Title18: Human Services

Part 15: Division of Community Services

Part 15 Chapter 1: Community Service Block Grant (CSBG)

Rule 15.1 Community Service Block Grant (CSBG) State Plan

Source: Miss Code Annotated 43-1-2.

Community Services Block Grant (CSBG) Model State Plan - DRAFT

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SECTION 1
Designation of Lead Agency and Official State Designation Letter

1.1. Lead Agency designated to administer CSBG in the State, as required by Section 676(a) of the Act. The following information should mirror the information provided in the SF-424M.

1.1a. **Mississippi Department of Human Services**

1.1b. Identify the cabinet or administrative department of this Agency [Check One]

- ☐ Community Services Department
- ☒ Human Services Department
- ☐ Social Services Department
- ☐ Governor's Office
- ☐ Community Affairs Department
- ☐ Other, describe: _____

1.1c. **Mississippi Department of Human Services**

1.1d. **Richard Berry, Executive Director**

1.1e. **Post Office Box 352**

1.1f. **Jackson**

1.1g. **Mississippi**

1.1h. **39205**

1.1i. **(601) 359-4768**

1.1j. **(601) 359-4370**

1.1k. **tina.ruffin@mdhs.ms.gov**

1.1l. **http://www.mdhs.state.ms.us/**

1.2. Please provide the following information in relation to the designated State CSBG Contact.

Instructional Note: The State CSBG Contact should be the person that will be the main point of contact for CSBG within the State.

1.2a. **Division of Community Services**

1.2b. **Tina Ruffin**

1.2c. **Post Office Box 352**

1.2d. **Jackson**

1.2e. **Mississippi**

1.2f. **39205**

1.2g. **(601) 359-4768**

1.2h. **(601) 359-4370**

1.2i. **tina.ruffin@mdhs.ms.gov**

1.2j. **http://www.mdhs.state.ms.us/**

1.3. Please attach the State's official designation letter. If either the governor or designated agency has changed, please update the letter. [Attach a document]

Instructional Note: The letter should be from the chief executive officer of the State and include the designated State CSBG Lead Agency, the designated State CSBG Official who is to receive the CSBG grant award, the CSBG Contact Person, and complete addresses and contact information for the agency and individuals.

SECTION 2
State Legislation and Regulation

2.1. CSBG State Legislation Does the State have a statute authorizing CSBG?

☐ Yes ☒ No

2.2. CSBG State Regulation Does the State have regulations for CSBG?

☐ Yes ☒ No

2.3. **See Attachment**

2.4. State Authority: Please select a response for each question about the State statute and/or regulations authorizing CSBG:

2.4a. Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year?

☐ Yes ☒ No

2.4b. Did the State establish or amend regulations for CSBG last year?

☐ Yes ☒ No

2.4c. Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency?

☒ Yes ☐ No

SECTION 3
State Plan Development and Statewide Vision and Goals

3.1. CSBG Lead Agency Mission and Responsibilities: Briefly describe the mission and responsibilities of the State agency that serves as the CSBG Lead Agency.

The 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:

a) Professional, accountable and responsible administration of CSBG

b) Development of effective partnerships with CSBG entities, MDHS-DCS, and other State and Federal programs targeting low-income individuals.

3.2. State Plan Vision and Goals: Describe the State's vision (which encompasses the use of CSBG) and CSBG-specific goals under this State Plan.

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

a) Emphasize the need for legal, effective and quality board of directors ensuring more diversity in service delivery, Community Involvement and Partnerships.

b) Require entities to develop a comprehensive employment plan informing clients about the availability of jobs, training opportunities, resume development and employer outreach plan.

c) Require entities to secure formal partnerships with primary health care entities, WIN Job Centers, community health centers and legal services to accept referrals from CAAs and assist eligible clients with desired services where possible.

d) Require entities to develop and implement an entity outreach plan targeted to meet the challenges of elderly, disabled citizens, children with special needs and emergency disaster services.

e) Require entities 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.

f) Encourage eligible entities to sponsor summer projects/activities for low-income youth to promote youth employment and enrichment.

g) Require eligible entity to maintain Virtual ROMA compliance.

h) Require improvement plans for challenged entities, to provide for a greater opportunity to be successful. Mandate that entities provide a performance improvement plan for success.

i) Require entities to provide a comprehensive plan for Earned Income Tax Credit (EITC) Program and describe how it will be incorporated into case management for clients.

j) Require that entities 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 entity.

k) Require that entities provide a plan for client orientation in every service area to include when a brief or an abbreviated orientation is acceptable.

l) Require that entities refer all non-elderly, non-disabled clients to the WIN Job Center.

m) Require that entities 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.

n) Require that entities provide a Comprehensive Plan for follow-up to state entity on client complaints within the 24 hour timeframe.

o) Require that entities meet the Organizational Standards.

p) Require that entities participate in the ACH process for paying all energy vendors.

q) Require entities to submit subgrant proposals, financial and programmatic reports through Mississippi's Accountability System for Government Information and Collaboration (MAGIC).

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

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

3.3a. Analysis of [Check all that applies and add narrative where applicable]

- ☒ State National Performance Indicators (NPIs)
- ☒ U.S. Census data
- ☒ State performance management data (e.g., accountability measures, other information from annual reports)
- ☐ Other data (please describe) _____
- ☒ Eligible entity community assessments
- ☒ Eligible entity plans
- ☐ Other information from eligible entities, e.g., State required reports (please describe) _____

3.3b. Consultation with [Check all that applies and add narrative where applicable]

- ☒ Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State community action association and regional CSBG T & TA providers
- ☒ State partners and/or stakeholders (please describe)_____
- ☒ National organizations (please describe)**NASCSP & NEADA**
- ☒ Federal Office of Community Services
- ☐ Other (please describe) _____

3.4. Eligible Entity Involvement

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

The State CSBG office made the draft state plan available to the eligible entities via the Virtual ROMA website and copies were also mailed to the Executive Director's. By making the plan accessible on the website, any staff member of the eligible entities can provide input on the plan. Comments were accepted through June 16, 2015. The state plan was also presented at the public hearing for input and comments.

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

If this is the first year filling out the automated State Plan, please skip the following question.

3.4b. Performance Management Adjustment: How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order 1) to encourage eligible entity participation and 2) to ensure the State plan reflects input from eligible entities? Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources. If the State is not making any adjustments, please explain.

N/A

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

SECTION 4
CSBG Hearing Requirements

4.1. Public Notice/Hearing Describe how the State made this State plan or revision to the State plan available for public inspection, as required under Section 676(e)(2) of the Act.

An administrative procedures notice is filed with the Secretary of State twenty (20) calendar days before the Public Hearing. At any time within the twenty (20) day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the agency. The proposed plan is also uploaded to the State database for comments and feedback from eligible entities twenty (20) days before the Public Hearing.

Notice of the public hearing appeared in the Clarion Ledger, with statewide distribution, and ten other newspapers on May 26 and June 2.

The availability of the FFY 2016 CSBG State Plan for inspection was made known in the Public Hearing announcement posted in the newspaper. 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 at 10:00 am on June 9, 2015 at the Mississippi Department of Human Services, 750 North State Street, Jackson, MS.

4.2. Public Notice/Hearing Describe how the State ensured there was sufficient time and statewide distribution of notice of the hearing(s) to allow the public to comment.

An administrative procedures notice is filed with the Secretary of State twenty (20) calendar days before the Public Hearing. At any time within the twenty (20) day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the agency. The proposed plan is also uploaded to the State database for comments and feedback from eligible entities twenty (20) days before the Public Hearing.

Notice of the public hearing appeared in the Clarion Ledger, with statewide distribution, and ten other newspapers on May 26 and June 2.

The availability of the FFY 2016 CSBG State Plan for inspection was made known in the Public Hearing announcement posted in the newspaper. 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 at 10:00 am on June 9, 2015 at the Mississippi Department of Human Services, 750 North State Street, Jackson, MS.

4.3. Specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State plan, as required under 676(a)(2)(B) and 676(a)(3) of the Act. (If the State has not held a public hearing in the prior fiscal year or a legislative hearing in the last three years, please provide a complete explanation).

Instructional Note: Please note the date(s) for the public hearing(s) must have occurred in the year prior to the first Federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first Federal Fiscal Year covered by this plan.

Date	**Location**	**Type of Hearing [Select an option]**
June 9, 2015	**Mississippi Department of Human Services, 750 North State Street, Jackson, MS**	• Public • Legislative • **Combined**
ADD a ROW function Note: you will be able to add a row for each additional hearing		

4.4. Attach supporting documentation for the public and legislative hearings.

See Public Hearing Notice Attachment

SECTION 5
CSBG Eligible Entities

5.1. CSBG Eligible Entities: In the table below, list each CSBG-funded eligible entity in the State, and indicate public or private, the type of agency, and the geographical area served.

CSBG Eligible Entity	Public or Nonprofit	Type of Agency (choose all that apply)	Geographical Area Served
See Attachment	**See Attachment**	• **CAA** • Limited Purpose Agency • Migrant or Seasonal Farmworker Organization • Tribe	**See Attachment**
ADD a ROW function Note: you will be able to add a row for each eligible entity funded in the State			

5.2 Total number of CSBG eligible entities: __**18**__ [This will automatically update based on chart in 5.1]

5.3 Changes to Eligible Entities list: Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission? If yes, please briefly describe the changes.

☐ Yes ☒ No [If yes is selected – narrative, 2500 characters]

SECTION 6
Organizational Standards

Organizational Standards for CSBG eligible entities

Note: The information below is associated with State Accountability Measure 6Sa and b; these responses may pre-populate the State's annual report form.

6.1. Please check the box that applies. If using alternative standards, please a) attach the complete list of alternative organizational standards, b) describe the reasons for using alternative standards, and c) provide evidence that the standards are at least as rigorous as the COE-developed standards.

- ☒ The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)
- ☐ The State will use an alternative set of organizational standards [Provide supporting documentation if this option is selected]

6.2. How will/has the State officially adopt(ed) organizational standards for eligible entities in the State? If "Other" is selected, please provide a timeline and additional information, as necessary. [Check all that apply]

- ☐ Regulation
- ☒ Policy
- ☒ Contracts with eligible entities
- ☐ Other, describe: [Narrative Response, 2500 characters]

6.3. How will the State assess eligible entities against organizational standards? If "Other" is selected, please provide additional information, as appropriate. [Check all that apply]

- ☐ Peer-to-peer review (with State validation)
- ☒ Self-assessment (with State validation)
- ☒ Regular, on-site CSBG monitoring
- ☐ Other, describe: [Narrative Response, 2500 characters]

6.4. Briefly describe State procedures for corrective action based on organizational standards.

The agency will receive a report identifying a deficiency and/or area of noncompliance. The deficiency should be identified by a topic line, and include a brief description of how the agency is out of compliance with an organizational standard/program requirement. Each noted deficiency should be presented in a logical manner, with reference to supporting evidence and without ambiguity of meaning or confusion of terminology. The specific standard/program requirement, OMB Circular reference, or other regulation should be cited, along with a clear explanation as to why the evidence gathered leads the reviewer to conclude that the agency is not in compliance.

The report should include specific timelines for any required corrective action associated with each finding. Copies of the report should be mailed to the Community Action Agency's Board Chairperson, and the agency's Executive Director. A copy should also be provided to the DCS Program Director and Compliance Officer.

6.5. If the State is using the COE-developed organizational standards, will the State slightly modify the standards, as described in IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*?

☒ Yes ☐ No

6.5a. If yes was selected in Item 6.5, describe how the State will modify the COE-developed organizational standards, and provide a justification.

The State will use a modified version of the COE-developed organizational standards to comply with state policies already in place. Mississippi uses a "Community Strengths and Needs Assessment" instead of the term Community Assessment. The modified COE-developed organizational standards are:

Standard 3.1- The organization will conduct a community strength and needs assessment yearly.

Standard 5.5- The board fills vacancies as set out in its bylaws and state board policy.

Standard 7.8- All staff participate in a new employee orientation within 60 days of hire.

Standard 9.4- Agency submits the CSBG IS report to MDHS-DCS.

6.6. Will the State make exceptions in applying the organizational standards for any eligible entities due to special circumstances or organizational characteristics, as described in IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*?

☐ Yes ☒ No

6.6a. If yes was selected in Item 6.6, list which eligible entities, the State will exempt from meeting organizational standards, and provide a justification. [Narrative Response, 2500 characters]

If this is the first year filling out the automated State Plan, please skip the following question.

6.7. Target: What percentage of assessed eligible entities in the State does the State expect will meet the State-adopted organizational standards in the next year?

N/A

Note: This information is associated with State Accountability Measures 6Sa and may pre-populate the State's annual report form.

SECTION 7
State Use of Funds

90 Percent Funds

7.1 Formula: Please select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. [Dropdown options]

- Historic
- Base + Formula
- **Formula Alone**
- Formula with Variables
- Hold Harmless + Formula
- Other [Narrative, 2500 Characters]

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities?

☒ Yes ☐ No

7.2. Planned allocation: Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act. The estimated allocations may be in dollars or percentages. Please complete either column 2, "Funding Amount in $," OR column 3, "Funding Amount in %."

Planned CSBG 90 Percent Funds				
CSBG Eligible Entity	Year One		Year Two	
	Funding Amount $	Funding Amount %	Funding Amount $	Funding Amount %
Will be auto-populated from Section 5, Table 5.1, Column 1	**See Attachment**		**N/A**	
Total	**See Attachment**		**N/A**	

7.3. Contracts: Describe the contracting mechanism and timeframe the State uses to distribute funds to the eligible entities.

Ninety (90) 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 live 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. **Entities 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 entity to entity. All eligible entities, however, will be required to use CSBG funding for the stated purposes within the CSBG Act. Mississippi community action entities 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.

1. **Self-Sufficiency**
2. **Better Use of Income**
3. **Community Coordination**
4. **Youth Development Programs**
5. **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.

State Legislative or Administrative Approval

7.4. Must the State get State legislative approval (annually or more frequently) or other types of administrative approval before distributing 90 percent funds to eligible entities? If yes, please describe.

☒ Yes ☐ No

7.4a. If yes was selected in previous question, how many business days does this process generally take?

10 business days

7.4b. Please describe the approval process.

The Mississippi Department of Human Services (MDHS) requires all funding divisions to submit a "Competitive Procurement Request Form" to the Executive Director's Office (Office of Subgrant Procurement-OSP) on all contracts/subgrant proposals for prior approval. After the Executive Director has approved all request, the OSP forwards all forms to DCS and from there NOFAs are mailed to the subgrantees to complete the proposals. MDHS will

not approve any contracts/subgrants that does not have a signed Competitive Procurement Request Form attached.

7.5. Distribution Timeframe after State authority: After getting State authority, the State expects to make funds available to eligible entities within how many calendar days? [Dropdown Box Selection]

- 1 to 14 calendar days
- 15 to 30 calendar days
- Over 30 calendar days, specify number of days [Numeric, enter number between 31 – 100]
- **Varies**

Note: This information is associated with State Accountability Measure 2Sa; the response may pre-populate the State's annual report form.

7.5a. Please explain the process for making funds available after receiving State authority. Take into the account the time frame that the State specified under Item 7.5. Also include information about agency approval, contractual procedures, etc., as appropriate.

Once DCS has obtained prior approval from the Executive Director's Office, NOFAs are mailed to the subgrantees. The subgrantees submit proposals to DCS sixty (60) days after the date the NOFAs were mailed. The Fiscal and Program staff review the proposals for any errors/additional information, and from there we start the Negotiating process. After the staff completes the reviews, copies of the proposals are passed on to Budgets and Accounting, Office of Monitoring and Attorney General's Office for signature approval. Once approval has been obtained from all three of these supporting divisions, the proposals are submitted to the Executive Director's Office (EDO) for final approval (EDO requires all contracts/subgrants be submitted to their office thirty (30) days prior to the effective date). Immediately after contracts/subgrants have been approved in the EDO, DCS Contact Unit packages all contracts/subgrants and distributes them to subgrantees, DCS Fiscal Staff and supporting divisions (Budgets and Accounting and Office of Monitoring). Subgrantees are now able to request to draw down funds to operate their program.

If this is the first year filling out the automated State Plan, please skip the following question.

7.6. Performance Management Adjustment: How is the State improving grant administration procedures under this State Plan as compared to past plans? Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources. If the State is not making any improvements, please explain.

N/A

Note: This information is associated with State Accountability Measure 2Sb; the response may pre-populate the State's annual report form.

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

7.7. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State plan? The estimate may be in dollars or a percentage.

5%

7.8. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan?

10

7.9. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan?

0

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

7.10. Describe how the State plans to use remainder/discretionary funds, as described in Section 675C(b) of the Act, as required by the assurance in 676(b)(2) of the CSBG Act.

Instructional Note: The information entered in the table below will pre-populate the corresponding assurance [676(b)(2)] under Item 14.2 in the "CSBG Programmatic Assurances and Information Narrative." Please note: the assurance under 676(b)(2) of the Act specifically requires a description of how the State intends to use remainder/discretionary funds
to "support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act]." Please include this description in row "f" of the table below and/or attach the information.

Note: This information is associated with State Accountability Measures 3Sa; the responses may pre-populate the State's annual report form.

Use of Remainder/Discretionary Funds					
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Year One		Year Two		Brief description of services/activities
	Planned $	Planned %	Planned $	Planned %	
a. Training/technical assistance to eligible entities	**47%**		**N/A**		[Not Fillable] These planned services/activities will be described in State Plan Item 8.1
b. Coordination of State-operated programs and/or local programs	**10%**				[Not Fillable] These planned services/activities will be described in State Plan Item 9.1 and 9.2
c. Statewide coordination and communication among eligible entities	**8%**				[Not Fillable] These planned services/activities will be described in in State Plan Items 9.3 – 9.5
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	**0%**				[Narrative, 2500 characters]
e. Asset-building programs	**0%**				[Narrative, 2500 characters]
f. Innovative programs/ activities by CAAs or other neighborhood groups (may include fatherhood and strengthening families initiatives)	**35%**				[REQUIRED Narrative, 2500 characters] Please describe here or attach additional information.
g. State charity tax credits	**0%**				[Narrative, 2500 characters]
h. Other activities, specify_____	**0%**				[Narrative, 2500 characters]
Totals	**$0**	**100%**			

7.11. Indicate the types of organizations to which the State plans to allocate CSBG remainder/discretionary funds (by grant or contract) to carry out the activities in Table 7.10. [Check all that apply and narrative where applicable]

- ☒ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) ____**6**_____
- ☒ State association
- ☐ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☒ Individual consultant(s)
- ☐ Other _____

If this is the first year filling out the automated State Plan, please skip the following question.

7.12. Performance Management Adjustment: How is the State adjusting the use of remainder/discretionary funds under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources. If the State is not making any adjustments, please explain.

N/A

Note: This information is associated with State Accountability Measures 3Sb, and will pre-populate the State's annual report form.

SECTION 8
State Training and Technical Assistance Plan

8.1. Describe the State's plan for delivering CSBG funded training and technical assistance to eligible entities under this State plan. (CSBG funding used for this activity is referenced under Item 7.10(a), Use of Remainder/Discretionary Funds).

Note: This information is associated with State Accountability Measure 3Sc; this response may pre-populate the State's annual report form.

Training and Technical Assistance		
FY Quarter	Training, Technical Assistance, or Both	Category
Dropdown options: • Quarter (Q) 1 • Q2 • Q3 • Q4 • Q5 • Q6 • Q7 • Q8 • **Ongoing / Multiple Quarters** • All quarters	Toggle Options: • Training • Technical Assistance • **Both**	Dropdown Options: • **Fiscal** • **Governance/Tripartite Boards** • **Organizational Standards – General** • **Organizational Standards – technical assistance for eligible entities with unmet standards** • **Reporting** • ROMA • Community Assessment • **Strategic Planning** • **Monitoring** • Communication • **Technology** • Other _____
ADD a ROW function Note: you will be able to add a row for each additional training		

8.2. Does the State have in place Technical Assistance Plans (TAPs) for all assessed eligible entities with unmet organizational standards that could be resolved within one year?

☒ Yes ☐ No

Note: This item is associated with State Accountability Measure 6Sb.

If this is the first year filling out the automated State Plan, please skip the following question.

8.3. Performance Management Adjustment: How is the State adjusting the training and technical assistance plan under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources. If the State is not making any adjustments, please explain.

N/A

Note: This information is associated with State Accountability Measures 3Sd; this response may pre-populate the State's annual report form.

SECTION 9
State Linkages and Communication

9.1. State-level Linkages and Coordination: Indicate the linkages and coordination at the State level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State plan and avoid duplication of services, as described under 675C(b)(1)(B) and as required by the assurance under Section 676(b)(5) of the CSBG Act. Please attach additional information as needed. (CSBG funding used for this activity is referenced under Item 7.10(b), Use of Remainder/Discretionary Funds). [Check all that apply]

Note: This response will pre-populate the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa; this response may pre-populate the State's annual report form.

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

9.2. Local-level Linkages and Coordination: Describe the linkages and coordination at the local level that the State and eligible entities plan to create or maintain to ensure increased access to CSBG services to low-income people and communities and avoid duplication of services, as described under 675C(b)(1)(B) and as required by the assurance under Section 676(b)(5) of the CSBG Act. Please attach additional information as needed. (CSBG funding used for this activity is referenced under Item 7.10(b), Use of Remainder/Discretionary Funds.)

Community action entities 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 entities must follow-up with families linked with resources both within and beyond the entity.

9.3. Coordination among Eligible Entities: Describe State activities for supporting coordination among the eligible entities. (CSBG funding used for this activity is referenced under Item 7.10(c), Use of Remainder/Discretionary Funds.)

In FFY 2016, 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 entities' on-going development and implementation of Virtual ROMA; for quality improvement initiatives, for emergency needs (entity-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.

9.4 Communication with Eligible Entities: In the table below, describe the State's plan for communicating with eligible entities and partners under this State plan. Include communication about annual hearings and legislative hearings, as described under Section 6, CSBG Hearing Requirements. (CSBG funding used for this activity is referenced under Item 7.10(c), Use of Remainder/Discretionary Funds.)

Communication Plan

Topic	Expected Frequency	Format (drop down)
Policies, Meetings and Trainings	Dropdown Options: • Daily • Weekly • Twice-Monthly • **Monthly** • Semi-Annually • Annually	Dropdown Options: • Newsletter • **Mailing** • **Meetings/Presentation** • Blog • **Email** • **Website** • Social Media • Other_____
ADD a ROW function *Note: you will be able to add as many rows as needed*		

9.5. Describe how the State will provide feedback within 60 calendar days to local entities and State Community Action Associations regarding performance on State Accountability Measures.

Communication in the form of a letter will be sent and a response should be submitted within thirty (30) days.

Note: This information is associated with State Accountability Measure 5S(iv).

If this is the first year filling out the automated State Plan, please skip the following question.

9.6. Performance Management Adjustment: How is the State adjusting the Communication Plan in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources. If the State is not making any adjustments, please explain.

N/A

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

SECTION 10
Fiscal Controls and Monitoring

Monitoring of Eligible Entities (Section 678B(a) of the Act)

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

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

For States that have a monitoring approach that does not fit within the table parameters, please attach the State's proposed monitoring schedule.

Note: This information is associated with State Accountability Measure 4Sa(i); this response may pre-populate the State's annual report form.

CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)
See Attachment	Dropdown Options: **Other [See Attachment]**	Dropdown Options: **FY1 Q2** **FY1 Q3** **FY1 Q4** **FY2 Q1**	**See Attachment**

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

See Attachment

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

30 days

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

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

10.4. Are State procedures for addressing eligible entity deficiencies and documenting closure of findings included in the State monitoring protocols attached above?

☒ Yes ☐ No

10.4a. If you selected "no," please describe State procedures for addressing eligible entity deficiencies and documenting closure of findings. [Narrative Response, 2500 characters]

NOTE: Table 10.5 (below) WILL ONLY BE AVAILABLE TO STATES AND OCS WITHIN THE OLDC SYSTEM. States will be able to print out a version of their Model State Plan without this table to share with the public. OCS must receive this data in order to fulfill Federal monitoring and oversight responsibilities. However, we recognize this information may be sensitive, so it will not be publically available through OLDC.

10.5. Serious Deficiencies: In the table below, include each eligible entity that has one or more unresolved serious deficiencies as of the date of the submission of this State Plan. Include all the information requested in the table.

Eligible Entity	Serious Deficiency or deficiencies	Is the entity on a Quality Improvement Plan?	Are any of the deficiencies related to organizational standards?	Expected resolution data
This Information will not be shared with the public.	**This Information will not be shared with the public.**	**This Information will not be shared with the public.**	**This Information will not be shared with the public.**	**This Information will not be shared with the public.**
ADD a ROW function *Note: you will be able to add as many rows as needed*				

Total number with unresolved serious Deficiencies: **This information will not be shared with the public.**

Subtotal number on QIPs: **This information will not be shared with the public.**

Subtotal number on QIPs related to organizational standards: **This information will not be shared with the public.**

Note: The QIP information is associated with State Accountability Measures 4Sc. In addition, information about organizational standards corresponds with Section 6 and is associated with State Accountability Measure 6Sb(ii).

10.6. Has the State reported all of the eligible entities with unresolved serious deficiencies to the Office of Community Services?

☒ Yes ☐ No

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

10.7. Does the State assure, according to Section 676(b)(8), that "any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the

State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." (This response will pre-populate the corresponding assurance under Section 14.8.)

☒ Yes ☐ No

10.8. Does the State CSBG statute or regulations provide for the designation of new eligible entities?

☐ Yes ☒ No

10.9. Does the State CSBG statute or regulations provide for de-designation of eligible entities?

☐ Yes ☒ No

10.10. Does the State statute or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity?

☐ Yes ☒ No

Fiscal Controls and Audits and Cooperation Assurance:

10.11. Describe how the State's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200.302(a)).

The State requires all local Subgrantees requesting CSBG funds to submit Monthly Reporting Worksheets. These Reporting Worksheets show expenditures such as Case Management, Supportive Services and Administration. They also show expenditures by cost category and line items. Documentation from Virtual ROMA will be required to support costs reflected on Reporting Worksheets and Requests for Cash as a means to adhere to mandates by DPI to monitor costs reported for the month. Also, Requests for Cash are submitted based on current needs. Federal funds made available to the State under this title will disburse administrative and programmatic funds to local Subgrantees in accordance with the CSBG Statute, and the overall contractual allocation for each subgrantee regulates the maximum allowable expenditures. Procedural manuals are in place which covers a range of fiscal and accounting rules and regulations with which Subgrantees must comply. Also, to further account for CSBG federal funds, 17 of 18 DCS Subgrantees use the same accounting software, GMS, which allows tracking through Virtual ROMA. It allows easy access in training new personnel, as well as existing personnel in the effective use of the GMS software and DCS requirements. DCS requires that Subgrantees use the

MS State Personnel Board policies and procedures in filling vacant financial positions. These procedures assure that eligible entities require at least the minimum qualifications outlined by the MS State Personnel Board in order to maintain qualified financial staff. Subgrantees will not be required to replace existing staff who have already been employed in these positions, however, eligible entities must assure that existing staff is properly trained to function in their current capacity.

Local subgrantees are required to have and submit an annual audit performed annually by an independent Certified Public Accountant. Also, the State complies with the Single Audit Act requirement.

Subgrants will be monitored annually by the Division of Program Integrity. Periodic reviews to the subgrantee, both announced and unannounced will be conducted by the Division of Community Services.

The State continuously provides training and technical assistance to the subgrantees on program and fiscal management to enhance program compliance and quality service delivery to eligible households. DCS program and fiscal staff also conduct special training targeted at new subgrantee staff to ensure program compliance.

10.12. Describe State procedures for issuing management decisions for eligible entity single audits, as required by Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200.521). If these procedures are described in the State monitoring protocols attached under item 10.2, please indicate the page number.

See Attachment

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

10.13. Will the State "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under 676(b)(7) of the CSBG Act. (This response will pre-populate Item 14.7)

☒ Yes ☐ No

If this is the first year filling out the automated State Plan, please skip the following question.

10.14. Performance Management Adjustment: How is the State adjusting monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources. If this State is not making any adjustments, please explain.

N/A

Note: This item is associated with State Accountability Measure 4Sb; this response may pre-populate the State's annual report form.

SECTION 11

Eligible Entity Tripartite Board

11.1. Which of the following measures are taken to ensure that the State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act? **[Check all that apply and narrative if applicable]**

☒ Attend Board meetings
☒ Review copies of Board meeting minutes
☒ Keep a register of Board vacancies/composition
☐ Other _____

11.2. How often does the State require eligible entities to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards? This does not apply to those entities under a Corrective Action Plan or Quality Improvement Plan. **[Check all that apply]**

☒ Annually
☐ Biannually
☐ Quarterly
☒ Monthly

11.3. Describe how the State will carry out the assurance under Section 676(b)(10) of the Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' Tripartite Board. (This response will pre-populate the corresponding Item 14.10.)

Board of Directors Composition. **An eligible entities board of directors is governed by 42 USC 9910. The eligible entities 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 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.**

Section 12
Individual and Community Eligibility Requirements

12.1. Required individual income eligibility:

12.1a. Is individual income eligibility for services set at 125% of the HHS poverty line? If no, what is the income eligibility threshold in the State? If it varies, please describe.

☒ Yes ☐ No ☐ Varies
[If "no" or "varies" is selected, Narrative, 2500 Characters]

12.1b. Does the State have a policy for participant eligibility? If yes, please attach or describe the policy. If no, please explain.

☒ Yes ☐ No

Each applicant household requesting assistance must complete an application to determine eligibility. The application process involves a case management approach. This approach is an interaction between the client and a caseworker/manager. During the interaction process caseworker/case manager obtains vital information about social and economic conditions of the entire household. This process assists in identifying households' needs. It also helps to identify those households that are at risk or in crisis so that a service plan can be developed to assist these households to become stable and self-reliant. Elderly and disabled are not required to participate in case management. Our policy requires an earlier appointment date for vulnerable households. Income eligibility is set at or below 125% of the poverty line that are in effect at the time of submission of the application. An application is taken on the applicant household by the local subgrantee agencies. All applications must be taken in the Virtual ROMA system.

12.2. Income eligibility for general/short term services: For services with limited in-take procedures (where individual income verification is not possible or practical), how do eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.

The eligible entities provide referral and outreach to those communities that are known to be low-income. Low-Income clients are notified so that eligible entity has documentation in the Virtual ROMA system of their eligibility.

12.3. Community-targeted services: For services that provide a community-wide benefit (e.g., development of community assets/facilities; building partnerships with other organizations), how do eligible entities ensure the services target low-income communities?

Eligible entities as for participation and partnership from other service providers and organizations that provide services to the low-income community. Low-income clients are also asked to participate in the meetings/events.

SECTION 13
Results Oriented Management and Accountability System (ROMA)

13.1. ROMA participation

In which performance measurement system will the State and all eligible entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act? (This item corresponds with Section 14.12, CSBG Programmatic Assurances and Information Narrative, of this plan.) [Select one]

☒ The Results Oriented Management and Accountability (ROMA) System
☐ Another performance management system developed pursuant to section 678E(b) of the CSBG Act
☐ An alternative system for measuring performance and results

13.1a. If you selected ROMA above, please attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.

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 entities. The six goals are:

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

The Mississippi CSBG enables vital partnerships between community action entities and low-income people and communities. Community action entities create opportunities for low-income people to transcend poverty and achieve economic self-reliance.
Goal 2 The conditions in which low-income people live are improved.

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

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

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

Goal 4Partnerships 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 entities 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 entities 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 entities.

Goal 5 Entities increase their capacity to achieve results.

MDHS-DCS is supportive of entities' 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 entities and the statewide CSBG network. Discretionary funds are used for capacity-building activities within individual entities and across the network.

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

MDHS-DCS supports community action entities 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.

13.1b. If you did not select ROMA above, please describe the system the State will use for performance measurement. [Narrative Response, 2500 characters]

13.2. Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization (as required under Section 676(b)(12) of the CSBG Act)? [Select one and provide narrative]

(This item also corresponds with Section 14.12, CSBG Programmatic Assurances and Information Narrative, of this plan.)

☒ CSBG National Performance Indicators (NPIs)
☐ NPIs and others
☐ Others

13.3. How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?

Note: These State activities may overlap with activities listed in "Section 8: Training and Technical Assistance." If so, please mention briefly, and/or cross-reference as needed.

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.

13.4. How is the State validating that the eligible entities are using data to improve service delivery?

As part of the Notice of Funding Availability (NOFA), the State requires eligible entities to conduct a Needs Assessment. The data collected is used to submit what services the entity will provide to the low-income population for that program year. Also, entities can pull reports from the Virtual ROMA system on services provided and use this data to plan services for the next program year.

SECTION 14

CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)

14.1 Eligible entity program activities

Activities Targeting Seven Programmatic Purposes

14.1a. Describe how CSBG funds will be used to support activities to assist low-income families and individuals, including families receiving Temporary Assistance to Needy Families (TANF), the homeless, migrant or seasonal farmworkers, and elderly low-income individuals and their families, to help them achieve the seven programmatic purposes under 676(b)(1)(A). Please include information about each programmatic purpose. [Attach a document]

i. self sufficiency
ii. employment
iii. education
iv. use of income
v. housing
vi. emergency assistance
vii. community participation, including documenting best practices and engaging law enforcement agencies

Assurance 676(b) (1) – Funds made available through the grant or allotment will be used: 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 entities, 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 entities, which may include participation in activities such as neighborhood or community policing efforts.

Needs of Youth

14.1b. Describe how the activities of the local CSBG eligible entities will address the needs of youth in low-income communities as described under 676(b)(1)(B).

To address the needs of youth in low-income communities through 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 youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation and entrepreneurship programs); and after-school child care programs;

Coordination of Other Programs

14.1c. Describe how the activities of the local CSBG eligible entities will make more effective use of, and coordinate with, other programs related to the purposes of CSBG, as described under 676(b)(1)(C).

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 entities 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 125% 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.

State Use of Discretionary Funds

14.2 Describe how the State will use remainder/discretionary funds as described under 676(b)(2) of the CSBG Act. [Pre-populate "State Use of Funds: Remainder/Discretionary," items 7.10 and 7.11.]

MDHS-DCS will allocate at least 5 percent of CSBG funds received by the State for FFY 2016 to support discretionary projects related to the purposes of the CSBG Act and the six national goals.

A percentage of discretionary funds are allocated based on the following activities:

1. **Capacity building- 57%: to include T&TA, IT needs for the Virtual ROMA system, staff training and ACH;**

2. **Corrective Action- 8%: to include partnerships with the state CAA association to assist CAAs with corrective action strategies and;**

3. **Other CSBG purposes- 35%: to include new and existing community projects for seniors and youth.**

In FFY 2016, a portion of CSBG discretionary resources may be set aside to provide:

1. **additional training and technical assistance responsive to the needs of the Mississippi network,**

2. **for activities supportive of community action entities' on-going development and implementation of Virtual ROMA;**

3. **for quality improvement initiatives,**

4. **for emergency needs (entity-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 2016 CSBG discretionary funding will include:

1. **Projects that support a sustainable system of continuous quality improvement in community action entity 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 goal**

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. Based on the information provided by eligible entities, describe how the State will carry out the assurance under Section 676(b)(3) of the CSBG Act.

Eligible Entity Service Delivery System

14.3a. Describe the service delivery system of the local CSBG eligible entities, for services provided or coordinated with CSBG funds, targeted to low-income families in the State.

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 entity to entity, just as the communities and people served vary. Commonalities to the service delivery system include:

i. Community outreach to ensure awareness of opportunities for low-income people,

ii. Holistic, family-centered approaches to assessing and addressing individual needs,

iii. Use of multiple and convenient access points for direct service delivery (most Mississippi community action entities provide multiple locations for client service delivery),

iv. Provision of multiple and wide-ranging services in order to address the causes and effects of poverty,

v. Common, entity-wide consumer intake forms and processes and

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

Eligible Entity Linkages

14.3b. Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.

The ability of Mississippi's community action entities 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 entities link individual consumers to multiple resources both within the entity and within the community. It is quite common, for example, for a family to come to a Mississippi community action entity 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 entity (LIHEAP, Weatherization, Head Start, job counseling, family self-sufficiency case management, etc.). Concurrently, entity staff assists the family in identifying and accessing, or "linking" to, additional services available within the community.
Community action entities 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 entities must follow-up with families linked with resources both within and beyond the entity.

Eligible Entity Funds Coordination

14.3c. Describe how the eligible entities will coordinate CSBG funds with other public and private resources.

Strength of the Mississippi network is the ability of the entities 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 entities. Mississippi's coordinated and comprehensive approaches to eliminating the causes and effects of poverty that are pursued by Mississippi's entities require sound systems of governance and of fiscal and personnel management. CSBG funds allow Mississippi community action entities to develop and maintain these essential systems. The resulting accountability and capacity enable Mississippi entities to access, or leverage, additional public and private resources to further their direct service efforts.

According to the State's 2014 CSBG IS Report, Mississippi community action entities leveraged $135,842,627. 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).

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

14.3d. Describe how the local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging parental responsibility. Please note: these activities relate to "Innovative programs and activities by CAAs or other neighborhood groups" [Section 675C(b)(1)(F)]; the State indicates any CSBG discretionary funds allocated for these activities under Item 7.10 of this State Plan.

Eligible entities will use discretionary funds to develop, implement, and/or support Fatherhood, Healthy Marriage and Family Development activities designed to enhance the quality of family life, and strengthen families. Entities are encouraged to partner with other local or state service providers to convene teen, fatherhood and parental summits and trainings as part of family development activities. These activities will facilitate dialogue and provide valuable data for entities to use in planning services and projects to address challenges expressed by the target population.

Eligible Entity Coordination/Linkages: Emergency Food and Nutrition

14.4. Describe how the local eligible entities in the State will provide emergency supplies and services to counteract conditions of starvation and malnutrition, according to the State's assurance under Section 676(b)(4) of the CSBG Act.

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 entity applications and community action plans as well as through regular sharing of community-based or statewide information as it is known.

The entities 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 entities are also required to provide a copy of their emergency service plan to meet the needs of their clients.

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

State and Eligible Entity Coordination/linkages: Employment and Training

14.5. According to the State's assurance under Section 676(b)(5) of the CSBG Act, describe how the State and local eligible entities will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of employment and training services and avoid duplication; and describe coordination of employment and training activities, as defined in section 3 of the Workforce Innovation

and Opportunity Act (WIOA), in the State and in entities providing activities through WIOA systems. [This response will link with items 9.1 and 9.2.]

Note: The following questions (14.5a and b) about the WIOA Combined State Plan may change depending on the outcome of work with the U.S. Department of Labor and Education to develop this plan.

14.5a. WIOA Combined State Plan: Does the State intend to meet this assurance by describing CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act?

☒ Yes ☐ No

14.5b. If the State selected "no" under 14.5a, please describe how the State will meet this assurance. [Narrative, 2500 characters OR attach a document]

State Coordination/Linkages: Low-income Home Energy Assistance

14.6. According to the State's assurance under Section 676(b)(6) of the CSBG Act, describe how the State will ensure coordination between antipoverty programs in each community, and ensure, where appropriate, communities conduct emergency energy crisis intervention programs (relating to low-income home energy assistance).

Since the Mississippi Low-Income Home Energy Assistance Program (LIHEAP) is delivered by community action entities and other organizations, and is, in fact, administered by all except one (1) entity, 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 entities. The entities are requested to work closely with energy providers that serve their areas. The entities are requested to provide energy saving materials and Consumer Education Conservation Workshops. The entities 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.

State Fiscal Controls and Monitoring: Federal Investigations

14.7. Will the State carry out the assurance under Section 676(b)(7) of the CSBG Act, as indicated in Item 10.12 of this plan?

Yes

State Fiscal Controls and Monitoring: Procedures in the event of reducing or terminating funding to an eligible entity

14.8. Will the State carry out the assurance under Section 676(b)(8) of the CSBG Act, as indicated in Item 10.7 of this plan.

Yes

Eligible Entity Coordination/Linkages: Faith-based organizations, charitable groups, community organizations

14.9. According to the State's assurance under Section 676(b)(9) of the CSBG Act, describe how local eligible entities in the State will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations.

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 entities 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 entities to minimally develop and implement formal partnerships with LIHEAP and Weatherization service providers, Head Start, WIN Job Center, Community Colleges, local school districts, Area Entity 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.

Eligible Entity Tripartite Board Representation

14.10. Description of how the State will carry out the assurance under Section 676(b)(10) of the CSBG Act from Section 11.3 of this plan.

Board of Directors Composition. **An eligible entities board of directors is governed by 42 USC 9910. The eligible entities 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 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.**

<u>Eligible Entity Community Action Plans and Community Needs Assessments</u>

14.11. As required by the State's assurance under Section 676(b)(11) of the CSBG Act, has or will the State secure a Community Action Plan from each eligible entity that is for the duration of this State plan that includes a community-needs assessment? You may upload additional information and/or community action plans. [Select "yes" or "no" and attach supporting documentation if applicable]

☒ Yes ☐ No

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 entities and other programs administered by the entity. The CSNAs are the basis for the ranking of services stated in the community action plan and the budget request. The community action plan 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 entity 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 entity will provide services during/after a disaster, on weekends, after hours, and during emergencies which must be described in the entities 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.

State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. Will the State and all eligible entities participate in the Results Oriented Management and Accountability System (ROMA), as required by the assurance under Section 676(b)(12) of the CSBG Act? (This item corresponds with Section 11.6 of this plan.) [Select "yes" or "no" and attach supporting documentation if applicable]

☒ Yes ☐ No

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. Click the "validation" button below to ensure the State has described how it will carry out all the assurances under section 676(b), as required by Section 676(b)(13) of the CSBG Act. [No response for this Item]

SECTION 15
Federal Certifications

Please attach the following four Federal certifications, each signed by the State authorized CSBG official.

After each assurance, a check box must be selected.

15.1 Lobbying

☒ By checking this box, the prospective primary participant is providing the certification set out above.

15.2 Drug-Free Workplace Requirements

☒ By checking this box, the prospective primary participant is providing the certification set out above.

15.3 Debarment

☒ By checking this box, the prospective primary participant is providing the certification set out above.

15.4 Environmental Tobacco Smoke

☒ By checking this box, the prospective primary participant is providing the certification set out above.

ATTACHMENTS

ATTACHMENT-LETTER OF DESIGNATION

PHIL BRYANT
GOVERNOR

May 7, 2013

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., 5th 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, Ms. Tina Ruffin, will serve 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 Ms. Ruffin and you may contact her directly at P. O. Box 352, Jackson, Mississippi 39205 or telephone (601) 359-4768.

Sincerely,

Phil Bryant

PB:RAB:tr

cc: Richard A. Berry, Executive Director
Mississippi Department of Human Services

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

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 entity, 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 entity, 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.

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

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

_____ _____

Richard A. Berry, Executive Director
Mississippi Department of Human Services

Date

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 entity 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.

****

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

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

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or entity;

(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.

_____ _____

Richard A. Berry, Executive Director
Mississippi Department of Human Services

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

5. Workplaces under grants, for grantees other than individuals, need 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.

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

(b) Establishing an ongoing drug-free awareness program to inform employees about –
   (1)The dangers of drug abuse in the workplace;

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

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

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

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

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

(1) Abide by the terms of the statement; and

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

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

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

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

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

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

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

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

750 North State Street

Jackson, MS 39202 (Hinds County)

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

Richard A. Berry, Executive Director Mississippi Department of Human Services	Date

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. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

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

_____ _____

Richard A. Berry, Executive Director
Mississippi Department of Human Services

Date

ATTACHEMENT-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 2016 programs is scheduled for Tuesday, June 9, 2015, at 2:00 p.m. in the new Training Room at the Mississippi Department of Human Services, 750 North State Street, 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 2016, 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 2016, 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 plans and/or eligibility requirements must be received on or before June 16, 2015 by the Division of Community Services, P. O. Box 352, Jackson, Mississippi 39205. Public comments will be reviewed before finalizing the 2016 State Plans for these programs.

DIVISION OF COMMUNITY SERVICES
MEMORANDUM

TO: Denise Williams
Department of Purchasing

FROM: Nicole McBeath
Division of Community Services

DATE: April 24, 2015

SUBJECT: Publication of Legal Notice

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 May 26, 2015 and June 2, 2015 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 Nicole McBeath at 9-4765.

TMR:nm

Attachments

Mississippi Department of Human Services
Division of Community Services

NEWSPAPERS

1. **The Jackson Advocate**
115 East Hamilton
Jackson, MS 39202

2. **The Natchez Democrat**
Post Office Box 1447
Natchez, MS 39121-39221

3. **The Commercial Dispatch**
Post Office Box 511
Columbus, MS 39703

4. **The Delta Democrat Times**
Post Office Box 1618
Greenville, MS 38701

5. **The Daily Corinthian**
Post Office Box 119
Corinth, MS 38834

6. **The Gulf Publishing Company**
Post Office Box 4567
Biloxi, MS 39535

7. **The Clarion Ledger**
Post Office Box 40
Jackson, MS 39205-0040

8. **The Vicksburg Evening Post**
Post Office Box 951
Vicksburg, MS 39180

9. **The Northeast MS Daily Journal**
Post Office Box 909
Tupelo, MS 38801

10. **The Hattiesburg American**
Post Office Box 1111
Hattiesburg, MS 39401

11. **The Clarksdale Press Registrar**
Post Office Box 1119
Clarksdale, MS 38614

12. **The Meridian Star**
Post Office Box 1591
Meridian, MS 39301

STATE OF MISSISSIPPI
Phil Bryant, Governor
DEPARTMENT OF HUMAN SERVICES
Richard A. Berry, Executive Director

May 12, 2015

Honorable Sam C. Mims, V
Mississippi House of Representatives
P.O. Box 1018
Jackson, MS 39215

Dear Representative Mims:

The Mississippi Department of Human Services (MDHS) is designated by the Governor to receive funds awarded by the United States Department of Health and Human Services for the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP). The State is required to convene a Legislative Public Hearing on the State Plan to expend the funds awarded to the state. The amount of funds awarded to the state is determined by the federal budget.

The hearing is public and agencies are to be represented by their staff, boards of directors, and former and current clients. Therefore, we are inviting you to attend the Legislative Public Hearing scheduled for 2:00 p.m., June 9, 2015, at the Mississippi Department of Human Services (new Training Room), 750 North State Street, Jackson, Mississippi. We will also take this opportunity to give you a report on the program outcomes and express appreciation for your assistance on matters affecting the lives of low-income Mississippians.

Thank you for your support of MDHS and the programs we administer. Please confirm your attendance and if we can be of assistance to you or your constituents contact Ms. Tina Ruffin, Director, Division of Community Services, at (601) 359-4768 or 1-800-421-0762.

Sincerely,

Richard A. Berry

RAB:TMR:nm

MDHS
MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

PO Box 352, 750 N. State Street
Jackson, Mississippi 39205
Phone (601) 359-4500
www.mdhs.state.ms.us

ATTACHMENT-ELLIGIBLE ENTITIES

AJFC **(Nonprofit)**
P.O. Box 3011
1038 N. Union, Bldg A.
Natchez, MS 39120
(601) 442-8681 or 1-866-243-0041
Fax (601) 442-9572
Executive Director: Sandra Sewell

Adams, Claiborne, Copiah, Franklin, Jefferson, Lawrence and Lincoln

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Bolivar County **(Nonprofit)**
810 East Sunflower Road
Suite 120
Cleveland, MS 38732
(662) 846-1491
Fax (662) 283-2352
Interim Executive Director: Elnora Littleton

Bolivar

Central Mississippi, Inc. **(Nonprofit)**
P.O. Box 749
101 South Central Ave.
Winona, MS 38967
(662) 283-4781 or 1-800-898-0410
Fax (662)283-2352
Executive Director: Pamela Gary

Attala , Carroll ,Grenada, Holmes, Leflore, Montgomery and Yalobusha

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Coahoma Opportunities, Inc. **(Nonprofit)**
115 Issaquena Ave.
Clarksdale, MS 38614
(662) 624-4887
Fax (662)624-4915
Executive Director: Edward Seals

Coahoma

Gulf Coast Community Action Agency **(Nonprofit)**
P.O. Box519
500 24th street
Gulfport, MS 39502
(228) 896-1409 or 1-888-603-4222
Fax (228)897-9075
Executive Director: Michael Dozier

George, Greene, Hancock, Harrison and Stone

Hinds County Human Resource Agency **(Public)**
P.O. Box 22657
258 Maddox Road
Jackson, MS 39212
(601) 923-3930
Fax (601)923-3925
President/CEO: Kenn Cockrell

Hinds

Jackson County CAA **(Nonprofit)**
P.O. Box 8723
5343 Jefferson Street
Moss Point, MS 39562
(228) 769-3292 or 1-866-255-9987
Fax (228)769-3264
Executive Director: Diann Payne

Jackson

LIFT, Incorporated **(Nonprofit)**
2577 McCullough Blvd.
Belden, MS 38826
(662) 842-9511 or 1-800-844-5438
Fax (662)842-5575
Executive Director: Dorothy Leasy

Calhoun, Chickasaw, Itawamba, Lafayette, Lee, Monroe, Pontotoc and Union

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Mid-State Opportunities Inc. **(Nonprofit)**
P.O. Box 270
204 North Church Street
Charleston, MS 38921
(662) 647-2463 or 1-800-523-6683
Fax (662)647-5868
Executive Director: Helen Bell

Panola, Quitman, Tallahatchie, Tunica, Tate and Desoto

Multi-County CSA **(Nonprofit)**
P.O. Box 905
2590 Sellers Drive
Meridian, MS 39302
(601) 483-4838 or 1-800-898-0659
Fax (601)428-9861
Interim Executive Director: Angela Hicks

Clarke, Jasper, Kemper, Lauderdale, Neshoba, Newton, Scott, Smith and Wayne

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Northeast MS CS **(Nonprofit)**
P.O. Box 930
801 Hatchie Street
Booneville, MS 38829
(662) 728-2118 or 1-877-728-2118
Fax (662)728-8720
Executive Director: Steve Gaines

Alcorn, Marshall, Prentiss, Tishomingo

PRVO **(Nonprofit)**
P.O. Box 188
756 Hwy. 98 Bypass
Columbia, MS 39429
(601) 736-9564 or 1-866-736-9564
Fax (601)736-6288
Executive Director: Helmon Johnson

Covington, Forrest, Jefferson Davis, Lamar, Marion, Pearl River, Jones and Perry

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Prairie Opportunity **(Nonprofit)**
501 Hwy. 12 West
Suite 110
Starkville, MS 39759
(662) 323-3397 or 1-888-397-5550
Fax (662)323-8754
Executive Director: Laura Marshall

Choctaw, Clay, Leake, Lowndes, Noxubee, Oktibbeha, Webster and Winston

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South Central Community Action Agency **(Nonprofit)**
P.O. Box 129
110 Forth Street
D'Lo, MS 39062
(601) 847-5552
Fax (601)847-5589
Executive Director: Sheletta Buckley

Madison, Rankin and Simpson

Southwest Mississippi Opportunities **(Nonprofit)**
P.O. Box 1667
223 3rd Street
McComb, MS 39648
(601) 684-5593 or 1-800-250-7730
Fax (601)249-3996
Executive Director: William Franklin

Amite, Pike, Walthall and Wilkinson

Sunflower-Humphreys **(Nonprofit)**
P.O. Box 908
414 Martin Luther King Dr.
Indianola, MS 38751
(662) 887-5655 or 1-888-677-1461
Fax (662)887-4888
Executive Director: Louise Bradford

Humphreys &Sunflower

United CAA **(Nonprofit)**
P.O. Box 338
380 Ripley Avenue
Ashland, MS 38603
(662) 224-8912 or 1-888-744-4407
Fax (662)224-8142
Executive Director: Willie-Ruth Daugherty

Benton & Tippah

WWISCAA **(Nonprofit)**
P.O. Box 1813
1165 South Raceway Road
Greenville, MS 38702
(662) 378-5857 or 1-800-820-8204
Fax (662)332-5191
Executive Director: Jannis Williams

Issaquena, Sharkey, Warren, Washington and Yazoo

ATTACHMENT- TENTATIVE FFY 2016 ALLOCATIONS

(These levels are dependent on the Federal CSBG award at the FFY 2015 level. Adjustments will be made once the final FFY 2016 awards are known.)

Eligible Entities	Est. Allocation
AJFC CAA	$ 528,063
Bolivar Co CAA	$216,026
Central Mississippi	$658,638
Coahoma Opportunities	$153,618
Gulf Coast CAA	$619,274
Hinds County HRA	$856,422
Jackson Co CAC	$307,237
LIFT	$831,459
Mid-State Opportunities	$610,633
Multi County CSA	$811,297
Northeast MS	$370,604
PRVO	$1,129,094
Prairie Opportunity	$753,690
South Central CAA	$505,020
Southwest MS	$323,559
Sunflower-Humphreys Co	$207,385
United CAA	$114,254
WWISCAA	$604,872
Total	$9,601,145

2016 CSBG Tentative Allocations- June 2015

AJFC CAA

Adams	1.44%	138,256
Claiborne	0.62%	59,527
Copiah	1.10%	105,613
Franklin	0.32%	30,724
Jefferson	0.45%	43,205
Lawrence	0.43%	41,285
Lincoln	1.14%	109,453
Total	5.50%	528,063

Bolivar Co. CAA

Bolivar	2.25%	216,026

Central Mississippi

Attala	0.75%	72,009
Carroll	0.38%	36,484
Grenada	0.89%	85,450
Holmes	1.39%	133,456
Leflore	2.33%	223,707
Montgomery	0.50%	48,006
Yalobusha	0.62%	59,527
Total	6.86%	658,639

Coahoma Opportunities

Coahoma	1.60%	153,618

Gulf Coast CAA

George	0.44%	42,245
Greene	0.34%	32,644
Hancock	0.96%	92,171
Harrison	4.31%	413,809
Stone	0.40%	38,405
Total	6.45%	619,274

Hinds County HRA

Hinds	8.92%	856,422

Jackson Co. CAC

Jackson	3.20%	307,237

LIFT

Calhoun	0.51%	48,966
Chickasaw	0.77%	73,929
Itawamba	0.53%	50,886
Lafayette	1.54%	147,858
Lee	2.50%	240,029
Monroe	1.25%	120,014
Pontotoc	0.77%	73,929
Union	0.79%	75,849
Total	8.66%	831,460

Mid-State Opportunities

Desoto	2.30%	220,826
Panola	1.65%	158,419
Quitman	0.48%	46,085
Tallahatchie	0.68%	65,288
Tate	0.75%	72,009
Tunica	0.50%	48,006
Total	6.36%	610,633

Multi-County CSA

Clarke	0.62%	59,527
Jasper	0.64%	61,447
Kemper	0.37%	35,524
Lauderdale	2.68%	257,311
Newton	0.64%	61,447
Wayne	0.79%	75,849
EC- Neshoba	1.05%	100,812
EC-Scott	1.17%	112,333
EC-Smith	0.49%	47,046
Total	8.45%	811,296

Northeast MS

Alcorn	0.99%	95,051
Marshall	1.29%	123,855
Prentiss	0.89%	85,450
Tishomingo	0.69%	66,248
Total	3.86%	370,604

PRVO

Covington	0.86%	82,570
Forrest	3.20%	307,237
Jeff Davis	0.59%	56,647
Jones	2.60%	248,670
Lamar	1.07%	102,732
Marion	1.06%	101,772
Pearl River	1.95%	187,222
Perry	0.44%	42,245
Total	11.77%	1,129,095

Prairie Opportunity

Choctaw	0.34%	32,644
Clay	0.82%	78,729
Lowndes	1.99%	191,063
Noxubee	0.63%	60,487
Oktibbeha	2.27%	217,946
Webster	0.41%	39,365
Winston	0.68%	65,288
EC- Leake	0.71%	68,168
Total	7.85%	753,690

South Central CAA

Simpson	1.06%	101,772
Madison	2.03%	194,903
Rankin	2.17%	208,345
Total	5.26%	505,020

Southwest MS

Amite	0.59%	56,647
Pike	1.75%	168,020
Walthall	0.58%	55,687
Wilkinson	0.45%	43,205
Total	3.37%	323,559

Sunflower-Humphreys Co.

Humphreys	0.64%	61,447
Sunflower	1.52%	145,937
Total	2.16%	207,384

United CAA

Benton	0.36%	34,564
Tippah	0.83%	79,689
Total	1.19%	114,253

WWISCAA

Issaquena	0.14%	13,442
Sharkey	0.29%	27,843
Warren	1.52%	145,937
Washington	3.03%	290,915
Yazoo	1.32%	126,735
Total	6.30%	604,872

ATTACHMENT-FISCAL CONTROLS & MONITORING

Tentative 2016 CSBG Monitoring Schedule			
CSBG Eligible Entity	Tentative Review Date		Last Review Date
AJFC Community Action Agency, Inc.	2016-Oct	FY2 Q1	2014-Nov
Bolivar County Community Action Agency, Inc.	2016-Aug	FY1 Q4	2014-Sep
Central Mississippi, Inc.	2016-Jul	FY1 Q4	2014-Aug
Coahoma Opportunities, Inc.	2016-Apr	FY1 Q3	2015-Mar
Gulf Coast Community Action Agency, Inc.	2016-Nov	FY2 Q1	2014-Dec
Hinds County Human Resource Agency, Inc.	2016-Dec	FY2 Q1	2014-Dec
Jackson County Civic Action Committee, Inc.	2016-Sep	FY1 Q4	2014-Oct
LIFT, Inc.	2016-Apr	FY1 Q3	2015-Apr
Mid-State Opportunity, Inc.	2016-Nov	FY2 Q1	2014-Nov
Multi-County Community Service Agency, Inc.	2016-Sep	FY1 Q4	2014-Sep
Northeast MS Community Services, Inc.	2016-Sep	FY1 Q4	2014-Oct
Pearl River Valley Opportunity, Inc.	2016-Oct	FY2 Q1	2014-Oct
Prairie Opportunity, Inc.	2016-Oct	FY2 Q1	2014-Oct
South Central Community Action Agency, Inc.	2016-Apr	FY1 Q3	2015-Apr
Southwest Mississippi Opportunity, Inc.	2016-Sep	FY1 Q4	2014-Sep
Sunflower-Humphreys Counties Progress, Inc.	2016-Oct	FY2 Q1	2014-Dec
United Community Action Committee, Inc.	2016-Dec	FY2 Q1	2014-Dec
Warren-Washington-Issaquena-Sharkey Community	2016-May	FY1 Q3	2014-Jan
Action Agency			

<u>Per the MDHS Subgrant/Contract Manual</u>

MONITORING

The Mississippi Department of Human Services (MDHS) is required to monitor the activities of its subgrantees by following the Single Audit Act Amendments of 1996, the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the OMB Circular A-133 Compliance Supplement. MDHS shall monitor each project, program, subgrant, function, or activity supported by a Federal award to assure compliance with applicable Federal regulations and that performance goals are achieved.

POLICY

MDHS has established uniform monitoring policies designed to ensure that all subgrants under the jurisdiction of MDHS are administered in compliance with Federal requirements and with the terms of the subgrant agreements. Monitoring subgrants, for compliance with the applicable Federal regulations, State laws, Agency policies, and the terms of the subgrant agreements, is the responsibility of the MDHS Division of Program Integrity.

Subgrant monitoring procedures may include several of the various options available. These options include: reviewing reports submitted by the subgrantee; reviewing documentation supporting expenses reported under MDHS subgrants; reviewing the subgrantee‟s single audit or program-specific audit results and evaluating audit findings and the subgrantee‟s corrective action plan; performing on-site reviews of fiscal and programmatic records and observing subgrantee operations; and/or, arranging for limited scope audits of specific compliance areas.

Planning Considerations

When determining the extent of monitoring procedures to perform, MDHS will consider factors such as the amount of the subgrant, the percentage of a Federal program’s total funds awarded to subgrantees, and the complexity of the compliance requirements. To determine the appropriateness of monitoring procedures, MDHS will consider the cost-effectiveness of monitoring procedures compared to the relative size and complexity of the Federal awards administered by the subgrantee. The following factors will also be considered when determining the monitoring procedures to be performed to ensure compliance with the Federal regulations, State laws, Agency policies and procedures, and the terms of the subgrant agreement:

1. The amount of the subgrant in relation to the total amount of the program;

2. Prior experience of the subgrantee operating subgrants supported by Federal funds;

3. Results of the MDHS follow-up on prior year single audit findings;

4. Results of the review of documents submitted by the subgrantee;

5. Results of the desk review of supporting documentation for expenditures;

6. Results of previous on-site fiscal and programmatic reviews; and/or,

7. Specific requests by the MDHS Executive Director or Funding Division Director.

Monitoring Procedures

1. **Review of Reports Submitted by Subgrantees**

Subgrants may be monitored by reviewing reports submitted by the subgrantee for compliance with the subgrant agreement and program instructions. For example, the monthly reporting worksheets may be reviewed for accuracy and completeness or the quarterly programmatic report may be reviewed to ensure that each element of the Scope of Services is being met.

2. **Review of Supporting Documentation for Expenditures**

Subgrants may be monitored by performing a desk review of supporting documentation for expenditures reported under the subgrant. This review consists of contacting the subgrantee and requesting documents to support certain amounts included on the subgrantee‟s reporting worksheets. These documents will be examined by the monitors to determine compliance with the subgrant agreement and with State and Federal regulations. The results of the desk review will be communicated in a written report to the subgrantee and to the MDHS Funding Division.

Desk reviews may be conducted at any time by staff of the MDHS, Division of Program Integrity. The desk review procedure may be used in lieu of or in conjunction with an on-site fiscal review or as a follow-up to an on-site fiscal review to ensure that corrective actions have been implemented.

Fiscal monitoring through a desk review will include, at a minimum, a review of all documents to support all expenses reported for one month of the subgrant period. Documents shall be reviewed to support costs reported on the reporting worksheet submitted for the month in which the highest dollar amount of expenses was reported as of the date that the schedule letter was prepared to begin the desk review and request support documents.

When fiscal monitoring is initiated through a desk review and sufficient documents are not provided by the subgrantee/contractor to support costs reported on the reporting worksheet, the desk review shall cease and fiscal monitoring shall be completed through an on-site review.

Fiscal monitoring shall not be performed through a desk review on the first subgrant awarded to a subgrantee. In addition, monitoring through a desk review shall be alternated with on-site reviews so that on-site fiscal monitoring is performed at least every other year.

Monitoring for programmatic compliance cannot be performed through a desk review.

3. Review of the Subgrantee's Single Audit Report for Compliance, Evaluation of Audit Findings, and Follow-up on Corrective Actions

Subgrantees that expend $500,000.00 or more of Federal financial assistance during the subgrantee‟s fiscal year shall have an audit performed by an independent Certified Public Accountant in accordance with the Single Audit Act and OMB Circular A-133. As a part of MDHS‟ monitoring of each of its subgrants, these independent auditor‟s reports shall be obtained from the subgrantees and reviewed for compliance with Federal regulations.

Any audit findings identified in the independent auditor‟s reports, as well as the subgrantees proposed corrective action plans, shall be evaluated by the MDHS Funding Divisions. If the subgrantee‟s corrective action plan is acceptable, a management decision will be issued by the MDHS Funding Division to resolve the audit findings. The MDHS Division of Program Integrity will follow-up on the subgrantee‟s corrective action plan during the next on-site fiscal review that is conducted.

4. On-Site Reviews for Program Compliance

On-site reviews for program compliance are required to be conducted at least once during the subgrant period for every MDHS subgrant. On-site reviews for program compliance may be performed on any subgrant at any time and may be repeated as often as deemed necessary by MDHS. These reviews for program compliance will be conducted by the MDHS Division of Program Integrity.

The on-site programmatic reviews are formal in nature and are normally preceded by written notification to the subgrantee and to the appropriate MDHS Funding Division Directors. However, unannounced on-site programmatic reviews may also be conducted. On-site entrance and exit conferences will be conducted with subgrantee officials and a written report will be issued communicating the results of the review to the subgrantee and to the MDHS Funding Divisions. The Agency shall follow-up on the subgrantee‟s corrective action plan for any programmatic monitoring findings.

5. On-Site Reviews for Fiscal Compliance

On-site reviews for fiscal compliance will be conducted by the Division of Program Integrity, as provided under this section. These visits may also be conducted at the request of the MDHS Executive Director or the MDHS Funding Division Director.

These reviews are formal in nature and are normally preceded by written notification to the subgrantee. The appropriate Funding Division Directors shall also receive written notification of on-site fiscal reviews. However, unannounced on-site fiscal reviews may also be conducted. On-site entrance conferences will be conducted with subgrantee officials. Exit conferences will be conducted and a written report will be issued communicating the results of the review to the

subgrantee and to the MDHS Funding Divisions. MDHS shall follow-up on the subgrantee‟s corrective action plan for any fiscal monitoring findings.

6. Limited Scope Audits of Specific Compliance Areas

The Agency may engage an independent Certified Public Accountant to perform a Limited Scope Audit of certain MDHS subgrants. The need for this type of review shall be determined on an individual basis and shall be documented by the Division of Program Integrity. The results of this review shall be communicated to the subgrantee and to the MDHS Funding Divisions in a written report.

Corrective Action Process

The Initial Report of Findings and Recommendations that is forwarded to the subgrantee and to the MDHS funding division shall require a written response from the subgrantee within fifteen (15) working days. Upon receipt of the response from the subgrantee, the Director of the Office of Monitoring and other appropriate staff shall assess each response for adequacy. If all responses are adequate, a letter will be issued to the subgrantee clearing all findings. If any responses do not adequately address the findings, the subgrantee will be notified in writing by the issuance of a Status Report acceptable to MDHS requiring a second response from the subgrantee within ten (10) working days.

If the subgrantee fails to satisfactorily resolve all of the monitoring findings, the Office of Monitoring will issue a Final Notice Letter to the subgrantee demanding that the subgrantee refund the amount of questioned costs and advising the subgrantee of the procedures to follow if they wish to request an administrative hearing with the MDHS Executive Director.

If the subgrantee does not respond to the Final Notice Letter, the subgrantee will be referred to the State of Mississippi Office of the Attorney General to recover the unresolved questioned costs, and the Agency may begin procedures for debarment and suspension against the subgrantee organization and the subgrantee authorized official.

DCS (T&TA)

DCS staff uses several tools and checklists to conduct an overall comprehensive review of the agencies' operations. Throughout both the programmatic and fiscal review process there should be ongoing, open communication with the staff to facilitate clarification of facts and prevent misunderstandings, provide the reviewer with a full understanding of the agencies' operations, and provide the agency with a full understanding of the review process.

Preliminary areas of noncompliance should be summarized and discussed with the Executive Director and/or designated staff during the exit conference. Copies of specific documents, supporting schedules, and reports obtained during the site visit to facilitate preparation of the report should be discussed during the exit conference. The agency is given the opportunity to provide

comments and present additional information or explanation regarding a specific finding before it is included in the report.

The report should include specific timelines for any required corrective action associated with each finding. Copies of the report should be mailed to agency's Board and the agency's Executive Director. A copy should also be provided to the DCS Program Director and Compliance Officer.

The agency is required to respond in writing to each of the findings and observations mentioned in the report, including a detailed plan for taking corrective actions and implementing required changes. The initial response is due within 30 days from the date of the report. The agency's plan for resolution and corrective action will be reviewed by Compliance Team to ensure that all findings have been adequately addressed.

In the event an agency is unable or unwilling to correct a specified area of noncompliance within the prescribed timeline, DCS will report the deficiency to MDHS-Division of Program Integrity. If MDHS determines that the agency remains noncompliance in a specified area, DCS may contact DHHS to initiate proceedings to terminate the organization's designation as a Community Action Agency.

ATTACHMENT-AUDIT REQUIREMENTS

Per the MDHS Subgrant/Contract Manual

The Division of Program Integrity (DPI) is responsible for oversight of the subgrantee audit process and for monitoring program and fiscal activities involving subgrants. DPI collaborates with MDHS Funding Divisions to ensure resolution of audit findings by the MDHS Funding Divisions and to monitor the success of corrective actions taken.

The provisions of this section do not limit the authority of Federal agencies or their Inspectors General or other Federal officials, the Mississippi Department of Human Services, or the Office of the State Auditor, or their duly authorized representatives, to make or contract for audits, evaluations, or reviews. Subgrantees shall not constrain the above-named agencies, in any manner, from carrying out audits, evaluations, or reviews.

GENERAL

All MDHS subgrantees are required to complete the MDHS Subgrantee Audit Information Form (MDHS-DPI-002). This form must be submitted to the Division of Program Integrity - Office of Monitoring no later than ninety (90) calendar days after the end of the subgrantee's fiscal year. This form is necessary to certify the sources and amounts of all Federal awards received and expended by the subgrantee.

The MDHS Subgrantee Audit Policy has been prepared using as references the Single Audit Act Amendments of 1996 (Public Law 104-156) as implemented by the Office of Management and Budget (OMB) through OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations". Subgrantees that are commercial organizations (i.e., for-profit) shall not be subject to the audit requirements contained in OMB Circular A-133 unless specifically required by program regulations or by the terms and conditions of the subgrant agreement. Subgrantees which expend Federal financial assistance during the subrecipient's fiscal year of:

1. Less than $500,000.00 shall be exempt from Federal audit requirements, but must make records available for review by the appropriate officials. In addition, these subgrantees shall complete the MDHS Subgrantee Audit Information form and submit the form to the Division of Program Integrity - Office of Monitoring no later than ninety (90) calendar days after the end of the subgrantee's fiscal year;

2. $500,000.00 or more under only one Federal program may elect to have a program-specific audit, or a series of program audits, performed on each subgrant awarded by MDHS in accordance with Government Auditing Standards, or an organization-wide audit performed in accordance with OMB Circular A-133; or

3. $500,000.00 or more under more than one Federal program shall have an organization-wide audit performed in accordance with OMB Circular A-I33. A subgrantee that is a commercial organization which is specifically required by program regulations or by the terms and conditions of the subgrant agreement to have an audit, may elect to have a program-specific audit of all MDHS subgrants performed in accordance with Government Auditing Standards.

RESPONSIBILITIES OF SUBGRANTEES

The subgrantee shall:

1. Maintain and make records available for review or audit by appropriate officials of the Federal agency, pass-through entity, General Accounting Office (GAO), and/or the subgrantee's independent auditor;

2. Prepare financial statements that reflect its financial position, results of operations, and, where appropriate, cash flows for the fiscal year audited. The subgrantee shall also prepare a schedule of expenditures of Federal awards for the period covered by the subgrantee's financial statements, which shall be prepared in accordance with paragraph .310 of OMB Circular A-133;

3. Follow procurement standards prescribed by OMB Circular A-110 and the procurement section of this subgrantee manual in arranging for an independent audit to be performed by a Certified Public Accountant (CPA), in accordance with GAAS, GAGAS, and/or OMB Circular A-133, as applicable;

4. Ensure that audits are conducted and reported in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (GAS) and Circular A-133, as applicable, and that copies of the auditor's reports, and any management letters issued by the auditors, are submitted to the Division of Program Integrity - Office of Monitoring within nine (9) months after the end of the subgrantee's fiscal year;

   Be held responsible for follow-up and corrective action on all audit findings; (As part of this responsibility, the subgrantee shall prepare a summary of prior audit findings and a corrective action plan for current year audit findings. The summary schedule of prior audit findings and the corrective action plan shall include the reference numbers the auditor assigns to audit findings and the fiscal year in which the finding initially occurred. At the completion of the audit, the subgrantee shall prepare a corrective action plan to address each audit finding included in the current year auditor's reports. The corrective action plan shall provide the name(s) of the contact person(s) responsible forcorrective action, the corrective actions planned or implemented, and the anticipated completion date.)

6. Assure MDHS subgrants are properly identified and audited as part of an organization-wide audit. (MDHS may request a subgrantee which is required to have an organization-wide audit to have a particular program audited as a major program. Such requests shall be made at least 180 days prior to the end of the fiscal year to be audited. The subgrantee, after consultation with its auditor, shall inform MDHS whether the program would otherwise be audited as a major program using a risk based approach and, if not, the estimated incremental costs. MDHS shall then promptly confirm to the subgrantee whether it wants the program audited as a major program.)

7. Ensure that adequate funding is available to cover the cost of audits made in accordance with this section, either from non-Federal non-matching sources or as part of the subgrant agreement or other arrangement approved in advance by the MDHS Funding Division. For any audit costs charged directly or indirectly to any MDHS subgrant, or otherwise paid by

an MDHS Funding Division, the subgrantee shall submit a detailed invoice to the MDHS Funding Division that indicates the total audit cost, the audit cost allocated to each subgrant and the basis for allocating the audit cost to the subgrant; and

8. Prepare a separate schedule of indirect costs, if indirect costs are claimed under any MDHS subgrant, which shall at a minimum include a listing of actual indirect costs incurred during the subgrantee's fiscal year presented by line item; a description and amount of the base used to allocate indirect costs to all of the subgrantee's programs; and the calculation of an actual indirect cost rate based on the audited amounts; and,

9. Complete the MDHS Subgrantee Audit Information Form (M Di IS-DPI-002) and submit the form to the Division of Program Integrity - Office of Monitoring no later than ninety (90) calendar days from the end of the subgrantee's fiscal year; and,

10. Submit a copy of the data collection form and the reporting package, which are specified under Section 320 of OMB Circular A-133, directly to the Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, Indiana 47132.

ATTACHMENT-ROMA ENTITY DEVELOPMENT GOALS

ATTACHMENT-CSBG OUTCOME INDICATOR MEASUREMENT GOALS

ROMA ENTITY DEVELOPMENT GOAL 1- GOVERNANCE

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Board in full compliance with laws governing composition; 2. Board and/or committees meet on regularly scheduled basis, with full attendance 50% of time; 3. Board actively works to design functional action plans to ensure staff and entity growth and development; 4. Vision/mission statements reviewed annually and updated as needed in line with entity/community needs; long range plans in effect; board monitors/evaluates program operations for compliance; 5. Engages in on-going training on role and responsibilities; 6. Members enthusiastic about their role and mission of entity; works to strengthen entity in community.
		GOVERNANCE SAFE/SELF-SUFFICIENT	1. Board and/or committee meet on scheduled basis, with quorum in attendance 75% of time; 2. Action plans are followed to ensure entity/staff remain current in fiscal year; short range plans in effect; 3. Vision/mission reviewed annually; timely monitors/evaluates programs for compliance; 4. Board training is done at least bi-annually; 5. Board members cognizant of their role and act accordingly; support is shown to strengthen entity role in community.
		GOVERNANCE AT-RISK	1. No regularly scheduled committee meetings; lacks quorum at over 30% of board meetings; 2. Vision mission is unclear and unfocused; little monitoring/evaluation for program is done; 3. Board has no training schedule; most unsure of role; 4. No board action to support community awareness of entity.
		GOVERNANCE IN CRISIS	1. Board structure not in compliance with law or one-third requirement; 2. Board and/or committee meet irregularly or not at all; 3. No mission or vision established for entity; 4. No board training offered; no support for entity activities; no community awareness activities take place.

ROMA ENTITY DEVELOPMENT GOAL 2-MISSION INTEGRATION

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Vision and mission clear and are the focus of entity programs; 2. Board and staff involved in on-going training and kept informed on all issues that impact entity; program are changed as necessary to ensure they meet objectives; 3. Entity is strong and viable in community; set objectives are exceeded; constantly work to improve service results.
		MISSION INTEGRATION SAFE/SELF-SUFFICIENT	1. Vision and mission clear and are the focus of entity programs; reviewed annually to ensure community's needs are met; 2. Board and staff involved in set training and informed on issues that impact entity; programs are changed annually to meet set objectives; 3. Entity is well-known in community; programs in place to provide services according to vision/mission; 90% of program objectives are met.
		MISSION INTEGRATION STABLE	1. Vision/mission has been defined and service plans are being developed; 2. Board/staff involved in periodic training and informed on issues that impact entity; programs are reviewed and evaluated annually to meet objectives; 3. Community is aware of entity; 70% of program objectives are met.
		MISSION INTEGRATION AT-RISK	1. Vision/mission is fragmented and not in line with entity purpose; 2. Board/staff involved in some training; programs are reviewed/evaluated periodically; 3. Entity program are stretching staff capacity to function; 4. Community is aware of entity; some efforts are made to address concerns in community; 5. Community is not fully aware of entity; very little efforts are made to address concerns in community.

ROMA ENTITY DEVELOPMENT GOAL 3- ADMINISTRATION AND FISCAL HEALTH

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Entity has sufficient funds, both federal and private to support all existing entity operations; 2. Entity has adequate resources to support operations in face of cuts or elimination of one or more federal programs; 3. Entity has good public relation programs in place which results in wide spread community support; 4. Sound leadership and governance.
		ADMIN. & FISCAL HEALTH SAFE/SELF-SUFFICIENT	1. Entity has two or more income producing projects/collaborations that will lessen dependence on federal funds; 2. Entity leadership and governance is sound; 3. Entity working towards administrative and fiscal improvements.
		ADMIN & FISCAL HEALTH STABLE	1. Entity budget is 100% outlined, with comparative data on existing and needed resources for implementation; 2. Working partnerships in place to promote entity growth; 3. Entity is fiscally accountable with no serious monitoring or audit findings; 4. Entity vision and mission is clear; board and staff geared towards mission accomplishments.
		ADMIN. & FISCAL HEALTH AT-RISK	1. Entity has little or no community support; 2. Loss of any federal funds result in suspension or termination of services or reduction of staff; 3. Outside intervention may be needed to prevent serious accounting problems; 4. One or more serious audit findings.
		ADMIN. & FISCAL HEALTH IN-CRISIS	1. Entity leadership and governance is at odds; 2. Ability of administrative staff is insufficient to carry out direction of board; 3. Entity funding terminated due to non-compliance with procedures, regulations or ordinances; 4. Entity has problem with one or more funding sources; 5. Outside intervention is needed to prevent entity failure; 6. Entity is dependent on federal funding for over 100% of program operations; 7. Outside intervention is required to prevent entity failure.

ROMA ENTITY DEVELOPMENT GOAL 4-PLANNING AND EVALUATION

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Staff and board equally involved in planning/evaluation of all entity programs; programs mission driven; 2. Program goals and objectives are realistic in terms of entity/staff capacity and ability; 3. Programs meet all conditions for funding and are funded over 95% of times; 4. Programs rated as outstanding by outside source; often used as model programs.
		PLANNING AND EVALUATION SAFE/SELF-SUFFICIENT	1. Schedule for internal evaluation maintained and carried out on acceptable basis; 2. Community involvement requested and uses in formation of plans; 3. Programs meet all conditions for funding and are funded 90% of time; 4. Orientation/training for programs provided to board/staff; 5. Programs rated excellent by outside source; 6. Constantly seeking new funding sources based on community needs.
		PLANNING AND EVALUATION STABLE	1. Internal evaluation schedule is in place, but not properly followed; 2. Programs loosely based on actual community needs assessment; assessment not fully complete; 3. Program barely meet conditions of current funding sources; 4. Staff and board partially involved in planning and evaluation of programs; 5. Training is erratic; no technical assistance given; 6. Programs rated satisfactory by outside source; 7. Periodic training and technical assistance given.
		PLANNING AND EVALUATION AT-RISK	1. Board fails to approve program applications; 2. Plans are not tied to community needs; 3. No efforts are made to improve program design; 4. Community unaware of programs or their purpose; 5. Community not involved in planning.
		PLANNING AND EVALUATION IN-CRISIS	1. Board not involved in entity planning, possesses limited knowledge of entity programs and services; 2. Programs rarely, if ever, funded; never seeks new programs; 3. Plan, when made, not tied to community needs; 4. Program ineffective in solving problems for which designed to meet; 5. Board and staff not open to new ideas; unwilling to change.

ROMA ENTITY DEVELOPMENT GOAL 5-FUND DEVELOPMENT

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Constant search for innovative funding sources; 2. Fund development include efforts to increase non-federal base; 3. Community has bought into entity funding needs, and support is high level; 4. Fund development committee functioning on regular basis; 5. Board place fund development high on list of entity priorities; 6. 5% annual increases of funding base.
		FUND DEVELOPMENT SAFE/SELF-SUFFICIENT	1. Board is actively involved in fund development; 2. Set goals for development in line with entity needs; 3. Projects future needs and plans accordingly; 4. Has increased local support by at least 1% over previous year.
		FUND DEVELOPMENT STABLE	1. Board annually reviews entity funding needs; 2. Safe priority for existing funds and goals for additional needs; 3. Entity plans including goals to decrease dependence on federal funds; 4. Entity has good local financial support.
		FUND DEVELOPMENT AT-RISK	1. Dependence on federal funds is extremely high; 2. Board has no viable plan for increasing funding base; 3. Sees no need to reduce federal level; 4. Local support is limited.
		FUND DEVELOPMENT IN-CRISIS	1. No plan for fund development; 2. Fund development is limited to crisis intervention management; 3. No local financial support of entity; 4. Fund development is not goal or high priority of entity; 5. Totally dependent on federal funds; 6. Sees no need to reduce dependency on federal funds.

ROMA ENTITY DEVELOPMENT GOAL 6-COLLABORATION AND PARTNERSHIP

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Working collaboration/partnership with most all facets of community to fill service gaps; 2. Establish new partnerships – ten or more each year; 3. Entity is consistently approached by outside sources to form working partnerships; 4. Collaborations and partnerships substantially (5% or more) increasing financial base; 5. Established continuum of care for community in place.
		COLLAB. & PARTNERSHP SAFE/SELF-SUFFICIENT	1. Establishing five to ten new partnerships each year; 2. Community support of entity ventures extremely high; 3. Existing partnerships generating resources for entity; 4. Collaboration/partnership has potential of decreasing dependence on federal funds; 5. Actively working to establish a continuum of care.
		COLLAB. & PARTNERSHP STABLE	1. Has at least five working partnerships within community; 2. Support for entity programs above average; 3. Foundation is established to create continuum of care for community; 4. Local public/private support increased by at least 1% over previous year.
		COLLAB. & PARTNERSHIP AT-RISK	1. Establishing partnerships/collaborative agreements are not part of entity plans; 2. Community offers very limited support of entity/programs; has vague idea about entity purpose; 3. Entity has two or three existing partnerships in the community; 4. Very minimal public/private financial support.
		COLLAB. & PARTNERSHP IN-CRISIS	1. No plan or desire to establish partnerships with community; 2. Community offers no support for entity/programs; has no idea about entity purpose; 3. Entity has no existing partnership in community and/or partnerships has produced no viable resources for entity; 4. Totally dependent on federal funds.

ROMA ENTITY DEVELOPMENT GOAL 7-CULTURAL SENSITIVITY AND COMPETENCE

Please identify using the following matrix levels the current status of each goal within your entity 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. SENSITIVILITY & COMPETENCE THRIVING	1. Entity has excellent record of employment individuals of diverse cultural and ethnic backgrounds; 2. Provides regular training to board and staff on cultural diversity and sensitivity; 3. Is recognized in community for efforts to promote unity and acceptance of all races; 4. Has strong entity policy prohibiting discrimination and any mistreatment of people; 5. Regularly monitors compliance of entity policies and strictly enforces violation.
		CUL. SENSITIVITY & COMPETENCE SAFE/SELF-SUFFICIENT	1. Has established policies which prohibits the mistreatment of individuals based on cultural differences, race, sex or religion preference; 2. Provides training to board and staff to promote cultural sensitivity; 3. Promotes inclusiveness through programs and activities; 4. Have fair and just hiring practices.
		CUL. SENSITIVIITY & COMPETENCE STABLE	1. Has made efforts in the community to recognize cultural diversity and promote sensitivity and awareness; 2. Meet all federal and state requirements of compliance against discrimination; 3. Has established and/or adopted policies to ensure entity compliance; 4. Have no complaints of discrimination or insensitivity.
		CUL. SENSITIVITY & COMPETENCE AT-RISK	1. Has made no efforts, nor taken stand in community to promote cultural diversity; 2. Has federal mandates against discrimination, but has no local entity or policy; 3. Has selective hiring practices; 4. Has no training for board and staff on cultural sensitivity; 5. Does not monitor staff action for compliance.
		CUL. SENSITIVITY & COMPETENCE IN-CRISIS	1. Has had numerous complaints for unfair hiring practices; 2. Does not investigate allegations of mis-conduct by board members or staff; 3. Has been in violation of federal and state non-discrimination laws; 4. Has poor record in community for advocacy.

ROMA ENTITY DEVELOPMENT GOAL 8-COMMUNITY DEVELOPMENT IMPACT

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Entity is viable in community and considered a major employer; 2. Has several ventures to improve the condition of community and its economic base; 3. Actively works to remove a condition which stifle the productive development of residents; 4. Has stake in community and commits resources towards its development.
		COMM. DEV. IMPACT SAFE/SELF-SUFFICIENT	1. Has established long-term goals for community development; 2. Board and staff work to change conditions in community which prohibits growth; 3. Has achieved short-term and established long-term goals for community development.
		COMM. DEV. IMPACT STABLE	1. Entity working toward meeting short-term community development goals.
		COMM. DEV. IMPACT AT-RISK	1. Goals for community development set, but there is no viable impact in community; 2. Community support limited.
		COMM. DEV. IMPACT IN-CRISIS	1. Entity has not included community development as part of mission; 2. No set goals for community development; 3. Has no community involvement or support.

ROMA ENTITY DEVELOPMENT GOAL 9-CLIENT SATISFACTION

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Clients readily show appreciation of entity for services offered; 2. Clients feel complete confidence in entity and its ability and willingness to help; 3. Clients are fully knowledgeable of entity services; 4. Entity service to clients rated as excellent or outstanding by funding sources and clients alike.
		CLIENT SATISFACTION SAFE/SELF-SUFFICIENT	1. Entity set high priority on client involvement; 2. Goals for entity include client satisfaction; 3. Bi-annual evaluations are done to measure degree of success; 4. Entity is well known in community; 5. Entity has established partnerships to increase its capacity to meet client's need.
		CLIENT SATISFACTION STABLE	1. Clients are involved in entity planning process; 2. Workers seek to meet client's need in comfortable environment; 3. Regular program evaluation is done to ensure compliance; 4. Clients feel good about entity and believe their needs will be met.
		CLIENT SATISFACTION AT-RISK	1. Entity has own agenda, of which client services is not a high priority; 2. Clients are hesitate to request assistance; 3. Entity does not welcome client input in planning process; 4. Program evaluation is seldom done.
		CLIENT SATISFACTION IN-CRISIS	1. Community needs assessment are not done; 2. Programs are designed without client input; 3. Clients not informed of available services; 4. Clients made to feel uncomfortable in asking for services; 5. Worker's attitude is negative; 6. Clients do not feel entity can or will meet their needs; 7. Entities capacity to achieve results for clients is non-existent.

ROMA ENTITY DEVELOPMENT GOAL 10-SELF-SUFFICIENCY IMPACT

Please identify using the following matrix levels the current status of each goal within your entity 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	1. Entity no longer dependent on federal funds for operation; 2. Fund development efforts generate working capital; 3. Board and staff morale at high level; 4. Self-sufficiency goals updated annually; 5. Entity has total community support.
		SELF-SUFFICIENCY IMPACT SAFE/SELF-SUFFICIENT	1. Entity has working partnerships in community which generate funds; 2. Excellent community support; 3. Long-term goals established to remove dependence on federal funds; 4. Board and staff actively working on plan; 5. Entity supporting over 50% of operating costs.
		SELF-SUFFICIENCY IMPACT STABLE	1. Entity has good community support; 2. Receives local funds from community; 3. Has developed plan for increasing funding base; 4. Board and staff actively involved in plans; 5. Have decreased some dependence on federal funds.
		SELF-SUFFICIENCY IMPACT AT-RISK	1. Makes no efforts to increase funding base; 2. Has no long-term goals for self-sufficiency; 3. Heavily dependent on federal funds; 4. Community support limited.
		SELF-SUFFICIENCY IMPACT IN-CRISIS	1. Board and staff have low morale; 2. Board and staff set inappropriate priorities; 3. Entity totally depended on federal funds; 4. Has no support in community.

2016 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
_____ resume writing.	_____ Graduated with a 4-year degree
_____ training, and summer jobs.	_____ Assisted with child care classes
_____ Received supportive services (i.e. counseling,	_____ Assisted with programs to enhance academic achievement
	_____ Assisted with scholarship for college of technical school
	_____ risk of dropping out

2016 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	_____ In Crisis
_____ At-Risk	_____ At-Risk
_____ Stable	_____ Stable
_____ Self-Reliant	_____ Self-Reliant
_____ Thriving	_____ 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	_____ Home has been weatherized
_____ All income is from wages/salaries	_____ Home has been repaired/rehabilitated
_____ Consumer credit counseling	_____ and/or services for the homeless
_____ Tax counseling and tax preparation assistance	_____ Assisted in home ownership counseling and loan assistance
_____ other benefits	

2016 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	_____ Clear evidence of good personal hygiene
	_____ immunization, prenatal care, maternal health, and infant
	_____ appointments

2016 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

_____ partnering with food supplies and/or management

_____ gardens, community canneries and food buying groups.