OMB Control No: 0970-0382
Expiration date: June 30, 2021

ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Community Services Block Grant (CSBG)
CARES Act Supplemental State Plan

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

Public reporting burden for this collection of information is estimated to average 21 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

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

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Section 1: CSBG Administrative Information

For the purposes of the CARES Act, the Office of Community Services is accepting an abbreviated State Plan as a supplement to provide additional information to the Federal Fiscal Year (FFY) 2020 CSBG State Plan.

1.1. Identify the Submission Date of your FFY2020 CSBG State Plan: **[Date Picker]** 8/26/2019

Note: This information can be found on the Report Status Page of your most recently submitted CSBG State Plan.

If you submitted a two-year plan in FFY2019, please provide that date.

If you submitted a plan in FFY2020, please provide that date.

1.2. **Lead Agency:** Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information in regards to the state lead agency changed since the last submission of the state plan? ○ Yes ○ No

1.1 **1.2a.** Lead agency **[Narrative, 150 Characters]** Housing and Community Development Division (HCDD)

1.2 b. Cabinet or administrative department of this lead agency **[Check One and narrative where applicable]**

- ○ Community Affairs Department
- ○ Community Services Department
- ○ Governor's Office
- ○ Health Department
- ○ Housing Department
- ○ Human Services Department
- ○ Social Services Department
- ○ Other, describe: **[Narrative, 100 characters]** Department of Workforces Services

1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official **[Narrative, 100 Characters]** Department of Workforce Services

1.2d. Authorized official of the lead agency. The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as authorized representative on the SF-424M. **[Narrative, 50 Characters each]**

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Name: Jonathan D. Hardy Title: Director, Housing and Community Development Division

Name_____ Title _____

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1.2e. Street Address: 1385 S. State Street Suite 400

1.2f. City Salt Lake City

1.2g. State Utah

1.2h. Zip Code 84115

1.2i. Work Telephone Number and Extension (if applicable) 801-468-0137

1.2j. Fax Number 801-468-0211

1.2k. Email Address jhardy@utah.gov

1.2l. Lead Agency Website **https://jobs.utah.gov/housing/scso/csbg/index.html**

1.3. Designation Letter: Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed. [Attached]

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

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

Has information regarding to the state point of contact changed since the last submission of the state plan? ○ Yes ○ No

1.4a. Agency Name Housing and Community Development Division, State Community Services Office (SCSO)

1.4b. Point of Contact Name

Name: Sisifo Taatiti Title Director State Community Services Office

1.4c. Street Address 1385 South State Street Suite 400

1.4d. City Salt Lake City

1.4e. State Utah

1.4f. Zip Code 84115

1.4g. Work Telephone Number 801-468-0069

1.4h. Fax Number 801-468-0211

1.4i. Email Address staatiti@utah.gov

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1.4j. Agency Website **https://jobs.utah.gov/housing/scso/csbg/index.html**

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Section 2: State Legislation and Regulation

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

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

- ○ No, there is no special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding.
- ○ Yes, there is special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding as described below: **[Narrative, 3000 characters]**

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Section 3: State Plan Development and Statewide Goals

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

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

3.1. **State Plan Goals:** Describe the state's specific goals for state administration of CSBG as it directly relates to the CSBG CARES funding. **[Narrative, 3000 characters]**

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

3.2. **Eligible Entity Involvement:** Describe the specific steps the state took in developing the CSBG CARES Supplemental State Plan to involve the eligible entities. **[Narrative, 3000 Characters]**

SCSO worked collaboratively with the CAAs and with the State Association in developing the CARES Act Supplemental State Plan. On learning that the CARES Act (including the CSBG Supplemental Award) had been passed and awards were expected from OCS, the State Community Services Office (SCSO) included discussion, planning, and implementation of the expected award during the 12 remote meetings SCSO held with CAAs and the State Association between April 2020 and August 2020. SCSO was also gathering input and feedback for the FY21-FY22 state plan during this period. The State Association conducted round table discussions with the CAAs on 3/19/2020 and 3/30/2020—which coincided with the early days of the shutdown. Immediate needs were identified and support provided, especially for emergency food distribution. SCSO responded with distributing remaining FY19 discretionary funds and FY20 discretionary to support the CAAs response, and discussion began at that time of what was needed should additional funding be passed by Congress. Planning and discussions evolved over several weeks as Utah realized it would only receive a portion of its expected award due to language in the CSBG Act that prevents minimally funded states from receiving more than 140% of the prior year's allocation. Agencies expressed need for support in tracking the emergency food services. To support this need, SCSO committed CARES Supplemental discretionary funds to a nonprofit that will support the CAAs with this data tracking. Through the consistent communication with the CAAs and with the State Association, SCSO opened application for CARES Supplemental funds in late April, ahead of receipt of the award letter. Agencies held off on submitting applications until after the award letter was received by SCSO May 12, 2020. (Corrected version received June 12, 2020). Input for the plan and priorities were established in this manner ahead of drafting of the CSBG CARES Supplemental plan. The plan was drafted and shared and reviewed/discussed with the CAAs and with State Association during a virtual meeting held on August 6, 2020 and additional comment requested. CAA and state association feedback was reviewed and the CSBG CARES Supplemental State plan was sent to the CAAs, to the state association, and posted to SCSO's and to the division's website on August 10, 2020 for public review and comment.

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Section 4: CSBG Hearing Requirements

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

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

4.1. **Public Inspection:** Describe how the CSBG CARES Supplemental State Plan has been made available for public inspection within the state to facilitate public review and comment. **[Narrative, 3000 characters].**

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

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

SCSO sent the draft CSBG CARES Supplemental State plan to the CAAs, the State Association, and posted the draft to SCSO's and to the division's website on August 10, 2020 for public review and comment. Public comment remained open through August 21, 2020. Any public comment offered was reviewed and considered prior to final submission.

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Section 5: CSBG Eligible Entities

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

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

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

Designation and Re-Designation: add at the end of the table
De-Designations and Voluntary Relinquishments: do not remove the entity. Rather just add zero to the appropriate line.
Mergers: Do not remove the eligible entities. Rather just add zero to the appropriate line.

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

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

CSBG Eligible Entity	Geographical Area Served (by county)	Public or Nonprofit	Type of Entity
Bear River Association of Governments	Counties Served: Box Elder, Cache and Rich.	• Public	CAA
Ogden Weber Community Action Partnership	Counties Served: Weber.	• Nonprofit	CAA
Family Connection Center dba Open Doors	Counties Served: Davis and Morgan	• Nonprofit	CAA
Salt Lake Community Action Program dba Utah Community Action	Counties Served: Salt Lake and Tooele.	• Nonprofit	CAA
Community Action Services and Food Bank	Counties Served: Utah, Wasatch, and Summit	• Nonprofit	CAA

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CSBG Eligible Entity	Geographical Area Served (by county)	Public or Nonprofit	Type of Entity
Uintah Basin Association of Governments	Counties Served: Duchesne, Uintah, Daggett	• Public	CAA
Six County Association of Governments	Counties Served: Juab, Millard, Sanpete, Sevier, Piute, and Wayne	• Public	CAA
Southeastern Utah Association of Local Governments	Counties Served: Carbon, Emery, Grand, and San Juan	• Public	CAA
Five County Association of Governments	Counties Served: Beaver, Iron, Garfield, Kane, and Washington	• Public	CAA

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and

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Seasonal Farmworker organizations, and Tribes and Tribal Organizations

Instructional Note: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

Instructional Note: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A state must provide "no less than 90 percent" of their CSBG allocation, under Section 675B, to the eligible entities.

5.2. Total number of CSBG eligible entities: 9 **[This will automatically update based on Table 5.1.]**

5.3. Special Circumstances [Optional]: If the state has any specific circumstances that will affect the allocation, such as a pending de-designation hearing for an eligible entity, please describe below: **[Select one and Narrative, 3000 characters]**

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

- ○ No, special circumstances were implemented to the CSBG CARES Supplemental allocations.
- ○ Yes, special circumstances were implemented to the CSBG CARES Supplemental pending de-designation(s) for an eligible entity.

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Section 6: Organizational Standards for Eligible Entities

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

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Section 7: State Use of Funds

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

7.1. **Formula:** Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. **[Check one and narrative where applicable]**

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

7.2. **Planned Allocation:** Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than 90 percent funds" as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. **[Numeric Response, specify dollar amount]**

Planned CSBG 90 Percent Funds – Year One	
CSBG Eligible Entity	**Funding Amount $**
Bear River Association of Governments	$104,665
Community Action Services & Food Bank	$213,313
Family Connection Center dba Open Doors	$105,876
Five County Association of Governments	$119,580
Ogden Weber Community Action Partnership	$116,628
Salt Lake Community Action dba Utah Community Action	$336,953
Six County Association of Governments	$74,607
Southeastern Association of Local Governments	$73,092
Uintah Basin Association of Governments	$62,417
Total	$1,207,131

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

7.3. **Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan. **[Numeric response, specify dollar amount] 5%**

7.4. **State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG CARES funds for the FFY(s) covered by this State Plan. **Numeric Response 15**

7.5. **State FTEs:** Provide the number of state Full Time Equivalents (FTEs) to be funded with

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CSBG CARES funds for the FFY(s) covered by this State Plan? **Numeric Response 1.3**

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Use of Remainder/Discretionary Funds [Section 675C(b)(1) of the CSBG Act]

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

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **[Numeric Response, Insert Dollar Amount] 5%**

Use of Remainder/Discretionary Funds		
Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	**Planned $**	**Brief Description of Services and/or Activities**
7.6a. Training/technical assistance to eligible entities	**$676,063**	**The CAA network and the larger emergency food network identified a need for assistance with data tracking and for creating a stronger network in which best practices are readily shared. Discretionary funds were contracted with a nonprofit in July to support this identified need.**
7.6b. Coordinationof State-operated programs and/or local programs	**$0**	Not funded
7.6c. Statewide coordination and communication among eligible entities	**$0**	Not funded
7.6d. Analysis of distribution of CSBG funds to determine if targeting greatest need	**$0**	**Not funded**
7.6e. Asset-building programs	**$0**	**Not funded**
7.6f. Innovation programs/activities by eligible entities or other neighborhood group	**$0**	**Not funded**
7.6g. State charity tax credits	**$0**	**Not funded**
7.6h. Other activities [Specify under Column 4]	**$0**	**Not funded**
Totals	**Auto-calculated**	

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

90 Percent Funds	Administrative Funds	Discretionary Funds	Total
Populated from 7.2 ($1,207,131)	**Populated from 7.3 ($67,062)**	**Populated from 7.6 ($67,063)**	**Auto-calculated ($1,341,256)**

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Section 8: State Training and Technical Assistance

8.1. Training and Technical Assistance Plan: Describe the state's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.6a., Use of Remainder/Discretionary Funds.)

Note: This information is associated with State Accountability Measure 3Sc.

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Dropdown Options: • FY2020	**Toggle Options:** • Both	**Dropdown Options:** • Other	`Support emergency food provider data tracking and support of network forum for sharing best practices
ADD A ROW function Note: Rows will be able to be added for each additional training			

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.6): **Numeric Response, auto-populated** **$67,063**

[Auto-populated with the budget allocation under 7.6a]

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance. **[Narrative, 2500 characters]**

Utah has received only a portion of its expected CSBG CARES Allocation due to it being a minimally funded state. The CAA network, the state association, and the larger emergency food network identified a need for assistance with data tracking and for creating a stronger network in which best practices are readily shared. The network expressed this need in the initial months of the pandemic. SCSO responded to this expressed need and contracted the limited discretionary funds ($67,063) with a nonprofit in July to support this identified need.

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8.2. **Training and Technical Assistance Organizations:** Indicate the types of organizations through which the state plans to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) **[Check all that applies and narrative where applicable]**

- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) **[Numeric response, 0 – 100]**
- ☐ Other community-based organizations—Utahns Against Hunger
- ☐ State Community Action Association
- ☐ Regional CSBG technical assistance provider(s)
- ☐ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other **[Narrative, 1000 characters]**

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Section 9: State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.6(b) and (c).

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

9.1. State Linkages and Coordination at the State Level: Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [Check all that apply from the list below and provide a Narrative, 5000 Characters]

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

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9.2. Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan			
Topic	**Expected Frequency**	**Format (drop down)**	**Brief Description of "Other"**
State Monitoring Plans and Policies	**Dropdown Options:** • Annually	**Dropdown Options:** • Email/webinar	
Training and Technical Assistance (T/TA) Plans	**Dropdown Options:** Annually	**Dropdown Options:** • Meeting • Email	Annual training is provided as well as on an as needed basis. Communication/meetings follows accordingly
ROMA and Performance Management	**Dropdown Options:** • Annually and as needed	**Dropdown Options:** • Email • Webinar	Will dovetail with regular CSBG communication about ROMA and performance management
State Interagency Coordination	**Dropdown Options:** Other	**Dropdown Options:** • Email	
CSBG CARES Funding and Activities	**Dropdown Options:** • Other	**Dropdown Options:** • Email	Weekly to bi-weekly meetings held with partners/As needed updates to policy—emailed to network and posted to website as occur
Tripartite Board Requirements	**Other**	• Presentation/email	Updates provided in policy memo updates
	•	•	
	•	•	

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Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

CSBG Eligible Entity	CSBG CARES Monitoring Approach	Review Type	Target Year
This column will auto-populate from the CSBG Eligible Entity Master List	**[Dropdown Options:** • Integrated into Regular CSBG Full On-Site	**[Dropdown Options:** • Onsite Review • Desk Review**]**	**[Dropdown Options:** • FY2020 • FY2021 • FY2022**]**

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Last Full Onsite Review-Start date	Last Full Onsite Review-End date	Brief Description of "Other"
Bear River Association of Governments	Full	onsite	FY1 Q1	11/13/2019	5/20/19	
Community Action Services and food Bank	Full	onsite	FY1 Q2	8/4/20	8/4/20	
Family Connection Center	Full	onsite	FY1 Q1	10/30/19	10/30/19	
Five County Association of Governments	Full	onsite	FY1 Q2	7/22/20	7/22/20	
Ogden Weber Community Action Partnership	Full	onsite	FY1 Q2	1/8/20	1/8/20	
Salt Lake Community Action Program	Full	onsite	FY1 Q2	3/25/20	3/25/20	
Six County Association of Governments	Full	onsite	FY1 Q1	5/20/20	5/20/20	
Southeastern Utah Association of Local Governments	Full	onsite	FY1 Q2	3/3/20	3/3/20	
Uintah Basin Association of Governments	Full	onsite	FY1 Q1	5/28/20	5/28/20	

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10.2. **CSBG CARES Supplemental Monitoring Approach:** Describe how the state intends to implement monitoring policies and procedures as it relates directly to the CSBG CARES Supplemental.

CAAs will be held to the same monitoring procedures and protocols for CSBG CARES funds as those used for regular CSBG funds. SCSO has established CSBG monitoring policies and procedures, and created CSBG policy updates in response to the challenges created by the COVID pandemic via policy memos shared with the network during the pandemic. Monitoring will include compliance with contract requirements and with the organizational standards. If on-site visits are possible, on-site visits will be conducted. If not, SCSO will conduct monitoring via virtual platforms. All nine CAAs will be monitored.

10.3. **CSBG CARES Supplemental Initial Monitoring Reports:** If the state monitors for CSBG CARES Supplemental only, provide the number of calendar days by which the state must disseminate an initial CSBG CARES Supplemental monitoring reports to local entities? **[Insert a number from 1 – 100]**

20 business days—will be separate section of integrated monitoring reports

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

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

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

10.4. **Closing Findings:** Is the state adding additional provisions to state monitoring procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings as it specifically relates to the CSBG CARES Supplemental?

○ Yes ○ No

10.4a. Closing Findings Procedures: If yes, describe the additional provisions here. **[Narrative, 2500 characters]**

Fiscal Controls and Audits and Cooperation Assurance

10.5. **Fiscal Controls and Accounting:** As it relates specifically to the CSBG CARES

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

The primary financial accounting system for the State of Utah is FINET. Data from this system is used to compile the annual SF-425 Federal fiscal reports (FFR). This report is reviewed by the Department's Finance Director and submitted annually based on the September 30 Federal fiscal year end.
The SCSO, within the Housing and Community Development Division (HCDD) of the Utah Department of Workforce Services (DWS), has primary responsibility for administering the CSBG program. SCSO utilizes WebGrants, a web-based grants management system, for tracking expenditures under the CSBG program. Financial data from the Web Grants system is reconciled to the FINET system monthly.
Eligible entities are required to submit an annual application which includes a community action plan (CAP) and CSBG program budget. The applications are submitted online; funding is appropriated; and the grant agreements are generated from the Web Grants system.
The CSBG sub-awards are managed on a cost reimbursement basis. Throughout the grant period, the sub-recipients create and submit a request for reimbursement online using Web Grants. Costs are summarized and reported by CSBG budget category. Supporting documentation includes a minimum of transaction level detail report(s) generated from the eligible entity's financial management system is attached to each request for funds (RFF). The RFF is reviewed by the program specialist to determine if the reported costs are appropriate and, if approved, forwarded to DWS Finance for further processing. Finance reviews each claim and, upon approval, forwards authorization for payment. All nine eligible entities requested and have been approved for Direct Deposit.
Discretionary funds are managed similarly to those of the eligible entities.
Administrative costs include the salaries and benefits for various staff assigned to the CSBG program. Time is recorded in an online database and the detail is maintained in FINET. The State uses direct billing for all employee expenses, including travel. Summary amounts for administrative costs incurred are posted in the WebGrants system to assist the Program Manager in monitoring budgeted versus actual expenditures.

10.6. **Single Audit Management Decisions:** As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. **[Narrative, 3000 Characters]**

No change in the process detailed in the FY20 State Plan.

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

Section 11: Eligible Entity Tripartite Board

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

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Section 12: Individual and Community Income Eligibility Requirements

12.1. **Required Income Eligibility:** Provide the income eligibility threshold for services in the state. **[Select one item below and numeric response where applicable.]**

- ○ 200% of the HHS poverty line
- ○ 125% of the HHS poverty line
- ○ X % of the HHS poverty line (fill in the threshold):_____% **[Numeric response]**
- ○ Varies by eligible entity **[Narrative, 5000 characters]**

12.1 a. Describe any changes to the state policy and/or procedures for income eligibility, such as treatment of income and family/household composition as originally described in your FFY2020 CSBG State Plan [as dated in Section 1 of this Plan].

- ○ **No** changes were made to state policy and/or procedures for income eligibility
- ○ **Yes**, there are changes to state policy and/or procedures for income eligibility as described below: **[Narrative, 5000 Characters]**

  To redress the surge in need created by the pandemic and streamline intake procedures, SCSO modified income verification procedure to allow for self-declaration of income and expanded income eligibility to allow for up to 200% of FPL.

12.1 b. The change in the income eligibility threshold will apply to:

- ○ CSBG CARES Supplemental ONLY
- ○ CSBG CARES Supplemental AND regular CSBG funds

12.2. **Income Eligibility for General/Short Term Services:** Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

- ○ No changes were made to income eligibility verification.
- ○ Yes, there are changes to income eligibility verification as described below: **[Narrative, 5000 Characters]**

  To redress the surge in need created by the pandemic and streamline intake procedures, SCSO modified income verification procedure to allow for self-declaration of income. SCSO also adjusted policy to allow for voice signature for intake done over phone, so long as the call was recorded.

12.3. **Community-targeted Services**: Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

- ○ No changes were made targeting services that provide community-wide benefit.
- ○ Yes, there are changes to targeting services that provide community-wide benefit as

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described below: **[Narrative, 5000 Characters]**

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

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

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

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Section 14: CSBG Programmatic Assurances and Information Narrative

(Section 676(b) of the CSBG Act)

14.1. Use of Funds Supporting Local Activities

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

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

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

(ii) to secure and retain meaningful employment;

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

(iv) to make better use of available income;

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

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

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

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

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

Please select the applicable response:

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

○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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Needs of Youth

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

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

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

(ii) after-school child care programs.

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Coordination of Other Programs

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

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

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

State Use of Discretionary Funds

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

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

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Eligible Entity Service Delivery System

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

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Eligible Entity Linkages – Approach to Filling Service Gaps

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

Note: the state describes this assurance in the State Linkages and Communication section, item 9.3b of the regular CSBG State Plan.

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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

Note: the state describes this assurance in the State Linkages and Communication section, item 9.7 of the regular CSBG State Plan.

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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

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

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Eligible Entity Emergency Food and Nutrition Services

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

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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

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statewide and local workforce development systems under such Act."

Note: The state describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b of the regular CSBG State Plan.

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5 of the regular CSBG State Plan.

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Federal Investigations

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

Note: the state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13 of the regular CSBG State plan.

Please select the applicable response:

- ○ No change to the standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Funding Reduction or Termination (Not Applicable to CSBG CARES Supplemental Funds)

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

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Note: the state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7 of the regular CSBG State Plan. This assurance is not applicable to the disaster supplemental because funds must be distributed to eligible entities based on needs directly related to the disaster.

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

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

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

Note: the state describes this assurance in the State Linkages and Communication section, item 9.6 of the regular CSBG State Plan.

Please select the applicable response:

○ No change to standard assurance in the CSBG State Plan.
○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Eligible Entity Tripartite Board Representation

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

Note: the state describes this assurance in the Eligible Entity Tripartite Board in Section 11.3 of the regular CSBG State Plan.

Please select the applicable response:

○ No change to standard assurance in the CSBG State Plan.
○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide "an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-

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needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

Please select the applicable response:

- ○ No change to standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4 of the regular CSBG State Plan.

Please select the applicable response:

- ○ No change to standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan.

Please select the applicable response:

- ○ No change to standard assurance in the CSBG State Plan.
- ○ Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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Section 15: Federal Certifications

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

15.1. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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15.2. Drug-Free Workplace Requirements

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

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

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

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

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

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

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

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

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

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

<u>*Controlled substance*</u> 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);

<u>*Conviction*</u> means a finding of guilt (including a plea of nolo contendere) or imposition of

sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

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

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

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

notices. Notice shall include the identification number(s) of each affected grant;

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

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

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

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

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

Place of Performance (Street address, city, county, state, zip code) **[Narrative, 2500 characters]**

☐ 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]

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

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15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

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

(7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or

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agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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

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

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

****

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

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

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

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

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

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

(2) Where the prospective primary participant is unable to certify to any of the statements in

this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

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

(2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

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

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

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

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

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

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

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

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

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15.4. Environmental Tobacco Smoke

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

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

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

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