

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: Washington

Report Name: CSBG State Plan

Report Period: 10/01/2018 to 09/30/2019


Report Status: Submitted

Report Sections>

1. CSBG Cover Page (SF-424M)	2
2. Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	4
3. Section 2: State Legislation and Regulation	6
4. Section 3: State Plan Development and Statewide Goals	7
5. Section 4: CSBG Hearing RequirementsÂ	9
6. Section 5: CSBG Eligible Entities	10
7. Section 6: Organizational Standards for Eligible Entities	12
8. Section 7: State Use of Funds	14
9. Section 8: State Training and Technical Assistance	18
10. Section 9: State Linkages and Communication	20
11. Section 10: Monitoring, Corrective Action, and Fiscal Controls	23
12. Section 11: Eligible Entity Tripartite Board	27
13. Section 12: Individual and Community Eligibility Requirements	28
14. Section 13: Results Oriented Management and Accountability (ROMA) System	29
15. Section 14: CSBG Programmatic Assurances and Information Narrative	30
16. Section 15: Federal CertificationsÂ	34

CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires:06/30/2021	
COVER PAGE			
* 1.a. Type of Submission: Other (2 Year)	* 1.b. Frequency: Other (2 Year)	* 1.c. Consolidated Application/Plan/Funding Request? Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	* 1.d. Version: Initial State Use Only: 5. Date Received By State: 6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: Washington State Department of Commerce			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-0823820		* c. Organizational DUNS: 808882302	
* d. Address:			
* Street 1:	1011 Plum Street SE	Street 2:	PO Box 42525
* City:	Olympia	County:	Thurston
* State:	WA	Province:	
* Country:	United States	* Zip / Postal Code:	98504 - 2525
e. Organizational Unit:			
Department Name: WA State Department of Commerce		Division Name: Community Services and Housing Division	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Karen	Middle Name: E	* Last Name: Dunn
Suffix:	Title: CSBG Program Manager	Organizational Affiliation: Community Economic Opportunities Unit	
* Telephone Number: (360) 725-2822	Fax Number:	* Email: Karen.Dunn@Commerce.WA.Gov	
* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:			
* 9. Name of Federal Agency:			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles		93569	Community Services Block Grant
11. Descriptive Title of Applicant's Project Community Services Block Grant			
12. Areas Affected by Funding: State Wide			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 10		b. Program/Project:	
Attach an additional list of Program/Project Congressional Districts if needed. Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, Kin, Kitsap, Lewis, Lincoln, Mason, Okanogan, Pacific, Pierce, San Juan, Skagit, Skamania, Snohomish, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, Whitman, Yakima Counties			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	

a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input checked="" type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official 		18e. Date Report Submitted (Month, Day, Year) 11/08/2018	
Attach supporting documents as specified in agency instructions.			

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:06/30/2021	
<h3 style="margin: 0;">SECTION 1</h3> <h4 style="margin: 0;">CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</h4>			
1.1 Identify whether this is One-Year or a Two-Year Plan		<input type="radio"/> One-Year <input checked="" type="radio"/> Two-Year	
1.1a Provide the Federal Fiscal Years this plan covers:		Year One 2019	Year Two 2020
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.			
<i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated 11/08/2018			
<input checked="" type="checkbox"/> Lead Agency	<input checked="" type="checkbox"/> Department Type	<input checked="" type="checkbox"/> Department Name	
<input checked="" type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Business Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
1.2a. Lead agency		Washington State Department of Commerce	
1.2b. Cabinet or administrative department of this lead agency <i>[Select one option and narrative where applicable]</i>			
<input checked="" type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Washington State Department of Commerce	
1.2d. Authorized official of the lead agency			
Name: Diane Klontz		Title: Assistant Director, Community Services and Housing	
1.2e. Street Address			
1.2f. City		1.2g. State	1.2h. Zip zip
1.2i. Telephone number and extension () - ext.		1.2j. Fax number: () -	
1.2k. Email address		1.2l. Lead agency website	
1.3. Designation Letter: Attach the State's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.			
1.4. CSBG Point of Contact: Provide the following information in relation to the designated State CSBG point of contact. The State CSBG point of			

contact should be the person that will be the main point of contact for CSBG within the State.

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

If yes, Provide the date of change and select the fields that have been updated **Date Picker and Check all the apply** 02/16/2018

<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input checked="" type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input checked="" type="checkbox"/>	Email Address	<input type="checkbox"/>	Website

1.4a. Agency Name

1.4b Point of Contact Name

Name: [Karen Dunn](#) Title: [CSBG Program Manager](#)

1.4c. Street address

1.4d. City

1.4e. State [WA](#) 1.4f. Zip [zip](#)

1.4g. Telephone Number ([360](#)) [725](#) - [2822](#) ext. 1.4h. Fax Number () -

1.4i. Email Address Karen.dunn@Commerce.wa.gov 1.4j. Agency Website www.commerce.wa.gov

1.5. Provide the following information in relation to the State Community Action Association.

There is currently a state Community Action Association within the state. Yes No

Has Information in regards to the state Community Action Association has changed since the last submission of the state plan? Yes No

If yes, Provide the date of change and select the fields that have been updated **Date Picker and Check all the apply**

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		

1.5a. Agency Name

1.5b Executive Director or Point of Contact

Name: Title:

1.5c. Street address

1.5d. City

1.5e. State 1.5f. Zip [zip](#)

1.5g. Telephone number () - ext. 1.5h. Fax number () -

1.5i. Email Address 1.5j. State Association Website

1.5k. State Association serves as the Regional Performance Innovation Consortia (RPIC) lead Yes No

Section 2: State Legislation and Regulation

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

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

SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG Yes No

2.2. CSBG State Regulation:

State has regulations for CSBG Yes No

2.3. Legislation/Regulation Document: Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.

Hyperlink is: <https://app.leg.wa.gov/rcw/default.aspx?cite=43.63A.115> RCW 43.63A.115 Community action agency network -- Delivery system for federal and state anti-poverty programs. (1) The community action agency network, established initially under the federal economic opportunity act of 1964 and subsequently under the federal community services block grant program of 1981, as amended, shall be a delivery system for federal and state anti-poverty programs in this state, including but not limited to the community services block grant program, the low-income energy assistance program, and the federal department of energy weatherization program. (2) Local community action agencies comprise the community action agency network. The community action agency network shall serve low-income persons in the counties. Each community action agency and its service area shall be designated in the state federal community service block grant plan as prepared by the department of community, trade, and economic development. (3) Funds for anti-poverty programs may be distributed to the community action agencies by the department of community, trade, and economic development and other state agencies in consultation with the authorized representatives of community action agency networks. [1993 c 280 ÅÅ§ 60; 1990 c 156 ÅÅ§ 1.]
NOTES: Effective date -- Severability -- 1993 c 280: See RCW 43.330.902 and 43.330.903

2.4. State Authority:

Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

2.4a. Authorizing Legislation: State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last Federal fiscal year Yes No

2.4b. Regulation Amendments: State established or amended regulations for CSBG last Federal fiscal year Yes No

2.4c. Designation: State statutory or regulatory authority designates 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 Goals

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

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

SECTION 3 State Plan Development and Statewide 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.

Our Mission: Grow and improve jobs in Washington State by championing thriving communities, a prosperous economy, and sustainable infrastructure.

3.2. State Plan Goals:

Describe the State's CSBG-specific goals for State administration of CSBG under this State Plan.

(Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.1.)

WA Department of Commerce continues to collaborate with community stakeholders to broaden and improve anti-poverty services in Washington communities. In collaboration with the state association, Washington State Community Action Partnership (WSCAP) and the 30 community action agencies have identified two main goals to focus on in the coming year: 1. To increase utilization of research and evidence-based programs, policies and performance outcomes to ensure all Washingtonians have access to effective programs designed to equip people to exit poverty. WA Dept of Commerce has partnered with the state association, WSCAP, to research and identify performance outcomes for community action agencies in Washington. 2. In partnership with The Prosperity Agenda, Oregon State University, and regional community action partners (Oregon and Idaho), WSCAP has developed a Theory of Change, designed to guide community action agencies toward shared goals that improve impact of community services. This Indicators Project aims to:
 • Demonstrate the impact of community action agencies on stabilizing and equipping low-income Washingtonians to exit poverty
 • Provide local agencies with the data and evaluation methods necessary to adapt, improve and better target programs to reach these intended outcomes. While the initial phase of the project has focused on research and identification of the appropriate performance indicators to show whether people served are equipped to exit poverty, Commerce, WSCAP, The Prosperity Agenda and Oregon State University will focus efforts in the next year to gather baseline data specific to the new performance indicators, and to develop a training and technical assistance program that can be offered throughout the state in order to build capacity within community action agencies to increase internal program evaluation and continuous improvement their programs, based on use of the new performance indicators.

3.3. State Plan Development:

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

3.3a. Analysis of state-level tools *[Check all that apply and narrative where applicable]*

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census data
- State performance management data *(e.g., accountability measures, ACSI survey information, and/or other information from annual reports)*
- Monitoring Visits/Assessments
- Tools not identified above *(specify)*

3.3b. Analysis of local-level tools *[Check all that apply and narrative where applicable]*

- Eligible entity community needs assessments
- Eligible entity community action plans
- Public Hearings/Workshops
- Tools not identified above *(e.g., State required reports)**(specify)*

3.3c Consultation with*[Check all that applies and narrative where applicable]*

- Eligible entities *(e.g., meetings, conferences, webinars; not including the public hearing)*
- State Association
- National Association for State Community Services Programs (NASCSPP)
- Community Action Partnership (The Partnership)
- Community Action Program Legal Services (CAPLAW)
- CSBG Tribal Training and Technical Assistance (T/TA) provider
- Regional Performance Innovation Consortium(RPIC)
- Association for Nationally Certified ROMA Trainers (ANCRT)
- Federal CSBG Office

Organizations not identified above [Specify]

3.4. Eligible Entity Involvement

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

(Note: This information is associated with [State Accountability Measures 15a\(ii\)](#) and may pre-populate the State's annual report form)

In developing this year's plan we gathered feedback using the following techniques 1)individual calls and in-person visits with eligible entity Executive Directors and program staff. Discussions were focused on the ACSI results and how to improve low scoring areas to include the development of the State Plan and communication of Linkages. 2) Using feedback provided from the WA CSBG Network and state Association an email went out to Executive Directors, Program Staff, and WSCAP for the State Goal and State and Local Linkages 3)Time will be requested on the agenda of the Washington Community Action Partnership quarterly meeting fall to review the State Plan 4) Once finalized, the State Plan will be sent out to all Executive Directors, Program Staff, and WSCAP and posted on the Department's website. 5) Interested Party letters/public announcement was sent out to all Executive Directors inviting comment and attendance at the State Plan Hearing.

3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous plans in order to:

- 1) encourage eligible entity participation and
- 2) 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, such as the public hearing.

If the State is not making any adjustments, provide further detail.

(Note: This information is associated with [State Accountability Measures 15b\(i\)](#) and [\(ii\)](#) and pre-populate the Annual Report, Module 1, Item B.1.)

Commerce held individual calls and in-person meetings with eligible entity Executive Directors and program staff. Discussions were focused on the ACSI results and how to improve low scoring areas to include the development of the State Plan and Improved communication of Linkages. Using feedback provided from the WA CSBG Network and state Association an email went out to Executive Directors, Program Staff, and WSCAP for the State Goal and State and Local Linkages. Time will be requested on the agenda of the Washington Community Action Partnership quarterly meeting fall to review the State Plan

3.5. Eligible Entity Overall Satisfaction:

Provide the State's **target** for eligible entity Overall Satisfaction during the performance period:

Year One	77	Year Two	79
----------	----	----------	----

Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent [American Customer Survey Index \(ACSI\) survey](#) of the state's eligible entities.

(Note: Item 3.5 is associated with [State Accountability Measure 8S](#) and may pre-populate the State's annual report form)

Section 4: CSBG Hearing Requirements

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

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

SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection:

Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under [Section 676\(e\)\(2\)](#) of the Act.

The Draft State Plan was made available for public inspection through the following avenues: 1)The State Plan was distributed to all eligible entities and WSCAP 2) The "Draft" State Plan was available for review on www.commerce.wa.gov as of July 10, 2018. 3) The State held a public hearing on August 16, 2018. 4) A link to the website was posted in the Washington State Register on July 16, 2018. 5)Interested Parties letters were sent out on July 16, 2018.

4.2. Public Notice/Hearing:

Describe how the State ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under [Section 676\(a\)\(2\)\(B\)](#) of the CSBG Act.

The State announced the expected timeline to eligible entities via calls, emails, commerce website, and Interested Parties letter.

4.3. Public and Legislative Hearings:

In the table below, 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 [Section 676\(a\)\(2\)\(B\)](#) and [Section 676\(a\)\(3\)](#) of the Act.

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/16/2018	Washington State Dept of Commerce	Public	<input type="checkbox"/>
2	02/23/2018	Washington State Legislative Building	Legislative	<input type="checkbox"/>

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.

Section 5: CSBG Eligible Entities

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

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

SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity.

Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity (choose all that apply)
1	Benton Franklin Community Action Committee	Benton County, Franklin County	Non-Profit	Community Action Agency
2	Blue Mountain Action Council	Walla Walla County	Non-Profit	Community Action Agency
3	Byrd Barr Place (Formerly Centerstone)	King County	Non-Profit	Community Action Agency
4	Chelan-Douglas Community Action Council	Chelan County, Douglas County	Non-Profit	Community Action Agency
5	Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	King County	Public	Limited Purpose Agency
6	Clark County, Community Services Department	Clark County	Public	Community Action Agency
7	Coastal Community Action Program	Grays Harbor County, Pacific County	Non-Profit	Community Action Agency
8	Community Action Center - Whitman	Whitman County	Non-Profit	Community Action Agency
9	Community Action Council of Lewis, Mason, & Thurston Counties	Lewis County, Mason County, Thurston County	Non-Profit	Community Action Agency
10	Community Action Partnership - Idaho	Asotin County	Non-Profit	Community Action Agency
11	El Centro de la Raza	City of Seattle, South King County	Non-Profit	Community Action Agency
12	Hopelink	North King County, East King County	Non-Profit	Community Action Agency
13	HopeSource	Kittitas County	Non-Profit	Community Action Agency
14	Kitsap Community Resources	Kitsap County	Non-Profit	Community Action Agency
15	Lower Columbia Community Action Program	Cowlitz County, Wahkiakum County	Non-Profit	Community Action Agency
16	Metropolitan Development Council	City of Tacoma	Non-Profit	Community Action Agency
17	Multi-Service Center	South King County	Non-Profit	Community Action Agency
18	Neighborhood House	King County	Non-Profit	Community Action Agency
19	Okanogan County Community Action Council	Okanogan County	Non-Profit	Community Action Agency
20	Olympic Community Action Programs	Clallam County, Jefferson County	Non-Profit	Community Action Agency
21	Opportunities Industrialization Center of WA	Adams County, Grant County, Yakima, County	Non-Profit	Community Action Agency
22	The Opportunity Council	Island County, San Juan County, Whatcom County	Non-Profit	Community Action Agency
23	Pierce County Department of Human Services	Pierce County	Public	Community Action Agency
24	Rural Resources Community Action	Ferry County, Lincoln County, Pend Oreille County, Stevens County	Non-Profit	Community Action Agency
25	Community Action of Skagit County	Skagit County	Non-Profit	Community Action Agency
26	Snohomish County Human Services Department	Snohomish County	Public	Community Action Agency
27	Solid Ground of WA	City of Seattle, King County	Non-Profit	Community Action Agency
28	Spokane Neighborhood Action Partners	Spokane County	Non-Profit	Community Action Agency

29	Washington Gorge Action Programs	Skamania County, Klickitat County	Non-Profit	Community Action Agency
30	Yakima Valley Farmworkers Clinic / Northwest Community Action Center	Lower Yakima County	Non-Profit	Migrant or Seasonal Farmworker Organization

5.2 Total number of CSBG eligible entities **30**

5.3 Changes to Eligible Entities List:

Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

- Designation and/or Re-Designation
- De-designations and/or Voluntary Relinquishments
- Mergers
- No Changes to Eligible Entities List

5.3a Designation and Re-Designation: Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete

5.3c. Mergers: In the table below, provide information about any **mergers or other combinations** of two or more eligible entities that were each listed in the prior year state plan

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

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

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

SECTION 6 Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period

COE CSBG Organizational Standards Modified version of COE CSBG Organizational Standards Alternative set of Organizational Standards

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:

- 1) provide any changes from the last set provided during the previous State Plan submission;
- 2) describe the reasons for using alternative standards; and
- 3) describe how they are at least as rigorous as the COE- developed standards

There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

6.2 Implementation: Check the box that best describes how the State officially adopt(ed) organizational standards for eligible entities in the State in a manner consistent with the State's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. *[Check all that apply and narrative where applicable]*

- Regulation
- Policy
- Contracts with eligible entities
- Other, describe:

6.3. Organizational Standards Assessment: Describe how the State assess eligible entities against organizational standards this federal fiscal year(s). *[Check all that apply.]*

- Peer-to-peer review *(with validation by the State or State-authorized third party)*
- Self-assessment *(with validation by the State or State-authorized third party)*
- Self-assessment/peer review with State risk analysis
- State-authorized third party validation
- Regular, on-site CSBG monitoring
- Other

6.3a. Assessment Process: Describe the planned assessment process.

Commerce assess all CSBG eligible entities to identify if organizational standards are met or not met annually using a consistent review processes. All agencies are required to complete and submit a web based assessment (requiring the upload of relevant documents to demonstrate compliance) based on the CAP model. After submittal by the eligible entities, CSBG State Office staff review each agency's assessment in depth and detail. All assessments are reviewed for compliance with standards within 60 working days of submittal. For any standards rated as "Not Met", eligible entities are required to complete a Technical Assistance Plan (TAP). The TAP is integrated in to the web based system and is submitted, tracked and approved through the system. The TAP is only closed out once the standard is rated as "Met" and the agency complies with the requirements of the standard. Additional Review Process:hae For all eligible entities; After all assessments are initially submitted and the CSBG State Office Staff have provided an initial review/rating, a webinar is held with each entity to review the current rated status of each standard and discuss needed progress to meet any needed compliance. This

approach has greatly improved the relationships with grantees, the state association, and CSBG staff. The purpose of these webinars is to provide the T & TA needed on an individual agency basis to improve the compliance rating for Organizational Standards Assessments.

6.4. Eligible Entity Exemptions: Will the State make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? Yes No

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 3

CSBG Eligible Entity	Description / Justification	Delete
Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	This agency is a designated "Limited Purpose Agency", in addition to being a Public (city of Seattle) agency.	
Yakima Valley Farmworkers Clinic / Northwest Community Action Center	This agency is a federally designated Farmworker Clinic.	
Community Action Partnership - Idaho	This agency receives less than \$50,000 of CSBG funding annually and provides services in a small county in WA State. The agency is located in Idaho and also submit all required CSBG reporting through the State of Idaho. Due to these factors, the State of WA allows CAP-Idaho to provide their annual Org Standards Assessment results as issued by the State of Idaho. This eliminates the agency for duplicate reporting and considerable staff time.	

6.5. Performance Target: Provide the percentage of eligible entities that the State expects to meet all the State-adopted organizational standards for FFY(S) for this planning period

Year One	60%	Year Two	70%

Note: Item 6.5 is associated with [State Accountability Measures 6Sa](#) and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

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

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

SECTION 7 State Use of Funds

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

7.1. Formula:

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

Base + Formula

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

Base plus formula

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? Yes No

7.2. Planned Allocation:

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

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

Year One	90.00%	Year Two	90.00%
-----------------	--------	-----------------	--------

Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Benton Franklin Community Action Committee	\$302,181	
Blue Mountain Action Council	\$159,030	
Byrd Barr Place (Formerly Centerstone)	\$180,667	
Chelan-Douglas Community Action Council	\$182,780	
Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	\$174,102	
Clark County, Community Services Department	\$367,189	
Coastal Community Action Program	\$185,990	
Community Action Center - Whitman	\$154,049	
Community Action Council of Lewis, Mason, & Thurston Counties	\$361,181	
Community Action Partnership - Idaho	\$48,267	
El Centro de la Raza	\$163,207	
Hopelink	\$291,052	
HopeSource	\$142,119	
Kitsap Community Resources	\$231,680	
Lower Columbia Community Action Program	\$195,758	
Metropolitan Development Council	\$306,181	
Multi-Service Center	\$585,870	
Neighborhood House	\$178,432	
Okanogan County Community Action Council	\$144,391	
Olympic Community Action Programs	\$178,997	

Opportunities Industrialization Center of WA	\$391,336
The Opportunity Council	\$311,997
Pierce County Department of Human Services	\$449,146
Rural Resources Community Action	\$167,970
Community Action of Skagit County	\$187,324
Snohomish County Human Services Department	\$484,147
Solid Ground of WA	\$168,701
Spokane Neighborhood Action Partners	\$528,557
Washington Gorge Action Programs	\$131,008
Yakima Valley Farmworkers Clinic / Northwest Community Action Center	\$245,528
Total	\$7,598,837

CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Benton Franklin Community Action Committee	\$302,181	
Blue Mountain Action Council	\$159,030	
Byrd Barr Place (Formerly Centerstone)	\$180,667	
Chelan-Douglas Community Action Council	\$182,780	
Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	\$174,102	
Clark County, Community Services Department	\$367,189	
Coastal Community Action Program	\$185,990	
Community Action Center - Whitman	\$154,049	
Community Action Council of Lewis, Mason, & Thurston Counties	\$361,181	
Community Action Partnership - Idaho	\$48,267	
El Centro de la Raza	\$163,207	
Hopelink	\$291,052	
HopeSource	\$142,119	
Kitsap Community Resources	\$231,680	
Lower Columbia Community Action Program	\$195,758	
Metropolitan Development Council	\$306,181	
Multi-Service Center	\$585,870	
Neighborhood House	\$178,432	
Okanogan County Community Action Council	\$144,391	
Olympic Community Action Programs	\$178,997	
Opportunities Industrialization Center of WA	\$391,336	
The Opportunity Council	\$311,997	
Pierce County Department of Human Services	\$449,146	
Rural Resources Community Action	\$167,970	
Community Action of Skagit County	\$187,324	
Snohomish County Human Services Department	\$484,147	
Solid Ground of WA	\$168,701	
Spokane Neighborhood Action Partners	\$528,557	
Washington Gorge Action Programs	\$131,008	
Yakima Valley Farmworkers Clinic / Northwest Community Action Center	\$245,528	
Total	\$7,598,837	

7.3. Distribution Process:

Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about State legislative approval or other types of administrative approval (such as approval by a board or commission).

CSBG funding is distributed to eligible entities through a contract for the projected full amount of potential funding based on the last federal award. The Department releases spending authority based on grant award notices and available Federal funding award allocations. Contracts are generated to allocate the 90% pass through funding to eligible entities. The state uses a multiyear contract as a mechanism to provide funding to each CSBG eligible entity. Grants begin on October 1st and close September 30th. There is an overlapping period of Federal and State funds. Eligible entities are required to spend out their earliest awarded Federal funds before beginning spending of next Federal grant. They may spend State funds concurrently. Contracts are approved

by the division budget manager, unit managing director, and the assistant director. The intent is to distribute funds within 30 days of receipt of OCS Federal award.

7.4. Distribution Timeframe:

Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? Yes No

7.4a. Distribution Consistency: If no, describe State procedures to ensure funds are made available to eligible entities consistently and without interruption.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the State's annual report form.

7.5. Performance Management Adjustment:

Describe the state's strategy for improving grant and/or contract 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, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the State's annual report form.

The State scored well in the ACSI Survey under Distribution of Funds. In 2015, we changed our Federal contract period to begin on 10-1 to align with the federal fiscal year. This change is helpful to the network. Previously our grants began on 1-1 to align with the release of federal awards. Once contracts are in place the Department releases spending authority based on grant award notices and available Federal funding award allocations.

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

Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.

7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

Year One (0.00%)	Year Two (0.00%)	5.00%	
-------------------------	-------------------------	-------	--

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

Year One	8.00	Year Two	8.00
-----------------	------	-----------------	------

7.8. State FTEs: Provide the number of State Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

Year One	2.00	Year Two	2.00
-----------------	------	-----------------	------

7.9. 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.

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
-------------------------	-------	-------------------------	-------

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

Note: This response will link to the corresponding assurance, Item 14.2.

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$105,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of State-operated programs and/or local programs	\$50,000.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$63,600.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$20,000.00	Funds to support EITC campaign
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$25,000.00	Prosperity Agenda/Data Task Force
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$145,000.00	Support and maintenance of web-based reporting system for CSBG eligible entities
Total	\$408,600.00	

Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$105,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of State-operated programs and/or local programs	\$50,000.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$63,600.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	20,000	EITC Campaign
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$25,000.00	Prosperity Agenda/Data TaskForce
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$145,000.00	CSBG Web-based reporting system
Total	\$408,600.00	

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.

[Check all that apply and narrative where applicable]

- The state directly carries out all activities (No Partnerships)
- The state partially carries out some activities
- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **2**
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

Note: This response will link to the corresponding CSBG assurance, item 14.2.

7.11. Performance Management Adjustment:

Describe any adjustments 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, such as the public hearing. If the State is not making any adjustments, provide further detail.

Note: This information is associated with [State Accountability Measures 3Sb](#), and may pre-populate the State's annual report form.

The State conducted individual calls with eligible entities and reviewed the past use of discretionary funds. There were no recommendations for a change in discretionary fund investment. However, in 2016 there was a request for more transparency in use of funds. The State has shared the use of discretionary funds via the Association Quarterly Meeting and individual calls. In addition, the State provided more direction in the contract with the state association. WSCAP is responsible for providing Technical Assistance and Training on behalf of the Department of Commerce and the needs of the Community Action network. WSCAP will contract, when necessary, with consultants to provide training and supportive services as identified in an annual T & TA Needs Survey and thru ongoing training requests from Community Action Agency (CAA) staff and Commerce CSBG staff. WSCAP will provide outreach and marketing of this service to CAA staff, inclusive of Executive Directors, Fiscal Directors, Human Resource staff, CSBG Program Staff, CSBG Data staff, and Board members. *Develop a SFY 18 training plan based on an annual T & TA Needs Survey and ongoing training requests received. *Evaluations will be conducted for each training and workshop offered *Conduct an annual T & TA Needs Survey to be used in the development of the annual training plan. *Establish and promote a procedure for CAA staff at all levels to submit training and technical assistance requests to WSCAP In spring of 2019, WSCAP will provide Bi-Annual CSBG Conference which will be regionally hosted with four other states.

Section 8: State Training and Technical Assistance

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

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

SECTION 8 State Use of Funds

8.1. 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.

(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)

Note: This information is associated with State Accountability Measure 3Scand pre-populates the Annual Report, Module 1, Table F.1.

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Both	Organizational Standards for eligible entities with unmet TAPs and QIPs	
4	Ongoing / Multiple Quarters	Both	Monitoring	
5	Ongoing / Multiple Quarters	Both	Reporting	
6	Ongoing / Multiple Quarters	Both	ROMA	
7	Ongoing / Multiple Quarters	Both	Community Assessment	
8	FY1-Q1	Both	Other	Launching web-based Board Governance tool/system

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
2	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Both	Organizational Standards for eligible entities with unmet TAPs and QIPs	
4	Ongoing / Multiple Quarters	Both	Correcting Significant Deficiencies Among Eligible Entities	
5	Ongoing / Multiple Quarters	Both	Strategic Planning	
6	Ongoing / Multiple Quarters	Both	Reporting	
7	Ongoing / Multiple Quarters	Both	Other	Web based user system training for CSBG reporting

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 7.9):

Year One	\$105,000	Year Two	\$105,000
-----------------	-----------	-----------------	-----------

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance.

The State contracts with the state association (WSCAP). WSCAP is responsible for providing Technical Assistance and Training on behalf of the Department of Commerce and the needs of the Community Action network. WSCAP contracts, when necessary, with consultants to provide training and supportive services as identified in an annual T & TA Needs Survey and thru ongoing training requests from Community Action Agency (CAA) staff and Commerce CSBG staff. WSCAP provides outreach and marketing of this service to CAA staff, inclusive of Executive Directors, Fiscal Directors, Human Resource staff, CSBG Program Staff, CSBG Data staff, and Board members. *Developed a SFY18 training plan based on an annual T & TA Needs Survey and ongoing training requests received. *Evaluations will be conducted for each training and workshop offered *Conduct an annual T & TA Needs Survey to be used in the development of the annual training plan. *Establish and promote a procedure for CAA staff at all levels to submit training and technical assistance requests to WSCAP *Provides Bi-Annual CSBG Conference.

8.2. TAPs and QIPs: Does the State have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? Yes No

Note: This information is associated with State Accountability Measure 6Sb.QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. **We requiring all eligible entities to have a Technical Assistance Plan for any unmet standards. This helps us and the entities in tracking how standards are being met. In addition, we hold individual webinars with all 30 CAA's after their assessment submittal to review each standard and provide clarification, feedback, suggestions, and assistance to better equip each agency to improve their scoring.**

8.3 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.]*

CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)*

Other community-based organizations

State Community Action association

Regional CSBG technical assistance provider(s)

National technical assistance provider(s)

Individual consultant(s)

Tribes and Tribal Organizations

Other

8.4. Performance Management Adjustment: Describe adjustments the State made to 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, such as the public hearing. If the State is not making any adjustments, provide further detail.

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

The State has provided more direction in the contract with WSCAP. WSCAP is responsible for providing Technical Assistance and Training on behalf of the Department of Commerce and the needs of the Community Action network. WSCAP will contract, when necessary, with consultants to provide training and supportive services as identified in an annual T & TA Needs Survey and thru ongoing training requests from Community Action Agency (CAA) staff and Commerce CSBG staff. WSCAP will provide outreach and marketing of this service to CAA staff, inclusive of Executive Directors, Fiscal Directors, Human Resource staff, CSBG Program Staff, CSBG Data staff, and Board members. *Develop a SFY17 training plan based on an annual T & TA Needs Survey and ongoing training requests received. *Evaluations will be conducted for each training and workshop offered *Conduct an annual T & TA Needs Survey to be used in the development of the annual training plan. *Establish and promote a procedure for CAA staff at all levels to submit training and technical assistance requests to WSCAP *Provide Bi-Annual CSBG Conference

Section 9: State Linkages and Communication

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

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

SECTION 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 7.9(b) and (c).

9.1 State Linkages and Coordination at the State Level:

Describe 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 required by the assurance under Section 676(b)(5)).

Describe or attach additional information as needed. [Check all that apply and narrative where applicable]

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and may pre-populate the State's Annual Report, Module 1, Item G.1.

- 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

Lead Rental Registry Team which is in partnership with Dept of Health regarding Lead Hazards in Washington and impacts to young children. Homeless Youth Advisory Committee - Governors Office staff, Housing Assistance Unit, Columbia Legal, and other local service providers and stakeholders. Affordable Housing Advisory Board, Housing Finance Commission, variety of local stakeholders working on affordable housing availability, maintenance, and other issues related to housing issues. Adult Education Advisory Council, Workforce Development Councils, Community Action Agencies, Community Colleges, Employment Security, Department of Corrections, Workforce board, Office of Superintendent of Public Instruction, Department of Social and Health Services. EITC Campaign - Partner with Dept of Social and Health Services, WorkFirst, and 211 WorkFirst Leadership Team which partners with Dept of Social and Health Services, TANF, Employment Security, State Board of Community & Technical Colleges, and Dept of Early Learning. Rapid Rehousing Leaders - collaborative efforts with Governor's Office staff, Commerce Housing staff, Dept of Social and Health Services, Employment Security Department, other local housing providers, and other stakeholders to address homelessness issues.

9.2. State Linkages and Coordination at the Local Level:

Describe the linkages and coordination at the local level that the State to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and as required by assurances under Sections 676(b)(5) - (6))

Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6., and pre-populates the Annual Report, Module 1, Item G.2.

STATE LINKAGES - Rapid Rehousing Leaders - collaborative efforts with Governor's Office staff, Commerce Housing, Department of Social and Health Services, Employment Security Dept, local housing providers, and other stakeholders to address homelessness issues. - Affordable Housing Advisory Board (AHAB) - Housing Finance Commission (HFC), variety of local stakeholders to work on affordable housing availability, maintenance, and other issues related to affordable housing. - Homeless Youth Advisory Committee - Governor's Office staff, Commerce Housing staff, Columbia Legal, and other local service providers and stakeholder. - EITC Campaign - Partner with Dept of Social and Health Services, WorkFirst, 211 and local entities. LOCAL LINKAGES Eligible entities work with over 5,780 public and private organizations to expand resources and opportunities in order to achieve family and community outcomes. Community Action Agencies actively engage in coalitions in their communities.

9.3. Eligible Entity Linkages and Coordination

9.3a State Assurance of Eligible Entity Linkages and Coordination:

Describe how the State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Note: This response will link to the corresponding CSBG assurance, item 14.5.

Annually, CSBG eligible entities must submit a Community Action Plan to the Department of Commerce via our web based system reporting system. This plan includes a detailed section on Organizational Information. The Org Info section includes a tab wherein eligible entities must describe the process utilized to link services/programs and coordinate funding in their service area. Eligible entities provide information on coalitions, MOUs, and partnerships. We have continuously update the Org Information section of our online Community Action Plan system. We included more relevant questions directly

connected to the Model State Plan, CSBG Statutory Assurances, and the State Performance Measures. All CAP plans and the Org Info are reviewed and a detailed analysis conducted. Dialogue is conducted with each eligible entity based on their submission. Additionally, we specifically we have questions that ask: 1. Describe the process utilized by your agency to link services and coordinate funding of services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5) of the CSBG Act). a. Indicate how staff was involved, i.e. attended community meetings, Information and Referral, etc. b. Describe how services are targeted to low income individuals and families. c. Describe how linkages will be developed to fill identified gaps in services through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act. d. How do you avoid duplication of services within your community? e. Indicate how your agency determines the effectiveness of the delivery and coordination of CSBG services through your linkages/partnerships to low-income people? 2. Explain if there is a formalized coalition of social service providers in your service area (as required by the assurance under Section 676(b)(5) of the CSBG Act). If so list the coalitions by name, describe the mission of the coalition, who participates, and methods used by the coalition to coordinate services/funding. 3. Please describe how your agency will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations according to the assurance under Section 676(b)(9) of the CSBG Act.

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:

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, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.

Annually, CSBG eligible entities must submit a Community Action Plan to the Department via a web based system. The organization section includes a tab wherein eligible entities describe the process utilized to link services and coordinate funding in their service area. Eligible entities provide information on coalitions, MOUs, and partnerships. We specifically ask the following in response to 9.3b: 1. Describe the process utilized by your agency to link services and coordinate funding of services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5) of the CSBG Act). c. Describe how linkages will be developed to fill identified gaps in services through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act. d. How do you avoid duplication of services within your community? e. Indicate how your agency determines the effectiveness of the delivery and coordination of CSBG services through your linkages/partnerships to low-income people? 2. Explain if there is a formalized coalition of social service providers in your service area (as required by the assurance under Section 676(b)(5) of the CSBG Act). If so list the coalitions by name, describe the mission of the coalition, who participates, and methods used by the coalition to coordinate services/funding. 3. Please describe how your agency will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations according to the assurance under Section 676(b)(9) of the CSBG Act.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:

Does the State intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? Yes No

Note: This response will link to the corresponding CSBG assurance, item 14.5.

9.4a WIOA Combined Plan: If the State selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

Washington State includes CSBG employment and training activities as part of our WIOA Combined State Plan. The following language is included in Washington's WIOA state plan: The Community Services Block Grant (CSBG), administered by the Department of Commerce, awards funds to local community action agencies to provide services to low-income households at or below 125% of the federal poverty level (FPL). CSBG Grantees determine how funding will be used to support allowable CSBG activities, such as employment and training activities. These funds may be used to provide actual services to individuals, or they may be used to support the administration of allowable services and activities funded through a different source. When the CSBG grantee elects to use CSBG funding to provide workforce development employment and training services to individuals, those services will be required to align with the State's WIOA strategies and be coordinated with the local one-stop center. When CSBG funding is used to support allowable services and activities funded through a different source, WIOA requirements will be determined by the primary funding source.

9.4b. Employment and Training Activities: If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

9.5. Emergency Energy Crisis Intervention:

Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, item 14.6.

The Department of Commerce also administers the LIHEAP grant. LIHEAP additionally supports the Department's weatherization program. The majority of the CSBG eligible entities administer both the LIHEAP and Weatherization programs. Commerce reserves a portion of CSBG discretionary funds for assistance in the event of natural disasters such as major floods or wildfires. These funds may be used to provide emergency energy crisis intervention.

9.6. Faith-based Organizations, Charitable Groups, Community Organizations:

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

Note: this response will link to the corresponding assurance, item 14.9.

Annually, CSBG eligible entities must submit a Community Action Plan to the Department. They must describe organizations with which they coordinate services, including faith-based organizations, charitable groups, and community organizations. All eligible entities participate in coalitions which are comprised of multiple organizations.

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

Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

Note: this response will link to the corresponding assurance, item 14.3c.

Annually, CSBG eligible entities must submit a Community Action Plan to the Department. In addition, CAA's are required to provide performance updates on meeting goals and targets established every six months. CAA's must also identify and describe organizations with which they coordinate services.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe State activities for supporting coordination among the eligible entities and the State Community Action Association.

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

The Department works closely with the State Community Action Association, Washington State Community Action Partnership (WSCAP) and annually provides funds for WSCAP activities and statewide services. The Department collaborates with WSCAP on training and technical assistance for the eligible entities.

9.9 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

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Annually	Mailing	
State Plan Development	Annually	Meetings/Presentation	
Organizational Standards Progress	Biannual	Meetings/Presentation	
State Accountability Measures Progress	Biannual	Email	
Community Needs Assessments/Community Action Plans	Annually	Email	
State Monitoring Plans and Policies	As needed	Meetings/Presentation	
Training and Technical Assistance (T/TA) Plans	Annually		
ROMA and Performance Management	As needed	Meetings/Presentation	
State Interagency Coordination	As needed	Meetings/Presentation	
CSBG Legislative/Programmatic Updates	As needed	Email	
Tripartite Board Requirements	As needed	Meetings/Presentation	

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	Division Director, Unit Manager, and Program Manager of CSBG meet quarterly with WSCAP Executive Director and/or staff	Quarterly	Meetings/Presentation	

9.10. Feedback to Eligible Entities and State Community Action Association:
Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures.

Note: This information is associated with State Accountability Measure 5S(iii), and will pre-populate the Annual Report, Module 1, Item G.6

Via Email, individual communication, meetings, and other public forums. We have a CSBG workgroup, a ROMA NG workgroup, an Organizational Standards workgroup, and Data Performance Taskforce.

9.11. Performance Management Adjustment:
Describe any adjustments the state made to 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, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

Via Email, individual communication, meetings, and other public forums. We have a CSBG workgroup, a ROMA NG workgroup, an Organizational Standards workgroup, and Data Performance Taskforce.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

SECTION 10 State Use of Funds

Monitoring, Corrective Action and Fiscal Controls (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.

Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module I, Table H.1.

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Benton Franklin Community Action Committee	No review	Onsite Review	FY1 Q1			
2	Blue Mountain Action Council	Full On-site	Onsite Review	FY1 Q1	10/18/2016	10/20/2016	
3	Byrd Barr Place (Formerly Centerstone)	No review					
4	Chelan-Douglas Community Action Council	Full On-site	Onsite Review	FY1 Q3	06/20/2016	06/22/2016	
5	Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	Follow-up	Onsite Review	FY1 Q4	08/29/2016	08/31/2016	Seattle Conservation Corp was remonitored in 2016 due to new leadership and the need for technical issues with the agency. This caused the agency to be monitored on site in both 2015 & 2016. Three Year Cycle technically will require agency to be monitored on site in 2019.
6	Clark County, Community Services Department	No review					
7	Coastal Community Action Program	No review					
8	Community Action Center - Whitman	Full On-site	Onsite Review	FY1 Q4	08/09/2016	08/11/2016	
9	Community Action Council of Lewis, Mason, & Thurston Counties	Full On-site	Onsite Review	FY1 Q1	10/25/2016	10/27/2016	
10	Community Action Partnership - Idaho	No review					
11	El Centro de la Raza	No review					
12	Hopelink	No review					
13	HopeSource	No review					
14	Kitsap Community Resources	Full On-site	Onsite Review	FY1 Q3	06/29/2016	07/01/2016	

15	Lower Columbia Community Action Program	No review					
16	Metropolitan Development Council	No review					
17	Multi-Service Center	No review					
18	Neighborhood House	No review					
19	Okanogan County Community Action Council	No review					
20	Olympic Community Action Programs	Full On-site	Onsite Review	FY1 Q4	09/06/2016	09/08/2016	
21	Opportunities Industrialization Center of WA	No review					
22	The Opportunity Council	No review					
23	Pierce County Department of Human Services	Full On-site	Onsite Review	FY1 Q3	06/20/2016	06/23/2016	
24	Rural Resources Community Action	Full On-site	Onsite Review	FY1 Q3	05/24/2016	05/26/2016	
25	Community Action of Skagit County	Full On-site	Onsite Review	FY1 Q3	05/24/2016	05/27/2016	
26	Snohomish County Human Services Department	No review					
27	Solid Ground of WA	Full On-site	Onsite Review	FY1 Q3	06/06/2016	06/09/2016	
28	Spokane Neighborhood Action Partners	No review					
29	Washington Gorge Action Programs	No review					
30	Yakima Valley Farmworkers Clinic / Northwest Community Action Center	No review					
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Benton Franklin Community Action Committee	Full On-site	Onsite Review	FY2 Q1	11/14/2017	11/17/2017	
2	Blue Mountain Action Council	No review					
3	Byrd Barr Place (Formerly Centerstone)	Full On-site	Onsite Review	FY2 Q2	03/21/2017	03/23/2017	
4	Chelan-Douglas Community Action Council	No review					
5	Seattle Conservation Corp., City of Seattle, Department of Parks and Recreation	No review					
6	Clark County, Community Services Department	No review					
7	Coastal Community Action Program	Full On-site	Onsite Review	FY2 Q3	04/17/2017	04/19/2017	
8	Community Action Center - Whitman	No review					
9	Community Action Council of Lewis, Mason, & Thurston Counties	No review					
10	Community Action Partnership - Idaho	Full On-site	Onsite Review	FY2 Q2	02/22/2017	02/24/2017	
11	El Centro de la Raza	No review					
12	Hopelink	No review					
13	HopeSource	No review					
14	Kitsap Community Resources	No review					
15	Lower Columbia Community Action Program	No review					
16	Metropolitan Development Council	No review					
17	Multi-Service Center	Full On-site	Onsite Review	FY2 Q3	04/26/2017	04/28/2017	
18	Neighborhood House	Full On-site	Onsite Review	FY2 Q3	06/14/2017	06/16/2017	
19	Okanogan County Community Action Council	Full On-site	Onsite Review	FY2 Q4	09/26/2017	09/28/2017	
20	Olympic Community Action Programs	No review					

21	Opportunities Industrialization Center of WA	No review					
22	The Opportunity Council	Full On-site	Onsite Review	FY2 Q4	07/25/2017	07/27/2017	
23	Pierce County Department of Human Services	No review					
24	Rural Resources Community Action	No review					
25	Community Action of Skagit County	No review					
26	Snohomish County Human Services Department	No review					
27	Solid Ground of WA	No review					
28	Spokane Neighborhood Action Partners	Full On-site	Onsite Review	FY2 Q1	10/24/2017	10/26/2017	
29	Washington Gorge Action Programs	Full On-site	Onsite Review	FY2 Q4	07/18/2017	07/20/2018	
30	Yakima Valley Farmworkers Clinic / Northwest Community Action Center	No review					

10.2. Monitoring Policies:

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

See Attached Division Monitoring Policy, Agency Contract Monitoring Policy, and CSBG Policies and Procedures

10.3. Initial Monitoring Reports:

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

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the State's annual report form.

30

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

10.4. Closing Findings:

Are State procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? Yes No

10.4a. Closing Findings Procedures: If no describe State procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.

If findings are identified during monitoring of an eligible entity, they are documented in the CHG Reporting System, WA State's Web-based system for tracking monitoring results, CSBG reporting, and Board Management. The system also manages Technical Assistance Plans (TAPs). Where a finding is identified, the eligible entity proposes and submits a TAP to address the proposed deliverable and timeline, through the on-line system. Once the CSBG State Office reviews and accepts the TAP, the system begins tracking the deliverable date. As the eligible entity works to resolve the TAP, they submit updates on their progress and upload supporting documentation or updates to the deliverable plan via the online system to keep the state office informed as to the agency effort and progress towards compliance. Once an agency completes their TAP, the state office "Accepts and Closes" the TAP which formally documents the completed process in the on-line system. in the system.

10.5. Quality Improvement Plans (QIPs):

Provide the number of eligible entities currently on QIPs, if applicable.

Note: The QIP information is associated with State Accountability Measures 4Sc.

0

10.6. Reporting of QIPs:

Describe the State's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

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

See Community Services and Housing Division CSBG Monitoring Policy attached in Item 10.2. In addition, the same steps used for a TAP in item 10.4 above are used for QIP's via the WA State CSBG On-Line reporting system. Also, pursuant to section 678C (a)(4), 42 U.S.C. Â§ 9915(a)(4), in the event an eligible entity submits a proposed Quality Improvement Plan (QIP) and the Commerce CSBG State Office approves the QIP, the Office of Community Services is notified within 30 calendar days of the QIP.

10.7. Assurance on Funding Reduction or Termination:

The State assures,"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)" per Section 676(b)(8). Yes No

Note: This response will link with the corresponding assurance under item 14.8.

Policies on Eligible Entity Designation, De-designation, and Re-designation

10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? Yes No

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public
Per Information Memorandum 116 - The Commerce CSBG State Office uses the steps and process guidelines identified to inform and determine procedures regarding designation and/or de-designation of eligible entities.
10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.
10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public State will use guidance and sample documentation provided in IM 116 regarding process steps for proceedings to Terminate or Reduce Funding of an eligible entity.
10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.10a. If Yes, provide the citation(s) of the law and/or regulation.
10.10b. If No, describe State procedures for re-designation of existing eligible entities. State will use guidance and steps provided in IM 116 regarding process steps for re-designation of an existing eligible entity.
Fiscal Controls and Audits and Cooperation Assurance
10.11. Fiscal Controls and Accounting: 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 Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).
Expenditures are tracked separately by each appropriation in WA State Contract Management System within Commerce (CMS). Grants are awarded to entities and budgets are requested. After grant budgets are approved by the CSBG Grant Manager, expenditure forms are established in CMS for use by each eligible entity to request reimbursement per grant. As funds are awarded by HHS, CSBG increases spending limit amounts to each eligible entity allowing agencies to access additional permitted grant funds. To track individual CAA expenditures, CAAs are required to submit a minimum of quarterly expenditure reports in the CMS system which ensures the agency budget and expenditures align with grant funds available per line item. CSBG Program Manager monitors and performs monthly reviews of expenditure reports and budget performance in coordination with Budget Managers.
10.12. Single Audit Management Decisions: Describe 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 .
<i>Note: This information is associated with State Accountability Measure 4Sd.</i>
Commerce CSBG State Office will comply with the federal mandate pursuant to Â§ 200.501(d) of the OMB Super Circular. Commerce will be responsible for issuing a management decision within six months of acceptance of the audit report by the Federal Audit Clearinghouse. The eligible entity must initiate and proceed with corrective action as rapidly as possible and corrective action should begin upon receipt of the audit report.
10.13. 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. <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Note: This response will link with the corresponding assurance, Item 14.7.</i>
10.14. Performance Management Adjustment: Describe any adjustments the state made to 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, such as the public hearing. If the state is not making any adjustments, provide further detail.
<i>Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the State's annual report form.</i>
Washington State received feedback regarding the need for more consistency in monitoring. As a result we redesigned our on-site monitoring tool to include less subjective questions and created questionnaires specifically for board members and staff. There are more prompts to elicit qualitative information, so that all monitors collect the same information. We also developed and have been using a governing/advisory board meeting review form.

Section 11: Eligible Entity Tripartite Board

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

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

SECTION 11 State Use of Funds

11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under [Section 676B\(a\)\(2\)](#) of the CSBG Act *[Check all that applies and narrative where applicable]*

- Attend Board meetings
- Organizational Standards Assessment
- Monitoring
- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other

11.2. Tripartite Board Updates: Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc. *[Select one and narrative where applicable]*

Annually

11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under [Section 676\(b\)\(10\)](#) of the CSBG Act

Note: This response will link with the corresponding assurance, item 14.10.

The state of Washington follows federal and state guidelines requiring Subrecipients have written procedures under which a low-income individual, community organization, religious organization, or representative of such may petition for adequate representation on the board of an eligible entity. This verification is included as part of our on-site monitoring tool questionnaire, but often verified during regular oversight review of Organizational Standards when Bylaws are provided as documentation of compliance.

11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the State to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under [Section 676B\(b\)\(2\)](#) of the CSBG Act. Yes No

11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input checked="" type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
12.1a. Income Eligibility Policy and Procedures: Describe any State policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
Income levels are used to ensure that participants do not exceed 125% of the Federal Poverty level. Household income is determined at the time of initial application and upon recertification. Proof of household income documentation may include but is not limited to: payroll check stubs, award letters, communication from state office of Social and Health Services, Employment Security Department, accessing state database (BVS), bank statements, letters from employers, self-employment records and tax records. Please see the attached Monitoring Tool in 10.2 Section III Client Eligibility and Client Files Direct Services pages 20 and 21.	
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.	
Per Commerce CSBG Policy 207 - Clients served directly with CSBG funds are required to provide proof of income eligibility, with the exception of any programs that do not require proof of income eligibility, such as homeless shelters or food banks. For those programs that do not require proof of income eligibility, Grantee files must contain the following information: a) Signed and dated client application form containing a self-declared statement of income for one, three, or twelve months prior to application, or other forms where income has been declared and number in household identified; and b) The date and description of the services provided.	
12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).	
Community targeted services are submitted through the our web-based, on-line reporting system (CHG Identity) in their Community Action Plan. The CSBG State Office reviews the Community Needs Assessment and Community Action Plans of each eligible entity to ensure services are targeting low income communities.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
13.1. Performance Measurement System: Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item 1.1.</i>	
The Results Oriented Management and Accountability (ROMA) System	
Section 678E(b) of the CSBG Act	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
The Department has incorporated ROMA principles in the areas of reporting, Community Action Plans, Strategic Planning, Community Needs Assessment, goal/target setting, and Board Trainings. The Department has one certified ROMA trainer and one ROMA Implementer on staff. All eligible entities have participated in ROMA training or the NCRI certification. Please see the monitoring tool attached in 10.2, ROMA Reporting: Section III, ROMA Reporting, Page 22 as well as Section 4 on Service Delivery.	
13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the State will use for performance measurement.	
13.2. Outcome Measures: 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.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input checked="" type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
We use NPIs, Community Action Plan, Organizational Standards review, and Monitoring.	
13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
The State has collaborated with the Washington Community Action Partnership on ROMA trainings and the NCRI pilot. The State is working with NCRIs to provide focused, high touch support with eligible entities who have identified a need for T&TA.	
13.4. Eligible Entity Use of Data: Describe how is the state plans to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
Agencies are required to submit an annual CSBG IS-Survey, and provide performance measures and outcomes biannually in their Community Action Plan to include targeting on activities funded by CSBG. The Community Action Plan can be used to report to the Board, public, stakeholders, and other funders. Eligible entities must also meet Organizational Standards 1.3, 6.4 and 9.1.	
Community Action Plans and Needs Assessments	
13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
The State secures a Community Action Plan from each eligible entity annually and update activities when impacted by additional state funds.d	
13.6. Community Needs Assessment: Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
As part of Org Standards Assessment each entity must submit a copy of their current Needs Assessment on an annual basis to ensure each agency is in compliance with requirements of the Act. In addition, we require additional information to be completed by eligible entities in sections of the Community Action Plan and also during on-site Monitoring.	

Section 14: CSBG Programmatic Assurances and Information Narrative

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

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

SECTION 14 State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

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

(ii) to secure and retain meaningful employment;

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

(iv) to make better use of available income;

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

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

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

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

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

The State will assure CSBG funding is used to support activities consistent with the purposes listed above through annual CSBG contracts with the State's eligible entities, which require grantee's to assure that CSBG funding will be used in compliance with the CSBG Act and to submit a community Action Plan based upon a community assessment report and strategic plan. The State will also monitor eligible entities to ensure compliance with this assurance.

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;

Per Department of Commerce CSBG POLICY 203: The use of CSBG funds shall comply with the CSBG Coats Human Services Reauthorization Act of 1998 (and any subsequent reauthorizations), Sec. 672, to provide assistance to eligible entities for: A The reduction of poverty; A The revitalization of low-income communities; and A The empowerment of low-income families and individuals to become fully self-sufficient. Activities will be supported through planning and coordinating service provision; by using innovative and community-based approaches; and through broadening of the resource base. Low-income community residents will be an integral partner in these activities. Funds shall be spent according to the Community Action Plan as approved annually by the state CSBG office. Funds may be used for: A Training and technical assistance; A Coordinating state-operated programs and services targeting low-income children and families to increase access to services; A Supporting statewide coordination and communication among eligible entities; A Analyzing the distribution of funds to determine if they have targeted the areas of greatest need; A Supporting asset-building programs; A Supporting innovative programs and activities to eliminate poverty, promote self-sufficiency, and promote community revitalization; and A Supporting other activities consistent with the Act. Commerce will award CSBG grants to eligible entities. With prior approval, funds may be subgranted to private, non-profit, or faith-based organizations in the same community. All grant terms and conditions must be passed down to subgrantees. Per the CSBG Act of 1998, assistance is to be given in the following areas: 1. To help TANF families, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to: a) remove obstacles and solve problems that block the achievement of self-sufficiency; b) secure and retain meaningful employment; c) attain an adequate education, and improve literacy; d) make better use of income; e) obtain and maintain adequate housing; f) obtain emergency assistance; and g) achieve greater participation in community affairs, including grassroots partnerships with law enforcement, housing authorities, private foundations; and document best practice for replication. 2. To address low-income youth needs through youth development programs to support the family, prioritize youth crime prevention (e.g. through violence-free zones, youth mediation and mentoring, life skills training, job creation, entrepreneurship, after-school childcare programs). 3. To coordinate with other similar programs.

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)

Per Department of Commerce CSBG POLICY 203: (ALLOWABLE ACTIVITIES, USE OF FUNDS) The use of CSBG funds shall comply with the CSBG Coats Human Services Reauthorization Act of 1998 (and any subsequent reauthorizations), Sec. 672, to provide assistance to eligible entities for: \hat{A} The reduction of poverty; \hat{A} The revitalization of low-income communities; and \hat{A} The empowerment of low-income families and individuals to become fully self-sufficient. Activities will be supported through planning and coordinating service provision; by using innovative and community-based approaches; and through broadening of the resource base. Low-income community residents will be an integral partner in these activities. Funds shall be spent according to the Community Action Plan as approved annually by the state CSBG office. Funds may be used for: \hat{A} Training and technical assistance; \hat{A} Coordinating state-operated programs and services targeting low-income children and families to increase access to services; \hat{A} Supporting statewide coordination and communication among eligible entities; \hat{A} Analyzing the distribution of funds to determine if they have targeted the areas of greatest need; \hat{A} Supporting asset-building programs; \hat{A} Supporting innovative programs and activities to eliminate poverty, promote self-sufficiency, and promote community revitalization; and \hat{A} Supporting other activities consistent with the Act. Commerce will award CSBG grants to eligible entities. With prior approval, funds may be subgranted to private, non-profit, or faith-based organizations in the same community. All grant terms and conditions must be passed down to subgrantees. Per the CSBG Act of 1998, assistance is to be given in the following areas: 1. To help TANF families, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to: a) remove obstacles and solve problems that block the achievement of self-sufficiency; b) secure and retain meaningful employment; c) attain an adequate education, and improve literacy; d) make better use of income; e) obtain and maintain adequate housing; f) obtain emergency assistance; and g) achieve greater participation in community affairs, including grassroots partnerships with law enforcement, housing authorities, private foundations; and document best practice for replication. 2. To address low-income youth needs through youth development programs to support the family, prioritize youth crime prevention (e.g. through violence-free zones, youth mediation and mentoring, life skills training, job creation, entrepreneurship, after-school childcare programs). 3. To coordinate with other similar programs.

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: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) "Based on information provided by eligible entities in the State, a description of..."

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;

CSBG State Policy requires each eligible entity to submit an annual Community Action Plan which is required to receive funding. The plan is a structured process that ensures community and customer input in identifying critical needs. Grantees are notified of the due date of the Community Action Plan in their grant terms and conditions. The following items are included in the plan: 1. A description of the service delivery system targeting low-income individuals and families. 2. A description of how the CSBG funds will be coordinated with other resources to fill identified gaps in service. 3. A description of how the CSBG funds will support innovative initiatives including those to promote strengthening families. 4. The Community Action Plan demonstrates how conditions or cause of poverty have been addressed or eliminated, how unmet community need is addressed, and demonstrates innovative ways of offering support. 5. An assurance the Grantee will, to the maximum extent possible, coordinate, form linkages and/or partnerships with other programs to assure effective service delivery, and avoid duplication of services. This will include a description of how the Grantee will coordinate employment and training activities under the Workforce Investment Act of 1998 and emergency energy programs (such as Low-Income Home Energy Assistance Program). 6. An assurance the Grantee will participate in the Results Oriented Management and Accountability (ROMA) system, or an alternative system for measuring performance and results that meet federal requirements. 7. Community Needs Assessment

Eligible Entity Linkages - Approach to Filling Service Gaps

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

Note: The State describes this assurance in the State Linkages and Communication section, item 9.3b.

Annually, CSBG eligible entities must submit a Community Action Plan to the Department via a web based system. The organization section includes a tab wherein eligible entities describe the process utilized to link services and coordinate funding in their service area. Eligible entities provide information on coalitions, MOUs, and partnerships. We specifically ask the following in response to 9.3b: 1. Describe the process utilized by your agency to link services and coordinate funding of services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5) of the CSBG Act). c. Describe how linkages will be developed to fill identified gaps in services through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act. d. How do you avoid duplication of services within your community? e. Indicate how your agency determines the effectiveness of the delivery and coordination of CSBG services through your linkages/partnerships to low-income people? 2. Explain if there is a formalized coalition of social service providers in your service area (as required by the assurance under Section 676(b)(5) of the CSBG Act). If so list the coalitions by name, describe the mission of the coalition, who participates, and methods used by the coalition to coordinate services/funding. 3. Please describe how your agency will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations according to the assurance under Section 676(b)(9) of the CSBG Act.

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

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

Note: The State describes this assurance in the State Linkages and Communication section, item 9.7.

Annually, CSBG eligible entities must submit a Community Action Plan to the Department. In addition, CAA's are required to provide performance updates on meeting goals and targets established every six months. CAA's must also identify and describe organizations with which they coordinate

services.

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

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

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

The State's CSBG Contract and CSBG Policies requires eligible entities to issue a Community Assessment Report once every 3 years and that data used from the Needs Assessment is used to inform their annual Community Action Plan. Plans include descriptions of how eligible entities use the funds to support innovative community and neighborhood-based initiatives related to the purpose of the CSBG, which may include fatherhood initiatives and other initiatives with the goal of encouraging parenting. In addition, Commerce CSBG Policy 302 (CHILD SUPPORT SERVICES) states: Grantees shall inform custodial parents in single-parent families that participate in CSBG-funded activities about the availability of child support services, and refer eligible parents to the appropriate state and local offices. CSBG Grant Terms also stipulate the following: The Grantee will inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this contract about the availability of child support services if applicable, and refer such parents to the Department of Social and Health Services Child Support offices.

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."

The State will assure CSBG funding is used to support activities consistent with the purposes listed above through Commerce's annual CSBG contracts with the State's eligible entities, which require the eligible entities to assure that CSBG funding will be used in compliance with the CSBG Act and to submit a Community Action Plan based upon a community assessment report and strategic plan. The State will also monitor eligible entities to ensure compliance with this assurance.

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

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

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

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.

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." Yes

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

Funding Reduction or Termination

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)." Yes

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

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.

Eligible Entity Tripartite Board Representation

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

Note: The State describes this assurance in the Eligible Entity Tripartite Board section, 11.3.

The state of Washington follows federal and state guidelines requiring Subrecipients have written procedures under which a low-income individual, community organization, religious organization, or representative of such may petition for adequate representation on the board of an eligible entity. This verification is included as part of our on-site monitoring tool questionnaire, but often verified during regular oversight review of Organizational Standards

when Bylaws are provided as documentation of compliance.

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide "an assurance that the State will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

Note: The State describes this assurance in the ROMA section, items 13.5 and 13.6.

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Note: The State describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

Note: The State provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.



By checking this box, the State CSBG authorized official is certifying the assurances set out above.

Section 15: Federal Certifications

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

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

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

the Federal or State criminal drug statutes;

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

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

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

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

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

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

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

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

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

Primary Covered Transactions

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

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

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

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

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

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

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -

Lower Tier Covered Transactions

Instructions for Certification

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

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

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

become erroneous by reason of changed circumstances.

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

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

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

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

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

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

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

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

(2) Where the prospective lower tier participant is unable to certify to

any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

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

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.