 676(b)(4) – 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.*

**COMPLIANCE:** MDHS-DCS will carry out this Assurance by assisting eligible entities in evaluating emergency and non-emergency nutritional needs. Such assistance will be provided through review of agency applications and community action plans as well as through regular sharing of community-based or statewide information as it is known.

The agencies will be required to coordinate with local soup kitchens, food banks and also the area of direct assistance that will allow purchases of hard-to-secure supplies, nutritious foods and related services. The agencies are also required to provide a copy of their emergency service plan to meet the needs of their clients.

The agencies are required to partner with their local DHS Economic Assistance offices to refer client for expedited services in emergency situations. If SNAP benefits cannot be provided that same day, agencies

must provide assistance by giving food vouchers for emergency nutritional needs.

- (c) *Assurance 676(b)(5) – The State and the 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 to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;*

**COMPLIANCE:** The development and use of effective partnerships is the intent of National Goal 4 – Partnerships among supporters and providers of services to low-income people are achieved. Through adherence to the Plan, which embraces this and the other national goals, MDHS-DCS will assure that the linkages included in the Assurance are coordinated and established.

Where entities provide employment and training services, monitoring will include an evaluation of the entity’s coordination of such services with entities providing activities through statewide and local workforce investment systems. Additionally, MDHS-DCS will maintain a relationship with statewide workforce investment entities and will be available to represent CSBG in those settings.

The State will require agencies to coordinate and establish linkages between governmental and other social services programs to assure the maximum effectiveness in delivery and to avoid duplication. Agencies must coordinate with Internal Revenue Services, a plan to assist low income families access Earn Income Tax Credit and encouraged to participate with local financial institutions in the set-up of Individual Development Accounts. The agencies are requested to secure leveraging dollars which can be counted through the services provided by other agencies. The agencies will also be requested to provide a description of how it will coordinate with local employment services/training agencies and workforce investment organizations performing under the Workforce Investment Act of 1998.

- (d) *Assurance 676(b)(6) – The State will ensure coordination between anti-poverty 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 communities.*

**COMPLIANCE:** MDHS-DCS, through its embrace and endorsement of the Plan, actively supports coordination of anti-poverty programs within the State.

Since the Mississippi Low-Income Home Energy Assistance Program (LIHEAP) is delivered by community action agencies and other organizations, and is, in fact, administered by all except one (1) agency, coordination between CSBG and LIHEAP must be intentionally planned for and achieved. Eligible entities are required, in their annual applications, to describe how they will coordinate with emergency energy crisis intervention programs at the local level. Coordination is verified during CSBG monitoring. Additionally, State-level CSBG representatives meet, periodically through the year, with State LIHEAP representatives and other entities that focus on energy needs of low-income individuals/families. The intent is to ensure appropriate coordination of effort and service.

The State ensures coordination of services between anti-poverty programs in each community through the partnerships requested from social services agencies. The agencies are requested to work closely with energy providers that serve their areas. The agencies are requested to provide energy saving materials and Consumer Education Conservation Workshops. The agencies are also requested to submit to the state a list of services and partners available to meet the needs of their clients, to include the provider's name, address, phone number and contact person.

- (e) *Assurance 676(b)(9) – The State and eligible entities 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.*

**COMPLIANCE:** The State requires each eligible entity to establish partnerships through bilateral agreements that will address specific services to be provided by the eligible entity and the partner. Mississippi community action agencies have a long history of working in partnership with a variety of groups, organizations and institutions. Many of these groups are represented on entities' boards of directors/administering board. Included are banks, chambers of commerce, child care providers, civic groups, faith-based organizations, governmental entities, health care institutions and practitioners, neighborhood groups, schools, service providers, private foundations, professional associations and unions.

MDHS-DCS encourages the Mississippi community action agencies to minimally develop and implement formal partnerships with LIHEAP and Weatherization service providers, Head Start, WIN Job Center, Community Colleges, local school districts, Area Agency on Aging, local MDHS office, primary health care centers and legal services to assure adequate access to services are made available to low-income citizens..

## **G. Fiscal Controls and Monitoring**

### **(1) State Program Monitoring**

The State of Mississippi continues to utilize an established monitoring plan to ensure financial and programmatic accountability, and adherence to federal/state regulations.

The programmatic monitoring system has been designed to provide a systematic method of identifying program strengths and weaknesses, a basis for assisting agencies by improving program operations and for continuing the flow of information between the subgrantee level and DCS which is necessary for problem identification and resolution.

The State will conduct on-site monitoring visits of each subgrantee agency at least once annually. Monitoring visits will normally be scheduled and confirmed at least one week prior to the visit. However, the State does reserve the right to conduct unscheduled monitoring visits. Programmatic and Fiscal Monitoring functions are performed by the Division of Program Integrity (DPI), a division within the MDHS.

An entrance conference will be conducted with the subgrantees Executive Director or a designee to explain the purpose of the visit. Program operations of subgrantees are reviewed randomly by the Division of Program Integrity. These internal audits are conducted in accordance with the General Accounting Office's "Standards for Audits of Governmental Organizations, Programs, Activities, and Functions" and generally accepted auditing standards established by the American Institute of Certified Public Accountants.

A written report of the visit is prepared by DPI for the Director of DCS to review before a copy is sent to the agency. All noted findings are communicated to the subgrantee in writing within 30 days. Deficiencies in program operations which are not properly corrected according to instructions may result in suspension of funds or termination.

Each subgrantee is required to contract with an independent audit firm for the purpose of auditing funds received through CSBG by using the approved process as provided by MDHS/DCS. Subgrantee must follow the approved procurement process for solicitation of auditors **annually**. A fair and equitable must be exercised.

### **(2) DCS Training and Technical Assistance**

Mississippi adopts the belief that CSBG provides flexible core of foundational funding that enables agencies to operate. Though CSBG funding may represent a small portion of an agency's total revenue, it is the source of an

agency's identity as a community action agency. All agency operations benefit from the State's community action agency designation, and subsequent CSBG funding, and the systems supporting those operations are subject to review and evaluation by the MDHS-DCS.

The state has established a plan for providing financial training and technical assistance to ensure program accountability and quality workmanship. The state anticipates at least two training sessions during program year 2013 and because of the importance of these issues, attendance will be mandatory.

Any deficiencies noted by the DCS Compliance Unit will be forwarded to DPI for resolution and/or investigation if adequate responses are not provided to DCS upon request or in a timely manner.

The state will provide technical assistance to entities to help in the correction of deficiencies before undertaking a reduction of funding OMB circulars A102 and A110 also suggest technical assistance as a means of correcting deficiencies in high risk entities or a part of an action to enforce regulations.

A training and technical capacity is key to resolving monitoring and audit findings. Training and technical assistance is an ongoing approach to ensure an entity meets performing standards. Some approaches to implement capacity building efforts, include the following: annual state-wide or regional training conferences and frequent informal meetings and discussions between CSBG manager and entities' executive directors, boards and local state boards.

On-site visits provide an excellent opportunity to assess the technical needs of subgrantees through the notation of program deficiencies. Subgrantees are encouraged to attend all national, regional and/or state workshops. Technical assistance is provided continuously throughout the year. Each subgrantee has access to a direct toll-free telephone line to the Division of Community Services for immediate technical assistance from any location in the State.

State staff personnel are kept abreast of major changes affecting the program through attendance at state, regional and national conferences.

**(3) Corrective Action, Termination and Reduction of Funding**

In carrying out termination and/or reduction procedures, DCS will comply in all respects with the CSBG Act.

**(4) Fiscal Controls, Audits and Withholding**

The State of Mississippi has established fiscal controls and fund accounting procedures necessary to assure the proper disbursement of and accounting for Federal CSBG funds paid to the State, including procedures for monitoring the funds provided to subgrantees. These controls and procedures are through an

annual audit. The subgrantee must include the Management Letter of its latest audit report.

DCS ensures that cost and accounting standards of the Office of Management and Budget (OMB) apply to recipients of CSBG funds by including this information in the CSBG grant award document and by reviewing annual audits prepared for each eligible entity.

- a. Assurance 676(b)(7) – The State will permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act.*

**COMPLIANCE:** MDHS-DCS and the State of Mississippi will permit and fully cooperate with Federal investigations undertaken in accordance with section 678D of the Act.

- b. Assurance 676(b)(8) – 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 review by the Secretary as provided in section 678C(b);*

**COMPLIANCE:** The *Policy Manual for the Mississippi Community Services Block Grant* contains procedures governing termination or reduction of funding to eligible entities. The procedures are in compliance with Assurance 676(b)(8). The State ensures any eligible entity that was funded in the previous year under this Act will not have its present or future funding terminated under this Act, or reduced below the proportional share of funding it received in the previous fiscal year, unless after providing notice and an opportunity for a hearing on the record, the State determines that cause existed for such termination or such reduction subject to the procedures and review by the Secretary as provided in Section 678C(b).

The same information on appeal procedures is included in the terms and provisions that are attached to each eligible entity's approved subgrant agreement.

- c. Assurance 676(b)(10) – 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.*

**COMPLIANCE:** The *Policy Manual for the Mississippi Community Services Block Grant* requires each eligible entity to have established, documented procedures allowing interested organizations to petition for representation on the agency's board of directors or as applicable, the administering board. Compliance is verified through monitoring conducted by MDHS-DCS.

## **H. Accountability and Reporting Requirements**

### **(1) Results Oriented Management and Accountability**

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

Through this State Plan, the Mississippi Department of Human Services-Division of Community Services (MDHS-DCS) commits to directing its CSBG resources and activities toward achieving measurable outcomes in six overarching goals. These goals represent a nationwide commitment within the community action network and they are fully embraced by Mississippi community action agencies. The six goals are:

1. Low-income people become more self-sufficient.

The Mississippi CSBG enables vital partnerships between community action agencies and low-income people and communities. Community action agencies create opportunities for low-income people to transcend poverty and achieve economic self-reliance.

2. The conditions in which low-income people lives are improved.

MDHS-DCS ensures that CSBG resources are used by the State's community action agencies to facilitate improvements in the physical, emotional, economic and social conditions in which low-income people live.

3. Low-income people own a stake in their community.

MDHS-DCS encourages community action agencies to actively assist low-income individuals in becoming active, involved citizens.

4. Partnerships among supporters and providers of services to low-income people are achieved.

MDHS-DCS actively seeks opportunities within State government to link the work of CSBG with other programs and agencies focused on the needs and concerns of low-income families.

MDHS-DCS encourages statewide collaborations through its support of Head Start, Legal Services and Community Health Centers. Additionally, MDHS-DCS encourages community action agencies to develop meaningful partnerships within the communities they serve. To that end, partnership data is an element within the quarterly reports required of community action agencies.

5. Agencies increase their capacity to achieve results.

MDHS-DCS is supportive of agencies' on-going development of the capacities that lead to positive results for low-income people and communities. MDHS-DCS provides training and technical assistance and it partners with other entities to strengthen individual agencies and the statewide CSBG network. Discretionary funds are used for capacity-building activities within individual agencies and across the network.

6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

MDHS-DCS supports community action agencies as they work within their communities to develop and provide service systems that are supportive of vulnerable populations.

Through analysis of progress toward these six goals, MDHS-DCS measures its success in meeting the intent and purposes of the CSBG Act.

**COMPLIANCE:** As of October 1, 2001, Mississippi was in compliance with requirements for outcomes measurement and reporting.

Mississippi has fully embraced Results Oriented Management and Accountability (ROMA).

In Program Year 2005, MDHS-DCS, the eligible entities were mandated to utilize the revised case management approach as a blueprint for service delivery along with the ROMA compliant reporting format. Subsequently, a single plan for data collection was deployed state-wide. The data is regularly reviewed by its user group. Best practice is shared and suggestions for improvement, to the network's data collection efforts, are always being reviewed.

DCS's commitment to ROMA and its monitoring procedures ensure that the State of Mississippi's CSBG-eligible entities continue their compliance with this Assurance.

**(2) Annual Report**

The Mississippi CSBG Program must submit an annual report to OCS in the form of the annual NASCSP CSBG Information System Report. The most recent CSBG IS Report was submitted in March, 2012. The next CSBG IS Report will be submitted by the end of March, 2013.

# **APPENDIX A**

## **Letter of Designation**



**PHIL BRYANT**  
GOVERNOR

January 24, 2012

Ms. Jeannie Chaffin, Director  
Office of Community Services  
Administration for Children and Families  
U. S. Department of Health and Human Services  
370 L'Enfant Promenade, S. W., 5<sup>th</sup> Floor, West  
Washington, D. C. 20447

Dear Ms. Chaffin:

I hereby authorize Mr. Richard A. Berry, Executive Director of the Mississippi Department of Human Services (MDHS), to be the official signature authority for all funds appropriated to MDHS by the U. S. Department of Health and Human Services. In addition, I authorize Mr. Berry to sign all assurances for the Community Service Block Grant and Low-Income Home Energy Assistance Program (LIHEAP) grant applications outlined in the respective statute, as amended. To comply with the LIHEAP statute, Mr. Berry is duly authorized to certify that MDHS will comply with the 16 assurances contained in the LIHEAP Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981 as amended, in the administration and operation of its Low-Income Home Energy Assistance Program.

The Director of the Division of Community Services, Mr. Sollie B. Norwood, will continue as the state liaison for the implementation of the Community Services Block Grant and the Low-Income Home Energy Assistance Programs. All routine correspondence from your office should be directed to Mr. Norwood and you may contact him directly at P. O. Box 352, Jackson, Mississippi 39205 or telephone (601) 359-4768.

Sincerely,

A handwritten signature in cursive script that reads "Phil Bryant".

Phil Bryant

PB:RAB:sbn

cc: Mr. Richard Berry

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STATE OF MISSISSIPPI • OFFICE OF THE GOVERNOR

POST OFFICE BOX 139 • JACKSON, MISSISSIPPI 39205 • TELEPHONE: (601) 359-3150 • FAX: (601) 359-3741 • [www.governorbryant.com](http://www.governorbryant.com)

# **APPENDIX B**

## **Statutory Assurances**

### Statutory Assurances

As part of the application and plan required by Section 676 of the Community Services Block Grant Act (The Act), as amended (42 USC 9901 et seq.), the designee of the chief executive of the State of Mississippi hereby agrees to the Assurances in Section 676 of the Act.

- (1) Funds made available through this 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 part A of title IV of the Social Security Act (42 USC 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:
- (a) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency 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);
    - ✦ secure and retain meaningful employment;
    - ✦ attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
    - ✦ make better use of available income;
    - ✦ obtain and maintain adequate housing and a suitable living environment;
    - ✦ obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
    - ✦ 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
  - (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 programs for the establishment of violence-free zones that would involve your development and intervention models (such as models involving your development and intervention models (such as models

involving youth mediation, youth mentoring, life skill training, job creation, and entrepreneurship programs); and after-school child care programs; and

- (c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C (b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program. [676(b)(2)]
- (3) To provide information provided by eligible entities in the State, including:
  - A. a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;
  - B. a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
  - C. a description of how funds made available through grants made under section 675(a) will be coordinated with other public and private resources; and,
  - D. a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [676(b)(3)]
- (4) To ensure 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 necessary to counteract conditions of starvation and malnutrition among low-income individuals. [676(b) (4)]
- (5) That the State and the 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 to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. [676(b)(5)]
- (6) To ensure coordination between anti-poverty 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 communities. [676(b)(6)]

- (7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. [676(b)(7)]
- (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program 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) of the Act. [676(b)(8)]
- (9) 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. [676(b)(9)]
- (10) To 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. [676(b)(10)]
- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, 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. [676(b)(11)]
- (12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization. [676(b)(12)]
- (13) To provide information describing how the State will carry out these assurances. [676(b)(13)]

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Richard Berry, Executive Director  
Mississippi Department of Human Services

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Date

# **APPENDIX C**

## **Administrative Certifications**

## **Certification Regarding Lobbying Department of Health and Human Services**

### **Administration for Children and Families**

#### **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 any 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.

**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. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or 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 HHS determined that the prospective primary participant knowingly rendered an erroneous certification in addition to other remedies available to the Federal Government, HHS may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the HHS 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: 45 CFR Part 76. See the attached definitions.
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 debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by HHS.
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 Exclusion - Lower Tier Covered Transactions," provided by HHS, 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 it is not 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 Non-procurement List (of excluded parties).
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 suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, HHS may terminate this transaction for cause or default.

- (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 from covered transactions 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 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 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.

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Richard Berry, Executive Director  
Mississippi Department of Human Services

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Date

## **U.S. Department of Health and Human Services Certification Regarding Drug-Free Workplace Requirements**

### **Grantees Other Than Individuals**

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

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award 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, HHS, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not 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.

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).

If the workplace identified to HHS 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 above).

Definitions of terms in the Non-procurement Suspension and Debarment common rule and the 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 USC 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).

**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 ten calendar days after receiving notice under subparagraph (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 of 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 subparagraph (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).

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Richard Berry, Executive Director  
Mississippi Department of Human Services

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Date

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## ENVIRONMENTAL TOBACCO SMOKE CERTIFICATION

Public Law 103-227, Part C, Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 or if the services are funded by Federal programs either directly or through States or local governments by Federal grant, contract, loan, or loan guarantee.

By signing and submitting these assurances the grantee certifies that it will comply with the requirements of the Act. The grantee further agrees that it will require the language of this certification be included in any sub awards which contain provisions for children's services and that all subgrantees shall certify accordingly.

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Richard Berry, Executive Director  
Mississippi Department of Human Services

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Date

# **APPENDIX D**

## **List of Eligible Entities**

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
COMMUNITY ACTION AGENCIES  
FOR CSBG**

**AJFC**

**Executive Director, Sandra Sewell  
P.O. Box L  
1038 N. Union, Bldg. A.  
Natchez, MS 39121  
(601) 442-8681 or 1-866-243-0041**

Adams	(601) 442-8681	Claiborne	(601) 437-5419
Copiah	(601) 894-4745	Franklin	(601) 384-5587
Jefferson	(601) 786-3711	Lawrence	(601) 587-4370
Lincoln	(601) 833-6349		

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**Bolivar County**

**Executive Director, Elnora Littleton  
810 East Sunflower Road  
Suite 120  
Cleveland, MS 38732  
(662) 846-1491 or 1-800-743-2901**

Bolivar (662) 846-1491

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**Central Mississippi, Inc.**

**Executive Director, Pamela Gary  
101 South Central Ave.  
Winona, MS 38967  
(662) 283-4781 or 1-800-898-0410**

Attala	(662) 289-5934	Carroll	(662) 464-5667
Grenada	(662) 226-7953	Holmes	(662) 834-2437
Leflore	(662) 455-3497	Montgomery	(662) 283-2698
Yalobusha	(662) 675-8282		

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**Coahoma Opportunities, Inc.**

**Executive Director, Edward Seals  
115 Issaquena Ave.  
Clarksdale, MS 38614  
(662) 624-4887**

Coahoma (662) 624-4887

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**Gulf Coast Community Action Agency**  
**Interim Executive Director, Vince Morrow**  
**500 24<sup>th</sup> Street**  
**Gulfport, MS 39507**  
**(228) 896-1409 or 1-888-603-4222**

George	(601) 947-7426	Greene	(601) 394-2942
Hancock	(228) 467-0158	Harrison	(228) 701-2635
Stone	(601) 928-5044		

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**Hinds County Human Resource Agency**  
**President/CEO, Kenn Cockrell**  
**258 Maddox Road**  
**Jackson, MS 39212**  
**(601) 923-3930 or (601) 923-3950**

Hinds (601) 923-3950

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**Jackson County CAA**  
**Executive Director, Diann Payne**  
**5343 Jefferson Street**  
**Moss Point, MS 39562**  
**(228) 769-3292**

Jackson (228) 769-3292

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**LIFT, Incorporated**  
**Executive Director, Dorothy Leasy**  
**2577 McCullough Blvd.**  
**Belden, MS 38826**  
**(662) 842-9511 or 1-800-844-5435**

Calhoun	(662) 412-2222	Chickasaw	(662) 447-2089
Itawamba	(662) 862-4894	Lafayette	(662) 234-4568
Lee	(662) 842-9511	Monroe	(662) 369-4695
Pontotoc	(662) 489-7329	Union	(662) 534-8104

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**Mid-State CAA**  
**Executive Director, Helen Bell**  
**204 North Church Street**  
**Charleston, MS 38921**  
**(662) 647-2463 or 1-800-523-6683**

Panola	(662) 487-2087	Quitman	(662) 326-8131
Tallahatchie	(662) 647-2463	Tunica	(662) 363-2751
Tate	(662) 562-7733	Desoto	(662) 895-4153

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**Multi-County CSA**  
**Executive Director, Callie Cole**  
**2590 Sellers Drive**  
**Meridain, MS 39302**  
**(601) 483-4838 or 1-800-898-0659**

Clarke	(601) 776-3461	Jasper	(601) 784-4844
Kemper	(601) 743-5752	Lauderdale	(601) 482-9887
Neshoba	(601) 656-7261	Newton	(601) 683-2733
Scott	(601) 469-3064	Smith	(601) 782-9578
Wayne	(601) 735-2118		

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**Northeast MS CS**  
**Executive Director, Steve Gaines**  
**801 Hatchie Street**  
**Booneville, MS 38829**  
**(662) 728-2118 or 1-877-728-2118**

Alcorn	(662) 286-9263	Marshall	(662) 252-2713
Prentiss	(662) 728-8141	Tishomingo	(662) 423-7013

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**PRVO**  
**Executive Director, Helmon Johnson**  
**1183 Hwy 13 South**  
**Columbia, MS 39429**  
**(601) 736-6077 or 1-866-736-9564**

Covington	(601) 765-4871	Forrest	(601) 544-1394
Jefferson Davis	(601) 792-5356	Lamar	(601) 794-8387
Marion	(601) 736-6077	Pearl River	(601) 749-7729
Jones	(601) 428-3171	Perry	(601) 964-8231

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**Prairie Opportunity**  
**Executive Director, Laura Marshall**  
**501 Hwy. 12 West**  
**Suite 110**  
**Starkville, MS 39759**  
**(662) 323-3397 or 1-888-397-5550**

Choctaw	(662) 285-6291	Clay	(662) 494-4862
Leake	(601) 267-4510	Lowndes	(662) 328-1669
Noxubee	(662) 726-4861	Oktibbeha	(662) 323-3397
Webster	(662) 258-8233	Winston	(662) 773-3465

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**South Central Community Action Agency**  
**Executive Director, Jesse Griffin**  
**P.O. Box 129**  
**110 Forth Street**  
**D'Lo, MS 39062**  
**(601) 847-5552**

Madison	(601) 855-0511	Rankin	(601) 601-824-8844
Simpson	(601) 847-5552		

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**Southwest Mississippi Opportunities**  
**Executive Director, Bill Franklin**  
**P.O. Box 1667**  
**223 3<sup>rd</sup> Street**  
**McComb, MS 39648**  
**(601) 684-5593 or 1-800-250-7730**

Amite	(601) 225-7878	Pike	(601) 684-5593
Walthall	(601) 876-4511	Wilkinson	(601) 888-4211

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**Sunflower-Humphreys**  
**Executive Director, Louise Lloyd**  
**414 Martin Luther King Dr.**  
**Indianola, MS 38751**  
**(662) 887-5593 or 1-888-677-1461**

Humphreys	(662) 247-1961	Sunflower	(662) 887-5593
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**United CAA**  
**Executive Director, Willie Ruth Daugherty**  
**380 Ripley Avenue**  
**Ashland, MS 38603**  
**(662) 224-8912 or 1-888-744-4407**

Benton	(662) 224-8912	Tippah	(662) 837-9812
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**WWISCAA**  
**Executive Director, Jannis Williams**  
**P.O. Box 1813**  
**1165 South Raceway Road**  
**Greenville, MS 38701**  
**(662) 378-8663 or 1-800-820-8204**

Issaquena	(662) 873-2595	Sharkey	(662) 873-4978
Warren	(601) 638-2474	Washington	(662) 378-8663

# **APPENDIX E**

## **Tentative FY2013 Allocations of Eligible Entities**

			Total Allocation
<b>AJFC</b>			
Adams	1.44	%	139,460.00
Claiborne	0.62	%	60,045.00
Copiah	1.1	%	106,532.00
Franklin	0.32	%	30,991.00
Jefferson	0.45	%	43,581.00
Lawrence	0.43	%	41,644.00
Lincoln	1.14	%	110,406.00
Total	5.5	%	532,659.00
<b>BOLIVAR CO</b>			
Bolivar	2.25	%	217,906.00
<b>CENTRAL MS</b>			
Atalla	0.75	%	72,635.00
Carroll	0.38	%	36,802.00
Grenada	0.89	%	86,194.00
Holmes	1.39	%	134,617.00
Leflore	2.33	%	225,654.00
Montgomery	0.5	%	48,424.00
Yalobusha	0.62	%	60,045.00
Total	6.86	%	664,371.00
<b>COAHOMA</b>			
Coahoma	1.6	%	154,955.00
<b>GULF COAST</b>			
George	0.44	%	42,613.00
Greene	0.34	%	32,928.00
Hancock	0.96	%	92,973.00
Harrison	4.31	%	417,410.00
Stone	0.4	%	38,739.00
Total	6.45	%	624,663.00

**HINDS CO**

Hinds	8.92	%	863,876.00
Total	8.92	%	863,876.00

**JACKSON CO**

Jackson	3.2	%	309,910.00
Total	3.2	%	309,910.00

**LIFT**

Calhoun	0.51	%	49,392.00
Chickasaw	0.77	%	74,572.00
Itawamba	0.53	%	51,329.00
Lafayette	1.54	%	149,144.00
Lee	2.5	%	242,118.00
Monroe	1.25	%	121,059.00
Pontotoc	0.77	%	74,572.00
Union	0.79	%	76,509.00
Total	8.66	%	838,695.00

**MID STATE**

Desoto	2.3	%	22,747.00
Panola	1.65	%	159,798.00
Quitman	0.48	%	46,487.00
Tallahatchie	0.68	%	65,856.00
Tate	0.75	%	72,635.00
Tunica	50	%	48,424.00
Total	6.36	%	415,947.00

**MULTI CO**

Clarke	0.62	%	60,045.00
Jasper	0.64	%	61,982.00
Kemper	0.37	%	35,833.00
Lauderdale	2.68	%	259,550.00
Newton	0.64	%	61,982.00
Wayne	0.79	%	76,509.00
EC-Neshoba	1.05	%	101,689.00
EC-Scott	1.17	%	113,311.00
EC-Smith	0.49	%	47,455.00

Total	8.45	%	818,357.00
<b>NORTHEAST MS</b>			
Alcorn	0.99	%	95,879.00
Marshall	1.29	%	124,933.00
Prentiss	0.89	%	86,194.00
Tishamingo	0.69	%	66,824.00
Total	3.86	%	373,830.00
<b>PRVO</b>			
Covington	0.86	%	83,288.00
Forrest	3.2	%	309,910.00
Jeff Davis	0.59	%	57,140.00
Jones	2.6	%	251,802.00
Lamar	1.07	%	103,626.00
Marion	1.06	%	102,658.00
Pearl River	1.95	%	188,852.00
Perry	0.44	%	42,613.00
Total	11.77	%	1,139,890.00
<b>Prairie</b>			
Choctaw	0.34	%	32,928.00
Clay	0.82	%	79,415.00
Lowndes	1.99	%	192,726.00
Noxubee	0.63	%	61,014.00
Oktibbeha	2.27	%	219,843.00
Webster	0.41	%	39,707.00
Winston	0.68	%	65,856.00
EC-Leake	0.71	%	68,761.00
Total	7.85	%	760,249.00
<b>South Central CAA</b>			
Simpson	1.06	%	102,658.00
Madison	2.03	%	196,599.00
Rankin	2.17	%	210,158.00
Total	5.26	%	509,415.00

**Southwest MS**

Amite	0.59	%	57,140.00
Pike	1.75	%	169,482.00
Walthall	0.58	%	56,171.00
Wilkinson	0.45	%	53,581.00
Total	3.37	%	336,374.00

**SUNFLOWER**

Humphreys	0.64	%	61,982.00
Sunflower	1.52	%	147,207.00
Total	2.16	%	209,190.00

**UNITED**

Benton	0.36	%	34,865.00
Tippah	0.83	%	80,383.00
Total	1.19	%	115,248.00

**WWISCAA**

Issaquena	0.14	%	13,559.00
Sharkey	0.29	%	28,086.00
Warren	1.52	%	147,207.00
Washington	3.03	%	293,447.00
Yazoo	1.32	%	127,838.00
Total	6.3	%	610,136.00

# **APPENDIX F**

## **Map of Areas Served**



# **APPENDIX G**

## **Legislative Public Hearing**

LEGAL GRANTS  
(Block Grants)  
MISSISSIPPI DEPARTMENT OF  
HUMAN SERVICES  
Division of Community Services  
Legislative Public Hearing

The Mississippi Department of Human Services, Division of Community Services will be conducting the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs under Title 26 of the Omnibus Budget Reconciliation Act of 1981, as amended. The hearing for the 2013 programs is scheduled for Thursday, June 28, 2012 at 10:00 a.m. at the Mississippi State Capitol, 400 High Street, Room 113, Jackson, Mississippi.

The Community Services Block Grant provides funds for a range of activities to ameliorate the causes and effects of poverty. For Fiscal Year 2013, at least 90 percent of the funds allocated to the State through these grants will be contracted to non-profit community action agencies, migrant seasonal farm worker organizations or community-based organizations that meet the eligibility requirements as described in Section 675 of the Community Services Block Grant Act, as amended. The eligibility requirements for the program are outlined in the application process.

The Low-Income Home Energy Assistance Program assists eligible households to pay the costs of home energy bills and other energy-related services, for example, wood, kerosene, electricity, gas, heaters, blankets, fans and air conditioners. For Fiscal Year 2013, at least 90 percent of the funds allocated to the State through these grants will be contracted to private, nonprofit, and public agencies designated in accordance with Public Law 97-35, as amended. The eligibility requirements for the program are outlined in the application process.

Copies of the state plans are available for review at the Mississippi Department of Human Services by calling 601-359-4768 or 1-800-421-0762.

Inquiries, comments or suggestions regarding the block grant plan and/or eligibility requirements must be received on or before July 2, 2012 by the Division of Community Services, P. O. Box 352, Jackson, Mississippi 39205. Public comments will be reviewed before finalizing the 2013 State Plan for these programs.

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF COMMUNITY SERVICES**

**MEMORANDUM**

TO: Denise Williams  
Department of Purchasing

FROM: Tina Ruffin  
Division of Community Services

DATE: June 4, 2012

SUBJECT: Publication of Legal Notice

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The Division of Community Services requests that a legal notice concerning the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs be published in the classified section of the twelve newspapers listed (See attachment). The information should be advertised on June 14, 2012 and June 21, 2012 and should appear one time in each newspaper. Please send us the copies of the newspaper advertisements from three different publishers as soon as they are announced.

Should you have any questions, please contact Tina Ruffin at 94766.

SBN:tr

Attachments

Mississippi Department of Human Services  
Division of Community Services

**NEWSPAPERS**

- |  |  |
|--|--|
| <p>1.    <b>The Jackson Advocate</b><br/>115 East Hamilton<br/>Jackson, MS 39202</p>           | <p>7.    <b>The Clarion Ledger</b><br/>Post Office Box 40<br/>Jackson, MS 39205-0040</p>             |
| <p>2.    <b>The Natchez Democrat</b><br/>Post Office Box 1447<br/>Natchez, MS 39121-39221</p>  | <p>8.    <b>The Vicksburg Evening Post</b><br/>Post Office Box 951<br/>Vicksburg, MS 39180</p>       |
| <p>3.    <b>The Commercial Dispatch</b><br/>Post Office Box 511<br/>Columbus, MS 39703</p>     | <p>9.    <b>The Northeast MS Daily Journal</b><br/>Post Office Box 909<br/>Tupelo, MS 38801</p>      |
| <p>4.    <b>The Delta Democrat Times</b><br/>Post Office Box 1618<br/>Greenville, MS 38701</p> | <p>10.   <b>The Hattiesburg American</b><br/>Post Office Box 1111<br/>Hattiesburg, MS 39401</p>      |
| <p>5.    <b>The Daily Corinthian</b><br/>Post Office Box 119<br/>Corinth, MS 38834</p>         | <p>11.   <b>The Clarksdale Press Registrar</b><br/>Post Office Box 1119<br/>Clarksdale, MS 38614</p> |
| <p>6.    <b>The Gulf Publishing Company</b><br/>Post Office Box 4567<br/>Biloxi, MS 39535</p>  | <p>12.   <b>The Meridian Star</b><br/>Post Office Box 1591<br/>Meridian, MS 39301</p>                |

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF COMMUNITY SERVICES**

**AGENDA**

**2013 COMMUNITY SERVICES BLOCK GRANT (CSBG)  
AND  
2013 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)**

**LEGISLATIVE PUBLIC HEARING**

**Thursday, June 28, 2012**

**MISSISSIPPI STATE CAPITOL  
400 HIGH STREET  
ROOM 113  
JACKSON, MISSISSIPPI**

- I. Opening Remarks and Introduction
- II. Purpose of Hearing
- III. Presentation of FY 2013 State Plan
  - LIHEAP
  - CSBG
- IV. Public Comments
- V. Closing Remarks

# **APPENDIX H**

## **Fair Hearing Process**

## **FAIR HEARING PROCESS**

### **CLIENT LEVEL**

#### **Client Rights**

A client must be apprised of his/her right to a fair hearing at the time the application is made.

Each subgrantee has established a set of procedures which explicitly detail the proper local channels, with the appropriate time frames a client should follow, in his/her request for a fair hearing.

All appeals must be routed through the Division of Community Services.

#### **Step I**

After having exhausted all channels of resolution at the local level, the complainant has five working days to submit an appeal to:

Director  
Division of Community Services  
Mississippi Department of Human Services  
Post Office Box 352  
Jackson, Mississippi 39205

This appeal must include, but not limited to, the following:

1. Name and address of complainant.
2. Name of agency in dispute.
3. Date of notification of denial.
4. Reason for denial.
5. Justification noting why service(s) should be rendered.
6. Two signed and dated copies of the appeal (an original and one copy).

The Director of the Division of Community Services shall have a period of ten working days to research the matter, conduct a hearing, and render a written decision. If this decision is not satisfactory, the complainant may proceed with Step II.

**Step II**

The complainant shall have five working days after receiving a decision in Step I to file an appeal with:

Executive Director  
Mississippi Department of Human Services  
Post Office Box 352  
Jackson, Mississippi 39205

The procedures for filing such a complaint are the same as those listed in numbers 1-6 of Step I. The Executive Director of the Mississippi Department of Human Services shall have 15 working days to research the matter, conduct a hearing, and render a decision. Should the complainant deem this decision to be unsatisfactory, he/she may proceed to Step III.

**Step III**

If the complainant is dissatisfied with the decision rendered by the Executive Director of the Mississippi Department of Human Services, the complainant shall have five working days after receiving a written decision in Step II to file a complaint with the Secretary of the U.S. Department of Health and Human Services. The procedures for filing such a complaint are the same as those listed in Steps I and II. The complaint shall be filed with:

Secretary  
U.S. Department of Health and Human Services  
Office of Community Services  
370 L'Enfant Promenade, S.W., 5<sup>th</sup> Floor  
Washington, DC 20447

At this point the time frame for a response shall be determined solely by the Secretary of the U.S. Department of Health and Human Services. The Secretary's decision is final and binding.

**FAIR HEARING PROCESS****SUBGRANTEE LEVEL****TERMINATION AND/OR SUSPENSION OF COMMUNITY ACTION AGENCIES**

The State shall notify, in writing, any community action agency which received funding under the Community Services Block Grant that a hearing on the proposed termination or suspension of such a community action agency, as result of alleged subgrant violation(s), State and/or Federal non-compliance, will be held. The procedures for such hearing are stated below.

1. Hearing notices will be directed from:

Executive Director  
Mississippi Department of Human Services  
Post Office Box 352  
Jackson, Mississippi 39205

2. The notice will include, but not limited to, the following:

- a. Name and address of the community action agency whose grant is to be terminated or suspended.
- b. Date and location of hearing.
- c. Reason(s) for hearing, that is, the alleged violations which are to result in termination or suspension.

3. The Executive Director shall have a period of ten working days after the hearing to render a decision, notify the agency, and forwarded all evidence and its conclusion to the Secretary of the U.S. Department of Health and Human Services for final review and determination.

**NOTE:** This procedure does not preclude or otherwise limit an eligible entity from seeking review and/or other remedy through the courts.

# **APPENDIX I**

## **ADDITIONAL DCS POLICIES**

*Utilization of Federal Dollars on Drug Related Felons.* The Personal Responsibility and Work Opportunity Reconciliation Act permanently bars any individual with a drug-related felony conviction from receiving cash assistance. The conviction includes drug use, possession or distribution. The ban includes pregnant women or people participating in drug treatment.

- A. *Drug Related: Misdemeanor.* Individuals with drug-related crimes may be eligible for DCS services based on a case by case basis including the threat of health and other life threatening circumstances. The individual must comply with all the stipulations of their release and provide evidence to support compliance. Assistance will be based on a case by case basis. An informative letter should be provided to the Division of Community Services once the case has been approved.
- B. *Other Felons/Misdemeanors.* Individuals with non-controlled substance convictions who have successfully served their time must comply with all the conditions of their release and provide evidence they are in compliance. If those conditions apply, they are eligible for assistance for DCS administered funds.

Source: *The Personal Responsibility and Work Opportunity Reconciliation Act of 1996*

### **Penalties, Fees and Other Criminal Activity Policy**

To address questions regarding whether Community Services funding programs can be utilized to pay fees as a result of illegal activities, insufficient funds, late fees and reconnect fees. Federal dollars will not be utilized to pay for any criminal act that may be punishable with fines, fees, other penalties and/or imprisonment.

#### A. Criminal / Illegal Activities

- i. Any applicant submitting invoices for payment which explicitly state that part of the bill is inclusive of any illegal activity such as tampering and other theft for services will not be an allowable expense and therefore Community Services funds cannot be utilized to pay such expenses.
- ii. The vendor can adjust the bill to reflect the amount less the fees and the sub-grantee can pay the portion that does not include such fees and penalties. Community Services funds cannot be utilized to pay such fees.

#### B. Reconnect/Late Fees

- i. Reconnect/Late fees resulting as a result of a client losing service due to the inability to pay can be paid upon approval by supervisor. The agency should be careful not to expend a large percentage of funds paying reconnect fees. During Orientation and other informative sessions, sub-grantees should reiterate to clients the necessity of making timely payments or making payment arrangements with the vendor in order to avoid such fees. Paying reconnect/late fees on behalf of clients due to negligence on behalf of the sub-grantees failure to make timely payment(s) will not be eligible for utilizing Community Services funds.

### C. Deposits

- i. Deposits can be paid once using Community Services funds except in emergency or life-threatening situations with a lifetime limit of two deposits.

### **Eligibility and Assistance**

*Serving Involuntary Emancipated Individuals.* Emancipated minors for the purpose of receiving federal assistance for the Community Services Funding Program are those who have receive emancipation initiated by the court through a court action through the State of Mississippi's social service procedures.

*Applicants must be eighteen (18) years of age or older or an emancipated minor and must be head of household.* Each applicant must provide the necessary information to complete an application, and must sign the application in the presence of the designated staff. Necessary information needed to determine eligibility is as follows but not limited to:

- Photo I.D. for all household members eighteen (18) or older.
- Social Security cards for all household members.
- Copy of certified Birth Certificates for all household members.
- Proof of household Gross Income.

*Related and/or personal interest cases.*

- A. Any employee and relatives and/or personal interest cases of employees may apply for and receive assistance; however there are special procedures for taking and processing applications for employees and individuals related to, or of personal interest to, an employee as listed below. An employee is considered to have a potential conflict of interest when his or her family member receives services in which the employee directly completes the client intake or partake in the approval process. In this occurrence, the caseworker should effective recues oneself from any involvement with the case. The county staff member is prohibited to take the application of a fellow employee.
- B. The Program Director is responsible for taking and processing applications for employees or personal interest cases and for submitting the case to the Executive Director for review and authorization of the approval or denial. Applications for assistance from Program Directors or their relatives will be taken and processed by the Executive Director. Applications received from individuals who have a close relationship with any employee will be submitted to the Executive Director for review and authorization or denial.
- C. The relatives for who the special procedures must be used include employee's spouse/ex-spouse, grandparents (also great and great-great grandparents), parents, (including stepparents), brothers and sisters (including stepbrothers and stepsisters, half-brothers and half-sisters), children (including stepchildren), grandchildren (also great and great-great grandchildren), aunts, uncles, nieces, nephews, first & second cousins, and these relatives of an employee's spouse who are related to this degree of marriage.

- D. Furthermore, no preferential treatment will be granted to the employee and his or her relatives and/or personal interest cases. The equivalent process for requesting and receiving assistance that applies for the general public applies in this case also.

### **Immigration Status**

*Serving an Illegal Alien.* If the Head of Household is an illegal alien, the application should be denied for the entire household.

If an individual within a household is an illegal alien, does not disclose citizenship or establish satisfactory immigration status, ineligibility exists only for the individual member and not the entire household. The remaining household members should have eligibility determined. During the application process, any individuals within the household who do not wish to comply with citizenship and alien status requirements are considered “Non-Applicants” and should not be questioned about citizenship/alien status. However, these individuals must disclose and verify income and other information needed to establish the eligibility of the household. Eligibility cannot be determined when a Non-Applicant fails to disclose income, therefore, the application should be denied for the entire household. If adequate documentation of immigration status is subsequently provided for the Non-Applicant, the worker shall act upon the reported change in accordance with appropriate timeliness standards.

*Verification of Alien Status.* Most aliens who have entered the United States legally have in their possession documents that were issued by the United States Citizenship and Immigration Services (USCIS) which contains the person’s immigration status and the date that person entered the country, or adjusted to the status shown on the card. It is the responsibility of the applicant to provide the USCIS documents prior to eligibility determination. If the applicant does not provide documents establishing alien status on a timely basis or if alien status is questionable, the eligibility of the remaining household members shall be determined.

The most common documents used to verify alien status include, but are not limited to:

- Form I-551- Resident Alien Card and Conditional Resident Alien Card
- Form I-151- Alien Registration Receipt Card
- Form I-94- Arrival-Departure Record (Annotated with Section 207 or refugee, asylum, or paroled)
- Form I-688- Temporary Resident Card
- Unexpired foreign passport when it contains an endorsement “Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence”

*Reporting Illegal Aliens.* When a household or person indicates inability or unwillingness to provide documentation of alien status for any household member, that (non-applicant) member should be classified as “Ineligible”, not illegal. Workers are cautioned that a determination that a person is Ineligible is not equivalent to a determination that a person is an illegal alien.

A person will be reported to the appropriate USCIS office under the following circumstances:

1. The applicant, another household member or the authorized representative admits that illegal aliens are present in the household;
2. USCIS documents presented by the household during the application process are determined to be forged;

3. A formal order of deportation or removal is presented by the household during the application process.

### **Sanction**

Sanctions that occurred as a result of Child Support or any illegal acts involving the use of Community Services Funded Programs will result in sanction from receiving any Community Services Funding except or until the sanction has been removed or an agreement made with the sanctioning agency. If the household consists of a vulnerable adult/child, Community Services Funding may be utilized with the approval of supervisory staff.

# **APPENDIX J**

**CSBG ROMA SUMMARY GUIDE**

**CSBG PROGRAM MATRIX GUIDE**

**CSBG OUTCOME INDICATOR MEASUREMENT  
GOALS**

**VIRTUAL ROMA AGENCY DEVELOPMENT GOALS**

**CSBG PROGRAM INTEGRITY ASSESSMENT**

# 2013 Community Services Block Grant (CSBG)

## CSBG ROMA SUMMARY GUIDE

**National Goal:**

Subgrantee must address these goals in this program year:

- GOAL 1**      **Low-income people become more self-sufficient.**  
 FAMILY
- GOAL 2**      **The conditions in which low-income people live are improved.**  
 COMMUNITY
- GOAL 3**      **Low-income people own a stake in their community.**  
 COMMUNITY
- GOAL 4**      **Partnerships among supporters and providers of services to low-income people are achieved.**  
 AGENCY
- GOAL 5**      **Agencies increase their capacity to achieve results.**  
 AGENCY
- GOAL 6**      **Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.**  
 FAMILY

## 2013 Community Services Block Grant (CSBG)

### CSBG PROGRAM MATRIX GUIDE

**Problem, Need or Situation:**

Describe the identified problems in your community determined by the needs assessment related to this application. This is directly related to your mission statement.

**Service, Activity or Intervention:**

Describe the specific service, activity or intervention provided to address the problem, need or situation. Include the estimated total number of people (target population) who receive the services provided. Target population: household, family, partnerships, etc.

Helpful Hint: Your agency will have to identify when a client becomes a client-is it at the time of the initial phone call, or is at another time?

**Outcome:**

Your Outcome is the *Ultimate Goal* of why your program exists; it is the impact your service, activity or intervention has on your family, agency or community. You may have more than one outcome per program. You may elect to outline short term, intermediate and long term outcomes.

☐ Helpful Hint: An outcome does NOT indicate number of clients receiving services.

**Indicator:**

Using the data from past years identify the number of clients that are proposed to be served, identifying the percentage of those clients who will complete the program identified to use CSBG funds.

☐ Helpful Hint: This information is from a historical viewpoint.

**THE FOLLOWING INFORMATION IS LOCATED IN THE FAR RIGHT COLUMN.**

**Measurement Tool:**

Describe what tools will be used to track your outcomes; such as, surveys, attendance log, case record and pre- and posttest, in-take forms, etc.

**Data Source and Collection Procedures:**

Describe how data as related to your outcome is collected. Describe where information is located and be specific.

☐ Helpful Hint: Central Database, individual case records, another agency, etc.

**Frequency of Data Collection and Reporting:**

Describe how often data is required by the agency to be collected and reported, e.g., daily, weekly, monthly, yearly, etc.

## 2013 Community Services Block Grant (CSBG)

### Goal: Employment

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2013 Community Services Block Grant (CSBG)

### Goal: Education

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2013 Community Services Block Grant (CSBG)

### Goal: Housing

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2012 Community Services Block Grant (CSBG)

### Goal: Emergency Services

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2013 Community Services Block Grant (CSBG)

### Goal: Nutrition

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2013 Community Services Block Grant (CSBG)

### Goal: Self-Sufficiency

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2013 Community Services Block Grant (CSBG)

### Goal: Health

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>
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## 2013 Community Services Block Grant (CSBG)

### Goal: Income Management

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2013 Community Services Block Grant (CSBG)

### Goal: Linkages

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2013 Community Services Block Grant (CSBG)

### Goal: Seniors

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

## 2013 Community Services Block Grant (CSBG)

### Goal: Youth

<b>BRIEFLY DESCRIBE PROBLEM, NEED OR SITUATION IDENTIFIED IN THE NEEDS ASSESSMENT:</b>	<b>IDENTIFY SERVICE, ACTIVITY OR INTERVENTION THAT WILL BE PROVIDED TO MEET THE PROBLEM, NEED OR SITUATION:</b>	<b>OUTCOME FOR THE CLIENT OR COMMUNITY BECAUSE OF THE SERVICES PROVIDED:</b>	<b>INDICATOR (# AND %) PROJECTED NUMBER OF CLIENTS AND % OF SUCCESS:</b>	<b>MEASUREMENT TOOL DATA SOURCE AND COLLECTION PROCEDURES: FREQUENCY OF DATA COLLECTION AND REPORTING:</b>

Eligible Activities in the Selection of Goals to be Tracked by your Outcome Measurement

Seniors	Youth	All
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**Employment Programs**

- Support for TANF recipients who are preparing to transition to self-sufficiency or for former TANF recipients who need additional support to find or maintain employment;
- Support for job retention, including counseling, training, and supportive services, such as
- transportation, child care, and the purchase of uniforms or work clothing;
- Skills training, job application assistance, resume writing, and job placement;
- On-the-job training and opportunities for work;
- Job development, including finding employers willing to recruit through the agency, facilitating interviews, creating job banks and providing counseling to employees, and developing new employment opportunities in the community;
- Vocational training for high school students and the creation of internships and summer jobs; and
- Other specialized adult employment training.

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**Education Programs**

- Adult education, including courses in ESL and GED preparation with flexible scheduling for working students;
- Supplemental support to improve the educational quality of Head Start programs;
- Child care classes, providing both child development instruction and support for working
- parents or for home child care providers;
- Alternative opportunities for school dropouts and those at risk of dropping out;
- Scholarships for college or technical school;
- Guidance about adult education opportunities in the community;
- Programs to enhance academic achievement of students in grades K-12, while combating drug or alcohol use and preventing violence; and
- Computer-based courses to help train participants for the modern-day workforce.

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**Housing Programs**

- Homeownership counseling and loan assistance;
- Affordable housing development and construction;
- Counseling and advocacy about landlord/tenant relations and fair housing concerns;
- Assistance in locating affordable housing and applying for rent subsidies and other housing
- assistance;
- Transitional shelters and services for the homeless;
- Home repair and rehabilitation services;
- Support for management of group homes; and
- Rural housing and infrastructure development.

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**Emergency Services Programs**

- Emergency temporary housing;
- Rental or mortgage assistance, intervention with landlords;

- Cash assistance/short term loans;
- Energy crisis assistance and utility shut-off prevention;
- Emergency food, clothing, and furniture;
- Crisis intervention in response to child or spousal abuse;

- Emergency heating system repair;
- Crisis intervention telephone hotlines;
- Linkages with other services and organizations to assemble a combination of short-term resources and longer-term support; and/or
- Natural disaster response and assistance,

**Nutrition Programs**

- Organizing and operating food banks;
- Supporting food banks of faith-based and civic organization partners with food supplies and/or management support;
- Counseling regarding family and children's nutrition and food preparation;
- Distributing surplus USDA commodities and other food supplies;
- Administering the Women, Infants, and Children (WIC) nutrition program;
- Preparing and delivering meals, especially to the homebound elderly;
- Providing meals in group settings; and/or
- Initiating self-help projects, such as community gardens, community canneries, and food buying groups,

**Self-Sufficiency Programs**

- An assessment of the issues facing the family or family members and the resources the family brings to address these issues;
- A written plan for becoming more financially independent and self-supporting; and
- Services that are selected to help the participant implement the plan (i.e, clothing, bus passes, emergency food assistance, career counseling, family guidance counseling, referrals to the Social Security Administration for disability benefits, assistance with locating possible jobs, assistance in finding long-term housing, etc.).

**Health Programs**

- Recruitment of uninsured children to a State insurance group or State Children's Health Insurance Program (SCHIP);
- Recruitment of volunteer medical personnel to assist uninsured low-income families;
- Prenatal care, maternal health and infant health screening;
- Assistance with pharmaceutical donation programs;
- Health-related information for all ages, including Medicare/Medicaid enrollment and claims filing;
- Immunization;
- Periodic screening for serious health problems, such as tuberculosis, breast cancer, and HIV infection, and for mental health disorders;
- Health screening of all ;
- Treatment for substance abuse;
- Other health services including dental care, health insurance advocacy, CPR training, and education about wellness, obesity, and first-aid; and/or
- Transportation to health care facilities and medical appointments,

**Income Management Programs**

- Development of household assets, including savings
- Assistance with budgeting techniques;
- Consumer credit counseling;
- Business development support;
- Homeownership assistance;
- Energy conservation and energy consumer education programs, including weatherization;
- Tax counseling and tax preparation assistance; and
- Assistance for the elderly with claims for medical and other benefits.

Linkages

- Coordination among programs, facilities, and shared resources through information systems, communications systems, and shared procedures;
- Community needs assessments, followed by community planning, organization, and advocacy to meet these needs;
- Creation of coalitions for community changes, such as, reducing crime or partnering businesses into partnership with low-income neighborhoods in order to plan long-term development;
- Efforts to establish links between resources, such as transportation and medical care or other needed services, programs that bring services to the participants, such as mobile clinics or recreational programs, and management of continuum-of-care initiatives;
- The removal of the barriers such as transportation problems, that keep the poor from jobs or from vital everyday activities;

Seniors' programs

- Home-based services, including household or personal care activities that improve or maintain well-being;
- Assistance in locating or obtaining alternative living arrangements;
- In-home emergency services or day care;
- Group meals and recreational activities;
- Special arrangements for transportation and coordination with other resources;
- Case management and family support coordination; and
- Home delivery of meals to insure adequate nutrition.

Youth programs

- Recreational facilities and programs;
- Educational services;
- Health services and prevention of risky behavior;
- Delinquency prevention; and
- Employment and mentoring projects.

**Low income Target Population:**

The purpose of this question is to track programs that are specific to youth or seniors. If your program, which is funded with CSBG funds, serves **only** youth or seniors check the appropriate box. If a box is not checked it will be assumed that you provide services to all populations.

*Identify all above activities that will address the Youth, Senior and general (All) population and how CSBG Funding or Partnerships with other entities will be utilized to achieve outcomes.*

# ROMA AGENCY DEVELOPMENT GOAL 1

## GOVERNANCE

Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.

Current Status	Projected Status for Program Year	MATRIX LEVEL	MATRIX CRITERIA
		GOVERNANCE THRIVING	<ol style="list-style-type: none"> <li>1. Board in full compliance with laws governing composition;</li> <li>2. Board and/or committees meet on regularly scheduled basis, with full attendance 50% of time;</li> <li>3. Board actively works to design functional action plans to ensure staff and agency growth and development;</li> <li>4. Vision/mission statements reviewed annually and updated as needed in line with agency/community needs; long range plans in effect; board monitors/evaluates program operations for compliance;</li> <li>5. Engages in on-going training on role and responsibilities;</li> <li>6. Members enthusiastic about their role and mission of agency; works to strengthen agency in community.</li> </ol>
		GOVERNANCE SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Board and/or committee meet on scheduled basis, with quorum in attendance 75% of time;</li> <li>2. Action plans are followed to ensure agency/staff remain current in fiscal year; short range plans in effect;</li> <li>3. Vision/mission reviewed annually; timely monitors/evaluates programs for compliance;</li> <li>4. Board training is done at least bi-annually;</li> <li>5. Board members cognizant of their role and act accordingly; support is shown to strengthen agency role in community.</li> </ol>
		GOVERNANCE AT-RISK	<ol style="list-style-type: none"> <li>1. No regularly scheduled committee meetings; lacks quorum at over 30% of board meetings;</li> <li>2. Vision mission is unclear and unfocused; little monitoring/evaluation for program is done;</li> <li>3. Board has no training schedule; most unsure of role;</li> <li>4. No board action to support community awareness of agency.</li> </ol>
		GOVERNANCE IN CRISIS	<ol style="list-style-type: none"> <li>1. Board structure not in compliance with law or one-third requirement;</li> <li>2. Board and/or committee meet irregularly or not at all;</li> <li>3. No mission or vision established for agency;</li> <li>4. No board training offered; no support for agency activities; no community awareness activities take place.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 2

### MISSION INTEGRATION

**Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.**

Current Status	Projected Status for Program Year	MATRIX LEVEL	MATRIX CRITERIA
		MISSION INTEGRATION THRIVING	<ol style="list-style-type: none"> <li>1. Vision and mission clear and are the focus of agency programs;</li> <li>2. Board and staff involved in on-going training and kept informed on all issues that impact agency; program are changed as necessary to ensure they meet objectives;</li> <li>3. Agency is strong and viable in community; set objectives are exceeded; constantly work to improve service results.</li> </ol>
		MISSION INTEGRATION SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Vision and mission clear and are the focus of agency programs; reviewed annually to ensure community's needs are met;</li> <li>2. Board and staff involved in set training and informed on issues that impact agency; programs are changed annually to meet set objectives;</li> <li>3. Agency is well-known in community; programs in place to provide services according to vision/mission; 90% of program objectives are met.</li> </ol>
		MISSION INTEGRATION STABLE	<ol style="list-style-type: none"> <li>1. Vision/mission has been defined and service plans are being developed;</li> <li>2. Board/staff involved in periodic training and informed on issues that impact agency; programs are reviewed and evaluated annually to meet objectives;</li> <li>3. Community is aware of agency; 70% of program objectives are met.</li> </ol>
		MISSION INTEGRATION AT-RISK	<ol style="list-style-type: none"> <li>1. Vision/mission is fragmented and not in line with agency purpose;</li> <li>2. Board/staff involved in some training; programs are reviewed/evaluated periodically;</li> <li>3. Agency program are stretching staff capacity to function;</li> <li>4. Community is aware of agency; some efforts are made to address concerns in community;</li> <li>5. Community is not fully aware of agency; very little efforts are made to address concerns in community.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 3

### ADMINISTRATION AND FISCAL HEALTH

**Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.**

Current Status	PROJECTED STATUS FOR PROGRAM YEAR	MATRIX LEVEL	MATRIX CRITERIA
		ADMIN. & FISCAL HEALTH THRIVING	<ol style="list-style-type: none"> <li>1. Agency has sufficient funds, both federal and private to support all existing agency operations;</li> <li>2. Agency has adequate resources to support operations in face of cuts or elimination of one or more federal programs;</li> <li>3. Agency has good public relation programs in place which results in wide spread community support;</li> <li>4. Sound leadership and governance.</li> </ol>
		ADMIN. & FISCAL HEALTH SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Agency has two or more income producing projects/collaborations that will lessen dependence on federal funds;</li> <li>2. Agency leadership and governance is sound;</li> <li>3. Agency working towards administrative and fiscal improvements.</li> </ol>
		ADMIN & FISCAL HEALTH STABLE	<ol style="list-style-type: none"> <li>1. Agency budget is 100% outlined, with comparative data on existing and needed resources for implementation;</li> <li>2. Working partnerships in place to promote agency growth;</li> <li>3. Agency is fiscally accountable with no serious monitoring or audit findings;</li> <li>4. Agency vision and mission is clear; board and staff geared towards mission accomplishments.</li> </ol>
		ADMIN. & FISCAL HEALTH AT-RISK	<ol style="list-style-type: none"> <li>1. Agency has little or no community support;</li> <li>2. Loss of any federal funds result in suspension or termination of services or reduction of staff;</li> <li>3. Outside intervention may be needed to prevent serious accounting problems;</li> <li>4. One or more serious audit findings.</li> </ol>
		ADMIN. & FISCAL HEALTH IN-CRISIS	<ol style="list-style-type: none"> <li>1. Agency leadership and governance is at odds;</li> <li>2. Ability of administrative staff is insufficient to carry out direction of board;</li> <li>3. Agency funding terminated due to non-compliance with procedures, regulations or ordinances;</li> <li>4. Agency has problem with one or more funding sources;</li> <li>5. Outside intervention is needed to prevent agency failure;</li> <li>6. Agency is dependent on federal funding for over 100% of program operations;</li> <li>7. Outside intervention is required to prevent agency failure.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 4

### PLANNING AND EVALUATION

Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.

Current Status	PROJECTED STATUS FOR PROGRAM YEAR	MATRIX LEVEL	MATRIX CRITERIA
		PLANNING AND EVALUATION THRIVING	<ol style="list-style-type: none"> <li>1. Staff and board equally involved in planning/evaluation of all agency programs; programs mission driven;</li> <li>2. Program goals and objectives are realistic in terms of agency/staff capacity and ability;</li> <li>3. Programs meet all conditions for funding and are funded over 95% of times;</li> <li>4. Programs rated as outstanding by outside source; often used as model programs.</li> </ol>
		PLANNING AND EVALUATION SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Schedule for internal evaluation maintained and carried out on acceptable basis;</li> <li>2. Community involvement requested and uses in formation of plans;</li> <li>3. Programs meet all conditions for funding and are funded 90% of time;</li> <li>4. Orientation/training for programs provided to board/staff;</li> <li>5. Programs rated excellent by outside source;</li> <li>6. Constantly seeking new funding sources based on community needs.</li> </ol>
		PLANNING AND EVALUATION STABLE	<ol style="list-style-type: none"> <li>1. Internal evaluation schedule is in place, but not properly followed;</li> <li>2. Programs loosely based on actual community needs assessment; assessment not fully complete;</li> <li>3. Program barely meet conditions of current funding sources;</li> <li>4. Staff and board partially involved in planning and evaluation of programs;</li> <li>5. Training is erratic; no technical assistance given;</li> <li>6. Programs rated satisfactory by outside source;</li> <li>7. Periodic training and technical assistance given.</li> </ol>
		PLANNING AND EVALUATION AT-RISK	<ol style="list-style-type: none"> <li>1. Board fails to approve program applications;</li> <li>2. Plans are not tied to community needs;</li> <li>3. No efforts are made to improve program design;</li> <li>4. Community unaware of programs or their purpose;</li> <li>5. Community not involved in planning.</li> </ol>
		PLANNING AND EVALUATION IN-CRISIS	<ol style="list-style-type: none"> <li>1. Board not involved in agency planning, possesses limited knowledge of agency programs and services;</li> <li>2. Programs rarely, if ever, funded; never seeks new programs;</li> <li>3. Plan, when made, not tied to community needs;</li> <li>4. Program ineffective in solving problems for which designed to meet;</li> <li>5. Board and staff not open to new ideas; unwilling to change.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 5

### FUND DEVELOPMENT

**Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.**

Current Status	PROJECTED STATUS FOR PROGRAM YEAR	MATRIX LEVEL	MATRIX CRITERIA
		FUND DEVELOPMENT THRIVING	<ol style="list-style-type: none"> <li>1. Constant search for innovative funding sources;</li> <li>2. Fund development include efforts to increase non-federal base;</li> <li>3. Community has bought into agency funding needs, and support is high level;</li> <li>4. Fund development committee functioning on regular basis;</li> <li>5. Board place fund development high on list of agency priorities;</li> <li>6. 5% annual increases of funding base.</li> </ol>
		FUND DEVELOPMENT SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Board is actively involved in fund development;</li> <li>2. Set goals for development in line with agency needs;</li> <li>3. Projects future needs and plans accordingly;</li> <li>4. Has increased local support by at least 1% over previous year.</li> </ol>
		FUND DEVELOPMENT STABLE	<ol style="list-style-type: none"> <li>1. Board annually reviews agency funding needs;</li> <li>2. Safe priority for existing funds and goals for additional needs;</li> <li>3. Agency plans including goals to decrease dependence on federal funds;</li> <li>4. Agency has good local financial support.</li> </ol>
		FUND DEVELOPMENT AT-RISK	<ol style="list-style-type: none"> <li>1. Dependence on federal funds is extremely high;</li> <li>2. Board has no viable plan for increasing funding base;</li> <li>3. Sees no need to reduce federal level;</li> <li>4. Local support is limited.</li> </ol>
		FUND DEVELOPMENT IN-CRISIS	<ol style="list-style-type: none"> <li>1. No plan for fund development;</li> <li>2. Fund development is limited to crisis intervention management;</li> <li>3. No local financial support of agency;</li> <li>4. Fund development is not goal or high priority of agency;</li> <li>5. Totally dependent on federal funds;</li> <li>6. Sees no need to reduce dependency on federal funds.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 6

### COLLABORATION AND PARTNERSHIP

**Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.**

Current Status	PROJECTED STATUS FOR PROGRAM YEAR	MATRIX LEVEL	MATRIX CRITERIA
		COLLAB. & PARTNERSHP THRIVING	<ol style="list-style-type: none"> <li>1. Working collaboration/partnership with most all facets of community to fill service gaps;</li> <li>2. Establish new partnerships – ten or more each year;</li> <li>3. Agency is consistently approached by outside sources to form working partnerships;</li> <li>4. Collaborations and partnerships substantially (5% or more) increasing financial base;</li> <li>5. Established continuum of care for community in place.</li> </ol>
		COLLAB. & PARTNERSHP SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Establishing five to ten new partnerships each year;</li> <li>2. Community support of agency ventures extremely high;</li> <li>3. Existing partnerships generating resources for agency;</li> <li>4. Collaboration/partnership has potential of decreasing dependence on federal funds;</li> <li>5. Actively working to establish a continuum of care.</li> </ol>
		COLLAB. & PARTNERSHP STABLE	<ol style="list-style-type: none"> <li>1. Has at least five working partnerships within community;</li> <li>2. Support for agency programs above average;</li> <li>3. Foundation is established to create continuum of care for community;</li> <li>4. Local public/private support increased by at least 1% over previous year.</li> </ol>
		COLLAB. & PARTNERSHP AT-RISK	<ol style="list-style-type: none"> <li>1. Establishing partnerships/collaborative agreements are not part of agency plans;</li> <li>2. Community offers very limited support of agency/programs; has vague idea about agency purpose;</li> <li>3. Agency has two or three existing partnerships in the community;</li> <li>4. Very minimal public/private financial support.</li> </ol>
		COLLAB. & PARTNERSHP IN-CRISIS	<ol style="list-style-type: none"> <li>1. No plan or desire to establish partnerships with community;</li> <li>2. Community offers no support for agency/programs; has no idea about agency purpose;</li> <li>3. Agency has no existing partnership in community and/or partnerships has produced no viable resources for agency;</li> <li>4. Totally dependent on federal funds.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 7

### CULTURAL SENSITIVITY AND COMPETENCE

Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.

Current Status	PROJECTED STATUS FOR PROGRAM YEAR	MATRIX LEVEL	MATRIX CRITERIA
		CUL. SENSITIVITY & COMPETENCE THRIVING	<ol style="list-style-type: none"> <li>1. Agency has excellent record of employment individuals of diverse cultural and ethnic backgrounds;</li> <li>2. Provides regular training to board and staff on cultural diversity and sensitivity;</li> <li>3. Is recognized in community for efforts to promote unity and acceptance of all races;</li> <li>4. Has strong agency policy prohibiting discrimination and any mistreatment of people;</li> <li>5. Regularly monitors compliance of agency policies and strictly enforces violation.</li> </ol>
		CUL. SENSITIVITY & COMPETENCE SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Has established policies which prohibits the mistreatment of individuals based on cultural differences, race, sex or religion preference;</li> <li>2. Provides training to board and staff to promote cultural sensitivity;</li> <li>3. Promotes inclusiveness through programs and activities;</li> <li>4. Have fair and just hiring practices.</li> </ol>
		CUL. SENSITIVITY & COMPETENCE STABLE	<ol style="list-style-type: none"> <li>1. Has made efforts in the community to recognize cultural diversity and promote sensitivity and awareness;</li> <li>2. Meet all federal and state requirements of compliance against discrimination;</li> <li>3. Has established and/or adopted policies to ensure agency compliance;</li> <li>4. Have no complaints of discrimination or insensitivity.</li> </ol>
		CUL. SENSITIVITY & COMPETENCE AT-RISK	<ol style="list-style-type: none"> <li>1. Has made no efforts, nor taken stand in community to promote cultural diversity;</li> <li>2. Has federal mandates against discrimination, but has no local agency or policy;</li> <li>3. Has selective hiring practices;</li> <li>4. Has no training for board and staff on cultural sensitivity;</li> <li>5. Does not monitor staff action for compliance.</li> </ol>
		CUL. SENSITIVITY & COMPETENCE IN-CRISIS	<ol style="list-style-type: none"> <li>1. Has had numerous complaints for unfair hiring practices;</li> <li>2. Does not investigate allegations of mis-conduct by board members or staff;</li> <li>3. Has been in violation of federal and state non-discrimination laws;</li> <li>4. Has poor record in community for advocacy.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 8

### COMMUNITY DEVELOPMENT IMPACT

Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.

Current Status	PROJECTED STATUS FOR PROGRAM YEAR	MATRIX LEVEL	MATRIX CRITERIA
		COMM. DEV. IMPACT THRIVING	<ol style="list-style-type: none"> <li>1. Agency is viable in community and considered a major employer;</li> <li>2. Has several ventures to improve the condition of community and its economic base;</li> <li>3. Actively works to remove a condition which stifle the productive development of residents;</li> <li>4. Has stake in community and commits resources towards its development.</li> </ol>
		COMM. DEV. IMPACT SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Has established long-term goals for community development;</li> <li>2. Board and staff work to change conditions in community which prohibits growth;</li> <li>3. Has achieved short-term and established long-term goals for community development.</li> </ol>
		COMM. DEV. IMPACT STABLE	<ol style="list-style-type: none"> <li>1. Agency working toward meeting short-term community development goals.</li> </ol>
		COMM. DEV. IMPACT AT-RISK	<ol style="list-style-type: none"> <li>1. Goals for community development set, but there is no viable impact in community;</li> <li>2. Community support limited.</li> </ol>
		COMM. DEV. IMPACT IN-CRISIS	<ol style="list-style-type: none"> <li>1. Agency has not included community development as part of mission;</li> <li>2. No set goals for community development;</li> <li>3. Has no community involvement or support.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 9

### CLIENT SATISFACTION

Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.

Current Status	PROJECTED STATUS FOR PROGRAM YEAR	MATRIX LEVEL	MATRIX CRITERIA
		CLIENT SATISFACTION THRIVING	<ol style="list-style-type: none"> <li>1. Clients readily show appreciation of agency for services offered;</li> <li>2. Clients feel complete confidence in agency and its ability and willingness to help;</li> <li>3. Clients are fully knowledgeable of agency services;</li> <li>4. Agency service to clients rated as excellent or outstanding by funding sources and clients alike.</li> </ol>
		CLIENT SATISFACTION SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Agency set high priority on client involvement;</li> <li>2. Goals for agency include client satisfaction;</li> <li>3. Bi-annual evaluations are done to measure degree of success;</li> <li>4. Agency is well known in community;</li> <li>5. Agency has established partnerships to increase its capacity to meet client's need.</li> </ol>
		CLIENT SATISFACTION STABLE	<ol style="list-style-type: none"> <li>1. Clients are involved in agency planning process;</li> <li>2. Workers seek to meet client's need in comfortable environment;</li> <li>3. Regular program evaluation is done to ensure compliance;</li> <li>4. Clients feel good about agency and believe their needs will be met.</li> </ol>
		CLIENT SATISFACTION AT-RISK	<ol style="list-style-type: none"> <li>1. Agency has own agenda, of which client services is not a high priority;</li> <li>2. Clients are hesitate to request assistance;</li> <li>3. Agency does not welcome client input in planning process;</li> <li>4. Program evaluation is seldom done.</li> </ol>
		CLIENT SATISFACTION IN-CRISIS	<ol style="list-style-type: none"> <li>1. Community needs assessment are not done;</li> <li>2. Programs are designed without client input;</li> <li>3. Clients not informed of available services;</li> <li>4. Clients made to feel uncomfortable in asking for services;</li> <li>5. Worker's attitude is negative;</li> <li>6. Clients do not feel agency can or will meet their needs;</li> <li>7. Agency's capacity to achieve results for clients is non-existent.</li> </ol>

## ROMA AGENCY DEVELOPMENT GOAL 10

### SELF-SUFFICIENCY IMPACT

Please identify using the following matrix levels the current status of each goal within your agency and your projected status for this program year. Please attach a brief description of the actions to be taken to achieve desired goals.

Current Status	PROJECTED STATUS FOR PROGRAM YEAR	MATRIX LEVEL	MATRIX CRITERIA
		SELF-SUFFICIENCY IMPACT THRIVING	<ol style="list-style-type: none"> <li>1. Agency no longer dependent on federal funds for operation;</li> <li>2. Fund development efforts generate working capital;</li> <li>3. Board and staff morale at high level;</li> <li>4. Self-sufficiency goals updated annually;</li> <li>5. Agency has total community support.</li> </ol>
		SELF-SUFFICIENCY IMPACT SAFE/SELF-SUFFICIENT	<ol style="list-style-type: none"> <li>1. Agency has working partnerships in community which generate funds;</li> <li>2. Excellent community support;</li> <li>3. Long-term goals established to remove dependence on federal funds;</li> <li>4. Board and staff actively working on plan;</li> <li>5. Agency supporting over 50% of operating costs.</li> </ol>
		SELF-SUFFICIENCY IMPACT STABLE	<ol style="list-style-type: none"> <li>1. Agency has good community support;</li> <li>2. Receives local funds from community;</li> <li>3. Has developed plan for increasing funding base;</li> <li>4. Board and staff actively involved in plans;</li> <li>5. Have decreased some dependence on federal funds.</li> </ol>
		SELF-SUFFICIENCY IMPACT AT-RISK	<ol style="list-style-type: none"> <li>1. Makes no efforts to increase funding base;</li> <li>2. Has no long-term goals for self-sufficiency;</li> <li>3. Heavily dependent on federal funds;</li> <li>4. Community support limited.</li> </ol>
		SELF-SUFFICIENCY IMPACT IN-CRISIS	<ol style="list-style-type: none"> <li>1. Board and staff have low morale;</li> <li>2. Board and staff set inappropriate priorities;</li> <li>3. Agency totally depended on federal funds;</li> <li>4. Has no support in community.</li> </ol>

2013 CSBG Outcome Indicator Measurement Goals	
In the categories listed below, please provide the number of clients your agency will assist in obtaining the listed outcomes goals:	
Employment	Education
_____ # of people served	_____ # of people served
_____ In Crisis	_____ In Crisis
_____ At-Risk	_____ At-Risk
_____ Stable	_____ Stable
_____ Self Reliant	_____ Self Reliant
_____ Thriving	_____ Thriving
_____ Received a full time job above minimum wages	_____ Completed Literacy/ABE Training
_____ Received a full time job with minimum wages	_____ Completed GED
_____ Received a part job above minimum wages	_____ Completed vocational training/acquired job skills
_____ Received a part time job with minimum wages	_____ Graduated with a 2-year degree
_____ Received training, job application assistance, and resume writing.	_____ Graduated with a 4-year degree
_____ Received vocational training, internships, on-the-job training, and summer jobs.	_____ Assisted with child care classes
_____ Received supportive services (i.e. counseling, transportation, child care, and the purchase of uniforms or work clothing.	_____ Assisted with programs to enhance academic achievement of students in grades K-12 (i.e., drug or alcohol use and preventing violence )
	_____ Assisted with scholarship for college of technical school
	_____ Alternative opportunities for school dropouts and those at-risk of dropping out

2012 CSBG Outcome Indicator Measurement Goals	
In the categories listed below, please provide the number of clients your agency will assist in obtaining the listed outcomes goals:	
Emergency Services	Health & Safety
_____ # of people served	_____ # of people served
_____ In Crisis	_____ In Crisis
_____ At-Risk	_____ At-Risk
_____ Stable	_____ Stable
_____ Self Reliant	_____ Self Reliant
_____ Thriving	_____ Thriving
_____ Emergency temporary housing	_____ Health insurance: non-employer
_____ Assisted with rental/mortgage and/or provided intervention with landlords	_____ Health Insurance: employer
_____ Energy crisis assistance and utility shut-off prevention	_____ Home is safe and fully accessible
_____ Assisted with emergency food, clothing and furniture	_____ Family has identified physician/clinic
_____ Assisted with crisis intervention to child or spousal abuse	_____ Individual has permanent care provider
_____ Assisted with emergency heating system repair	_____ Completed health education training
_____ Linkages with other services and organizations to assemble a combination of short-term resources and long-term support	_____ Clear evidence of good personal hygiene
	_____ Partnering with health institutions (i.e., health screening, immunization, prenatal care, maternal health, and infant health screening, dental care, substance abuse and other serious health problems)

Transportation to health care facilities and medical appointments

2012 CSBG Outcome Indicator Measurement Goals

In the categories listed below, please provide the number of clients your agency will assist in obtaining the listed outcomes goals:

Income Management	Housing
_____ # of people served	_____ # of people served
_____ In Crisis _____ At-Risk _____ Stable _____ Self Reliant _____ Thriving	_____ In Crisis _____ At-Risk _____ Stable _____ Self Reliant _____ Thriving
_____ Completed money management skills training	_____ Safe and adequate housing: subsidized
_____ Debt free	_____ Safe and adequate housing: single family rental
_____ Monthly income meets/exceeds expenses	_____ Safe and adequate housing: Single family owner
_____ Has a checking account	_____ Spending less than 1/3 of income on housing
_____ Has a savings account	_____ Homes has been weatherized
_____ All income is from wages/salaries	_____ Home has been repaired/rehabilitated
_____ Consumer credit counseling	_____ Assisted in providing transitional shelter, group home and/or services for the homeless
_____ Tax counseling and tax preparation assistance	_____ Assisted in home ownership counseling and loan assistance
_____ Assistance for the elderly with claims for medical and other benefits	

2012 CSBG Outcome Indicator Measurement Goals	
In the categories listed below, please provide the number of clients your agency will assist in obtaining the listed outcomes goals:	
Nutrition	
_____ # of people served	
	_____ In Crisis
	_____ At-Risk
	_____ Stable
	_____ Self Reliant
	_____ Thriving
_____	Free of government assistance for food
_____	Require limited government assistance
_____	Assisted families with meals in group settings
_____	Completed nutritional education training
_____	Assisted food banks or faith-based and civic organizations partnering with food supplies and/or management support
_____	Help initiate self-help projects, such as community gardens, community canneries and food buying groups.

**SAMPLE PROGRAM INTEGRITY ASSESSMENT SUPPLEMENT TEMPLATE**

Community Service Block Grant (CSBG)

**ABSTRACT:**

HHS is requiring further detail from Grantees on their FY2013 plans for preventing and detecting fraud, abuse, and improper payments. HHS is also requiring that Grantees highlight and describe all elements of this FY2013 plan which represent improvements or changes to the Grantees' FY2013 plan for preventing and detecting fraud, abuse and improper payment prevention.

*Instructions: Please provide full descriptions of the Grantee's plans and strategy for each area, and attach/reference excerpts from relevant policy documents for each question/column. Responses must explicitly explain whether any changes are planned for the new FY.*

<p><b>Mississippi Department of Human Services, Division of Community Services FY2013</b></p>	<p><b>MDHS/DCS is requiring further detail from Subgrantee Agencies on their FY2013 plans for preventing and detecting fraud, waste and improper payments. MDHS/DCS is also requiring that agencies highlight and describe all elements of the FY2013 plan which represent improvements or changes to the agency's FY2012 plan for preventing and detecting fraud, abuse and improper payment prevention.</b></p>	<p><b>Date/Fiscal Year:</b></p>	
<p><b>RECENT AUDIT FINDINGS</b></p>			
<p><b>Describe any audit findings of material weaknesses and reportable conditions, questioned costs and other findings cited in FY2013 or the prior three years, in annual audits, Grantee monitoring assessments, Inspector General reviews, or other Government Agency reviews of CSBG agency finances.</b></p>	<p><b>Please describe whether the cited audit findings or relevant operations have been resolved or corrected. If not, please describe the plan and timeline for doing so in FY2013.</b></p>	<p><b>If there is no plan in place, please explain why not.</b></p>	<p><b>Necessary outcomes from these systems and strategies</b></p>
<p>There are no audit findings or reportable conditions in any category.</p>	<p>N/A</p>	<p>N/A</p>	<p>The timely and comprehensive resolution of weaknesses or reportable conditions as revealed by the audit.</p>

According to the Paperwork Reduction Act Of 1995 (Pub. L. 104-13), public reporting burden for this collection of information is estimated to average 1 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.

<b>COMPLIANCE MONITORING</b>			
<b>Describe the Grantee's FY 2012 strategies that will continue in FY 2013 for monitoring compliance with State and Federal CSBG policies and procedures by the Grantee and local administering agencies.</b>	<b>Please highlight any strategies for compliance monitoring from your plan which will be newly implemented as of FY 2013.</b>	<b>If you don't have a firm compliance monitoring system in place for FY 2012, please describe how the State is verifying that CSBG policy and procedures are being followed.</b>	<b>Necessary outcomes from these systems and strategies</b>
The State of MS utilizes an established monitoring system which is conducted in accordance to the Single Audit Act and OMB Circulars to ensure all subgrants are administered in compliance with the federal requirements and with the terms of the subgrant agreement. The multi-level system includes annual onsite review of financial management, program compliance and Virtual ROMA processing. DCS will conduct quality control reviews as a check and balance system to ensure compliance. If there are findings at the local agencies, technical assistance and training is provided	MDHS/DCS will conduct quarterly desk audits using Virtual ROMA And annual onsite site visits..	N/A	A sound methodology and a more effective monitoring to gather information

<b>FRAUD REPORTING MECHANISMS</b>			
<b>For FY 2012 activities continuing in FY 2013, please describe all (a) mechanisms available to the public for reporting cases of suspected CSBG fraud, waste or abuse [These may include telephone hotlines, websites, email addresses, etc.]; (b) strategies for advertising these resources.</b>	<b>Please highlight any tools or mechanisms from your plan which will be newly implemented in FY 2013, and the timeline for that implementation.</b>	<b>If you don't have any tools or mechanisms available to the public to prevent fraud or improper payments, please describe your plan for involving all citizens and stakeholders involved with your program in detecting fraud.</b>	<b>Necessary outcomes of these strategies and systems</b>
The Department has a fraud hotline and all divisions have 1-800 numbers which are made available to the public, brochures, county offices and the DHS website. Matters brought to the attention of the department may be referred to the Division of Program Integrity for review and investigations.	N/A	N/A	Clear lines of communication for clients and employees to use in reporting suspected fraud or improper payments to State Administrators.

<b>VERIFYING APPLICANT IDENTITIES</b>			
<b>Describe all FY 2012 Grantee policies continuing in FY2013 for how identities of applicants and household members are verified.</b>	<b>Please highlight any policy or strategy from your plan which will be newly implemented in FY 2013.</b>	<b>If you don't have a system in place for verifying applicant's identities, please explain why and how the Grantee is ensuring that only authentic and eligible applicants are receiving benefits.</b>	<b>Necessary outcomes from these systems and strategies</b>
Applicants must submit a Social Security card and birth certificate of all household members and a photo I.D. of the applicant.	MDHS is currently working on agreement with the State Department of Health, the Social Security Administration and the State Department of Corrections to further verify information. The department will establish a workgroup of other state agencies to help access information relative to client identities.	N/A	N/A

<b>SOCIAL SECURITY NUMBER REQUESTS</b>			
<b>Describe the Grantee's FY 2013 policy in regards to requiring Social Security Numbers from applicants and/or household members applying for CSBG benefits.</b>	<b>Please describe whether the State's policy for requiring or not requiring Social Security numbers is new as of FY2013, or remaining the same.</b>	<b>If the Grantee is not requiring Social Security Numbers of CSBG applicants and/or household members, please explain what supplementary measures are being employed to prevent fraud.</b>	<b>Necessary outcomes from these systems and strategies</b>
The Department currently requires Social Security numbers to verify eligibility of applicants and household members applying for LIHEAP benefits.	The Department's policy for requiring social security numbers will remain in effect for FY 2013. The department is working on an agreement with the Social Security Administration to verify information.	N/A	All valid household members are reported for correct benefit determination

<b>CROSS-CHECKING SOCIAL SECURITY NUMBERS AGAINST GOVERNMENT SYSTEMS/DATABASES</b>			
<b>Describe if and how the Grantee used existing government systems and databases to verify applicant or household member identities in FY 2012 and continuing in FY 2013. (Social Security Administration Enumeration Verification System,</b>	<b>Please highlight which, if any, policies or strategies for using existing government databases will be newly implemented in FY 2013.</b>	<b>If the Grantee won't be cross checking Social Security Numbers and ID information with existing government databases, please describe how the Grantee will supplement this fraud prevention strategy.</b>	<b>Necessary outcomes from these systems and strategies</b>

prisoner databases, Government death records, etc.)			
The department does not currently use existing government systems and data bases to verify applicant and household member's identity. However, we require applicants to submit social security cards and birth certificates of all household members.	The department is working on an agreement with the Social Security Administration to cross check numbers against its database.	N/A	Use of all available database systems to make a sound eligibility determination

**VERIFYING APPLICANT INCOME**

Describe how the Grantee or designee used State Directories of new hires or similar systems to confirm income eligibility in FY 2012 and continuing in FY 2013.	Please highlight any policies or strategies for using new hire directories which will be newly implemented in FY 2013.	If the Grantee won't be using new hire directories to verify applicant and household member incomes how will the Grantee be verifying the that information?	Necessary outcomes from these systems and strategies
The department does not currently use state directories of new hires or similar systems to confirm income eligibility.	The department is currently working on an agreement with MS Employment Security Commission to verify new hires and the IRS to verify income.	N/A	Effective income verification determination

**PRIVACY-PROTECTION AND CONFIDENTIALITY**

Describe the financial and operating controls in place in FY 2012 that will continue in FY 2013 to protect client information against improper use or disclosure.	Please highlight any controls or strategies from your plan which will be newly implemented as of FY 2013.	If you don't have relevant physical or operational controls in place to ensure the security and confidentiality of private information disclosed by applicants, please explain why.	Necessary outcomes from these systems and strategies

<p>The department requires that subgrantees have in place a financial management system and a policies and procedures manual which contains adequate internal controls for the administration of the program. Each system has designated users who are given access to software. All documentation is kept under lock and key with designated personnel having access. Each subgrantee is required to carry liability insurance to cover staff and adhere to HIPPA.</p>	<p>Virtual ROMA has confidentiality statements signed by all users.</p>	<p>N/A</p>	<p>Clear and secure methods that maintain confidentiality and safeguard the private information of applicants</p>
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**LIHEAP BENEFITS POLICY**

<p>Describe FY 2012 Grantee policies continuing in FY 2013 for protecting against fraud when making payments, or providing benefits to energy vendors on behalf of clients.</p>	<p>Please highlight any fraud prevention efforts relating to making payments or providing benefits which will be newly implemented in FY 2013.</p>	<p>If the Grantee doesn't have policy in place to protect against improper payments when making payments or providing benefits on behalf of clients, what supplementary steps is the Grantee taking to ensure program integrity.</p>	<p>Necessary outcomes from these systems and strategies</p>
<p>CSBG payments are made to energy vendors not clients. Clients must submit a valid energy bill when applying for assistance. Federal laws requires CSBG subgrantees to have vendor agreements in place.</p>	<p>All payments are made through Virtual ROMA. Agencies use vendor portals to ensure accounts are valid and that payments are not being duplicated.</p>	<p>N/A</p>	<p>Authorized energy vendors receive payments on behalf of eligible CSBG clients</p>

**PROCEDURES FOR UNREGULATED ENERGY VENDORS**

<p>Describe the Grantee's FY 2012 procedures continuing in FY 2013 for averting fraud and improper payments when dealing with bulk fuel dealers of heating oil, propane, wood and other un-regulated energy utilities.</p>	<p>Please highlight any strategies policy in this area which will be newly implemented in FY 2013.</p>	<p>If you don't have a firm plan for averting fraud when dealing with unregulated energy vendors, please describe how the Grantee is ensuring program integrity.</p>	<p>Necessary outcomes from these systems and strategies</p>
<p>All LIHEAP subgrantees have vendor agreements in place with energy vendors. All vendors are currently in Virtual ROMA.</p>	<p>The department requires subgrants to reverify the eligibility of energy vendors. All new vendors must have documentation and be approved by the local and state agency before their input into Virtual ROMA and be able to conduct business.</p>	<p>N/A</p>	<p>N/A</p>

<b>VERIFYING THE AUTHENTICITY OF ENERGY VENDORS</b>			
<b>Describe Grantee FY 2012 policies continuing in FY 2013 for verifying the authenticity of energy vendors being paid under CSBG, as part of the Grantee's procedure for averting fraud.</b>	<b>Please highlight any policies for verifying vendor authenticity which will be newly implemented in FY 2013.</b>	<b>If you don't have a system in place for verifying vendor authenticity, please describe how the Grantee can ensure that funds are being distributed through valid intermediaries?</b>	<b>Necessary outcomes from these systems and strategies</b>
All CSBG subgrantees have vendor agreements in place with energy vendors. All vendors are currently in Virtual ROMA.	The department requires subgrants to reverify the eligibility of energy vendors. All new vendors must have documentation and be approved by the local and state agency before their input into Virtual ROMA and be able to conduct business.	N/A	N/A

**TRAINING AND TECHNICAL ASSISTANCE**

<b>In regards to fraud prevention, please describe elements of your FY 2012 plan continuing in FY 2013 for training and providing technical assistance to (a) employees, (b) non-governmental staff involved in the eligibility process, (c) clients, and (d) energy vendors.</b>	<b>Please highlight specific elements of your training regiment and technical assistance resources from your plan which will represent newly implemented in FY 2013.</b>	<b>If you don't have a system in place for anti-fraud training or technical assistance for employees, clients or energy vendors, please describe your strategy for ensuring all employees understand what is expected of them and what tactics they are permitted to employ.</b>	<b>Necessary outcomes from these systems and strategies</b>
The department provides training and technical assistance to employees, subgrantee staff, clients and energy vendor annually. Further the department provides training and technical assistance at the DCS Implementation Workshop.	The training and technical assistance plan will be adjusted to meet specific needs and provide hands on training to subgrantee staff on Virtual ROMA.	N/A	N/A

**AUDITS OF LOCAL ADMINISTERING AGENCIES**

<p><b>Please describe the annual audit requirements in place for local administering agencies in FY 2012 that will continue into FY 2013.</b></p>	<p><b>Please describe new policies or strategies to be implemented in FY 2013.</b></p>	<p><b>If you don't have specific audit requirements for local administering agencies, please explain how the Grantee will ensure that LIHEAP funds are properly audited under the Single Audit Act requirements.</b></p>	<p><b>Necessary outcomes from these systems and strategies</b></p>
<p>Subgrantees are required to follow a procurement process for soliciting an independent auditor. A notice of selection is sent to the department. The department requires subgrantees that exceed \$500,000 in expenditures to follow the Single Audit Act and submit the audit report within 6 months of the fiscal year end date. Audit reports are reviewed by the Division of Program Integrity and Community Services (funding division).</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>