

# Memo

To: Renée P. Beaman, Director, Division of State Service Centers  
From: Ceasar McClain, Social Services Administrator, Office of Community Services  
Date: June 22, 2017  
Re: DOCUMENTATION FOR CLEARINGHOUSE SUBMISSION OF FFY2018 CSBG STATE PLAN

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Please find enclosed for your review the Community Services Block Grant State Application for Federal Fiscal Year's 2018 and documents required for the State Single Point of Contact (SPOC).

The Plan is due to the State Clearinghouse via FSF by **Friday, June 30, 2017**, to be scheduled for the next Clearinghouse Meeting.

The following documents are added to this package and require your review/signature for the submission to Clearing House:

- Governor's Designation Letter
- Delegation Agreement
- Director's Overview (SPOC Requirement)
- SF 424 Grant Application Form
- CSBG Model State Plan
- SPOC Form (SPOC Requirement)
- Personnel Summary (SPOC Requirement)
- Line Item Budget Summary (SPOC Requirement)
- Appendix A - Public Notice Documents
- Appendix B - DHSS policy Memorandum 70
- Appendix C- Certifications
  - Certification Regarding Drug-Free Workplace Requirement
  - Certification Regarding Lobbying
  - Certification Regarding Debarment, Suspension, and Other Responsibility Matters
  - Certification Regarding Environmental Tobacco Smoke
  - Non Construction Programs
- Appendix D-2017 Poverty Guidelines

Thank you in advance for your review.



STATE OF DELAWARE

**OFFICE OF THE GOVERNOR**

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MARTIN LUTHER KING, JR. BOULEVARD SOUTH  
DOVER, DELAWARE 19901

PHONE: 302-744-4101  
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**JOHN CARNEY**  
GOVERNOR

June 23, 2017

J. Janelle George, Acting Director  
Office of Community Services  
Administration for Children & Families  
U.S. Department of Health and Human Services  
330 C Street, S.W.  
Washington, D.C. 20201

Dear Ms. George:

As Chief Executive Officer of the State of Delaware, I designate the Department of Health and Social Services (DHSS), Division of State Service Centers (DSSC), Office of Community Services (OCS) as the administering agency in the State of Delaware for:

- The Community Services Block Grant (CSBG), Federal Catalog Number (CFDA) 93.569 and;
- The Low-Income Home Energy Assistance Program (LIHEAP), Federal Catalog Number (CFDA) 93.568

This includes administration of funds that may be allocated to these programs through supplemental funding.

I further delegate authority to Kara Odom Walker, Secretary of the Delaware Department of Health and Social Services, or her designee to certify to all required statutory assurances, and to submit the annual state applications and/ or plans for these programs until further notice.

Sincerely,

A handwritten signature in blue ink that reads "John C. Carney".

John C. Carney  
Governor

Cc: Seth Hassett, Director, Division of Community Assistance  
Lauren Christopher, Director, Division of Energy Assistance  
Kara Odom Walker, Cabinet Secretary, DHSS  
Renée P. Beaman, Director, DSSC



**Delaware Health  
And Social Services**

**Office of the Secretary**

1901 N. DUPONT HIGHWAY, NEW CASTLE, DE 19720 \* TELEPHONE 302-255-9040 FAX 302-255-4429

Delegation Agreement Number 1  
Delaware Department of Health and Social Services

May 19, 2011  
(replaces Delegation Agreement #1  
dated January 24, 2003)

**Divisions of the Delaware Department of Health & Social Services**

This document incorporates delegation agreements between the Secretary of Delaware Department of Health and Social Services and the Division Director. The issues to be delegated appear in the following order:

- 1) Approvals of out-of-state travel requests.
- 2) Approvals of Federal funding documents
- 3) Approvals of certain contracts

**1. The approvals of out-of-state travel requests.**

**Purpose**

Pursuant to Delaware Code, Title 29, Section 7903, and the **purpose of the following 3 Agreements** is to delegate responsibility from the Secretary, Delaware Department of Health and Social Services to the Division Director. The purpose of the first Delegation Agreement is as follows:

The approval of routine out-of-state travel, in order to: take advantage of lower rates with early reservations; reduce time involved in processing travel requests; assure cost-effective travel; place responsibility and accountability at the lowest appropriate level.

**Scope**

This Agreement transfers responsibility for acting on Division travel requests with the following exceptions:

- Any travel outside the United States;
- Any travel by the Division Director.

## **Assurances**

The Division Director agrees:

- 1) To accept full responsibility and accountability for assuring that the Division will comply with all laws, regulations, and ethical standards in authorizing travel.
- 2) To assure that any travel, authorized directly or recommended to the Secretary, Delaware Department of Health and Social Services, under the exemptions, will not exceed the funding allocated to travel in the Division's budget.
- 3) To assure that the number of employee's traveling does not adversely effect the day-to-day operations of the Division.
- 4) To assure that the approval of all staff travel requests adhere to the Statewide Travel Policy.
- 5) To bring to the attention of the Secretary, Delaware Department of Health and Social Services, any policy issues relevant to delegated authority.

## **2. The approval of Federal funding documents.**

### **Purpose**

Pursuant to Delaware Code, Title 29, Section 7903, the purpose of this Agreement is to delegate responsibility for approval of Division Federal funding documents from the Secretary, Delaware Department of Health and Social Services to the Division Director.

### **Scope**

This Agreement transfers responsibility for acting on all Federal Grant applications, State Plans, Sub-Grants and related documents, including Federal Aid Master (FM) and Single Point of Contact (SPOC) forms, with the following exceptions.

- Grant Applications to support new programs, unless previously reviewed with the Secretary, DHSS.
- Continuation grants, which involve major changes in program directions or funding levels, unless previously reviewed with the Secretary, DHSS.
- Grant applications requiring a legislative public hearing and/or the Governor's signature, unless previously reviewed with the Secretary, DHSS.

## **Assurances**

The Division Director agrees:

- 1) To take full responsibility for ensuring that all documents comply with the provisions of the Delaware law and relevant Federal regulation, as well as the provisions of the State Budget Act, as legislated year to year.

- 2) Ensure that all documents adhere to the review process and schedules established by the Delaware State Clearinghouse Committee and State Budget Office.
- 3) Provide the Secretary, DHSS, with timely notification of any policy issues relevant to the delegating authority.
- 4) Ensure that any disputes arising out of the process will be referred to the Secretary, DHSS for resolution.
- 5) Ensure that all grants are properly set up in FSF to adhere to Federal reporting and cost allocation requirements.
- 6) Provide copies of all application materials and related documents to the Division of Management Services.

### **3. The signing of certain contracts.**

#### **Purpose**

Pursuant to Delaware Code, Title 29, Section 7903, the purpose of this Agreement is to delegate responsibility for signing of certain contracts from the Secretary, Delaware Department of Health and Social Services to the Division Director.

#### **Scope**

This Agreement transfers responsibility for signing contracts and contract amendments where the total amended contract value does not exceed \$500,000.

The following contractual arrangements are excluded from this Agreement:

- Professional service contracts for management consulting regardless of amounts. A management consultant contract pertains primarily to studies, which are conducted for the purpose of reviewing aspects of an agency's operation.
- Contracts which are for a duration of more than two years.
- Contractual arrangements with providers that replace contracts that were discontinued due to unsatisfactory performance or cost considerations.
- Contracts with existing State employees and with former State employees who have left State service within two (2) years previous to the signing of the contract.
- Contracts with individuals who are expected to perform a full-time, ongoing task similar to that of a Full-Time Equivalency (FTE).
- Contracts and Memoranda of Understanding with other State agencies outside of the Department of Health and Social Services.
- Contracts that deviate from approved boilerplate language.

The above-mentioned situations would still require submittal for the Secretary's signature utilizing the current contract review procedure.

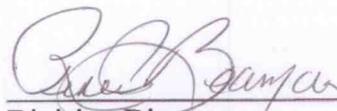
In addition, approval must still be obtained by Information Resource Management for lease or purchase of all data processing, word processing and information systems hardware and software, as well as the related maintenance and consulting service.

Construction-related contracts, including those pertaining to professional services provided in construction projects, i.e., architects, engineers, etc. would continue to follow the procedures currently in place for agreements of that type.

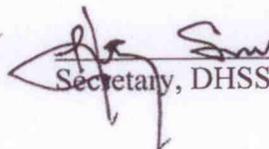
**Assurances**

The Director agrees to:

- 1) Take full responsibility for ensuring that all contracts comply with the provisions of Delaware laws and relevant Federal regulations, the provisions of the State Budget Act, as well as the requirements of the Department of Health and Social Services Contract Procedure Manual.
- 2) Assign responsibility for managing the contract functions within the Division and notify the Division of Management Services of that assignment. Ensure that the manager has read this agreement and the Contracts Procedures Manual, and that this responsibility is reflected in that employee's Performance Plan Agreement.
- 3) Maintain contract records and perform the necessary data entry into the system established by the Division of Management Services.
- 4) Ensure that the Division's Deputy Attorney General is consulted when appropriate.
- 5) Provide the specific reasons, related to exclusions on the previous page of this document, for submitting contracts to the Secretary, through DMS, for signature.
- 6) Provide the Secretary, DHSS, timely notification of any significant change which affects these contracts, and of any problems that arise in provider relations or the provision of services.

  
Division Director

1/23/14  
Date

  
Secretary, DHSS

1-23-14  
Date

**DIRECTORS OVERVIEW  
COMMUNITY SERVICES BLOCK GRANT  
FEDERAL FISCAL YEAR 2018**

**PROGRAM NARRATIVE:**

A Federal Block Grant since 1982, the CSBG provides assistance to states to revitalize low-income communities and to empower low-income families and individuals to become self-sufficient. State administration may not exceed 5% of the grant; another 5% may be used at the state's discretion for anti-poverty purposes or to provide training and technical assistance.

States may develop one or two year plans that require at least one statewide public hearing to provide an opportunity for public comment on the proposed use of funds. A legislative public hearing must be held every three years.

In FY 2016 the Federal Office of Community Services, Administration for Children and Families, U.S. HHS in close collaboration with the CSBG Network developed and distributed a new CSBG Model State Plan that is streamlined, automated, and incorporates elements of the CSBG Performance Management and Accountability Framework. This State Plan is written in accordance with the Application for Funds for States and Territories as set forth in the CSBG Information Memorandum #147, dated July 8, 2016. The Information Memorandum provides the revised content for the Model State Plan, which States will provide through the Administration for Children and Families' (ACF) Online Data Collection (OLDC) system.

Subawards: Ninety percent of the state's allocation must be provided to community action agencies that have at least one-third democratically selected residents of targeted low-income communities on their board of directors. Another third of the board must be publicly elected or appointed officials or their designees, and one third must be members of business, industry, labor, faith based, law enforcement, education, or other major groups and interests in the community served. This tri-partite governing board structure is what makes community action agencies unique among anti-poverty organizations. First State Community Action Agency, Inc. is Delaware's eligible community action agency, and it partners with other nonprofit organizations to provide services statewide.

Positions: Positions funded through this grant are the same as they were last year (see attached personnel summary for detailed description):

- 100% of one Social Services Administrator, who manages the CSBG program in Delaware
- 25% of one Senior Social Services Administrator, who will be responsible for overseeing federal programs under the Office of Community Services.
- 25% of one Administrative Specialist II, who provides secretarial support
- 25% of one Internal Auditor, who tracks and monitors CSBG contract expenditures

Involvement of Other State Agencies: The Division of State Service Centers - CSBG Program signed a Memorandum of Understanding in FY 2016 with the Division of Child Support Services

to support implementation of a pilot Fatherhood Program. The program is employment and case management service intensive, focusing on providing support that can help noncustodial parents achieve self-sufficiency. It also encourages fathers to increase emotional, parental and financial involvement in the lives of their children.

The Division of State Service Centers, CSBG Program also signed a Memorandum of Understanding in FY 2016 with the Department of Labor, Division of Employment Training. The MOU established guidelines designed to support the development and maintenance of cooperative working relationships among community partners, funding streams and systems related resources. Specifically, the MOU facilitates serving of mutual customers, both job seekers and employers through the System operated at four (4) comprehensive Delaware JobLink Centers (Centers), Affiliated Sites and One Stop Partners operating under the common identifier of “American Job Center”. This System is interactively linked through the Delaware JobLink electronic System (DJL) at <https://joblink.delaware.gov>. This MOU will undergo a review and renewal scheduled for January 1, 2018.

## **MEASURABLE OBJECTIVES:**

CSBG objectives are structured using the three national goals of the Community Services Block Grant Program, and incorporates the CSBG “National Performance Indicators” and applicable agency measures. For Federal Fiscal Year, 2018, Delaware expects to support approximately 10,000 duplicated individuals representing approximately 2500 households in reaching one or more of the six CSBG national goals.

- Goal 1. - Individuals and families with low incomes are stable and achieve economic security.
- Goal 2. - Communities where people with low incomes live are healthy and offer economic opportunity.
- Goal 3. - People with low incomes are engaged and active in building opportunities in communities.

## **CSBG ANNUAL REPORT**

Section 678E (a) (2) of the CSBG Act requires States to prepare and submit an annual report on the activities and performance of the State and State’s eligible entities. Per FY 2017 application cycle guidance found in Information Memorandum # 141, States may choose between two options for providing their annual reports to OCS:

1. Provide a written narrative annual report that meets all requirements of the CSBG Act signed by the State Designated Official or State CSBG point of contact via email to your respective CSBG Program Specialist; or
2. At least 15 days ahead of the September 1 application deadline, send an official letter to NASCSP, copied to OCS (respective CSBG Program Specialist) and signed by the State Designated Official or State CSBG point of contact, asking that NASCSP provide

an electronic copy of the final approved CSBG IS report directly to OCS. This IS report should be the one the State initially submitted to NASCSP in March of 2017. This report will meet the State’s annual report requirement.

Within the next year, OCS plans to collaborate with the CSBG Network to develop an automated annual report that aligns with the new CSBG Model State Plan to implement the three elements of the CSBG Performance Management and Accountability Framework. The next Annual Report for FY 2017 will be submitted by March 31, 2018, to the National Association for State Community Service Programs.

In March 2017 the following CSBG State reporting data was submitted to the National Association for State Community Services Programs. The data reflects outcomes pertaining to Federal Year 2016 Community Services Block Grant Information System Survey and is under final review prior to publishing at the Federal level. Below is a subset of the outcomes achieved by the DE CSBG Network including **19,452** indicators of movement toward self-sufficiency for the populations served.

<b>OUTCOMES ACHIEVED</b>	
<b>3,809</b>	<b>Employment or Work Supports</b> Participants with low incomes in the CSBG Network employment initiatives obtained supports which reduced or eliminated barriers to initial or continuous employment, acquired a job, increased their income, or achieved “living wage” employment and benefits.
<b>3,160</b>	<b>Economic Asset Enhancement and Utilization</b> Households with low incomes increased their financial assets or financial skills.
<b>3,978</b>	<b>Child and Family Development</b> Infants, children, youth, parents, and other adults participated in developmental or enrichment programs facilitated by the CSBG Network and achieved program goals.
<b>1,315</b>	<b>Independent Living for Vulnerable Populations with Low-Incomes</b> Vulnerable individuals with low incomes received services from the CSBG Network and secured or maintained an independent living situation as a result.
<b>1,306</b>	<b>Family Stability</b> Participants with low incomes obtained supports which reduced or eliminated barriers to family stability through assistance from the CSBG Network.
<b>2,948</b>	<b>Emergency Assistance</b> Individuals and families with low incomes received emergency assistance from the CSBG Network.

<b>1,012</b>	<p><b>Community Opportunities and Resources</b>          Community opportunities or resources were improved or expanded for people with low-incomes as a result of CSBG Network projects or initiatives, or partnerships with other public and private agencies.</p>
<b>1,924</b>	<p><b>Community Empowerment</b>          Community members and people with low-incomes mobilized to engage in activities that support and promote their own well-being and that of their community as a direct result of CSBG Network initiatives through maximum feasible participation.</p>

**CSBG NETWORK PARTICIPANTS**

- Delaware administers CSBG to 1 agency in 100% of DE counties
  - 63% of DE families served by the CSBG Network lived below 100% of the Federal Poverty Guidelines.
  - 36% of DE families served were in severe poverty, below 50% of the Federal Poverty Guidelines.
- DE CSBG agencies provided services to 10,494, low-income individuals
- Vulnerable populations served by DE CSBG agencies included:
  - 3,496 children
  - 1,016 people with disabilities
  - 1,700 seniors
  - 5,232 people who lacked health insurance

**CSBG NETWORK RESOURCES**

The Delaware CSBG network leveraged \$2,642,609.50 in other funds to include federal, state, local, and private sources and the value of volunteer hours.

- \$3,112,776 was expended in support of the core activities of the DE CSBG Network

**BUDGET COMPARISON:**

Budget documents are based on the previous year application amount of \$3,756,915 as submitted to U.S. HHS, Administration for Children and Families. As of May 2017 Delaware has received \$2,127,966 of the total application amount. For FY 2016 the CSBG amount was \$3,756,915. The amounts budgeted for state and departmental indirect costs, fringe benefits, and audit costs are in accordance with the most recent instructions from the Division of Management Services.

Funding to Delaware's sole "eligible entity", First State Community Action Agency, is in accordance with the share of funding (90%) received in the previous year, as described in "Programmatic Assurance" number 8, to which the state certifies.

State administrative categories are the same as they were last year.

The State's 5% "Discretionary Funds" are supporting short-term (1-3 years) mini grants or partial seed project funding; agencies currently funded and implementing discretionary projects are encouraged to seek out other sources of support to aid in project sustainability. Discretionary funds will also be used to provide training and technical assistance to CSBG contractors and address service gaps identified by the DSSC or other state agencies that meet the purposes of the CSBG act.

**RELATIONSHIP TO STATE BUDGET:**

The state is not required to match federal Community Services Block Grant dollars.

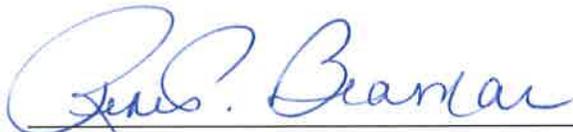
**SEQUESTRATION:**

This grant is currently not subjected to any sequestration.

**TECHNOLOGY INITIATIVES:**

No technology initiatives are associated with this grant, at this time.

**SIGNATURE:**



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Renée P. Beaman, Director  
DHSS/Division of State Service Centers  
Designee for Kara Odom Walker, Cabinet Secretary

cc: Kara Odom Walker, DHSS  
Cynthia Manlove, DHSS

## Model State Plan(CSBG)

Program Name: Community Services Block Grant

Grantee Name: DELAWARE

Report Name: Model State Plan(CSBG)

Report Period: 10/01/2017 to 09/30/2018

Report Status: Saved

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## 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:08/31/2016

### COVER PAGE

* 1.a. Type of Submission: <b>Plan</b>	* 1.b. Frequency: <b>Annual</b>	* 1.c. Consolidated Application/Plan/Funding Request? <b>Explanation:</b>	* 1.d. Version: <b>Initial</b>
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

<b>7. APPLICANT INFORMATION</b>			
* a. Legal Name: <b>Delaware</b>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <b>516000279</b>		* c. Organizational DUNS: <b>134776967</b>	
* d. Address:			
* Street 1:	Charles Debnam Building	* Street 2:	1901 North DuPont Highway
* City:	New Castle	* County:	
* State:	DE	* Province:	
* Country:	United States	* Zip / Postal Code:	19720 -
* e. Organizational Unit:			
Department Name: <b>Delaware Department of Health and Social Services</b>		Division Name: <b>Division of State Service Centers</b>	
* f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: <b>Cesar</b>	Middle Name:	* Last Name: <b>McClain</b>
Suffix:	Title: <b>CSBG Administrator</b>	Organizational Affiliation: <b>Office of Community Services</b>	
* Telephone Number: <b>(302) 255-9130</b>	Fax Number <b>(302) 255-4463</b>	* Email: <b>Cesar.mcclain@state.de.us</b>	
* 8a. TYPE OF APPLICANT: <b>A: State Government</b>			
* 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 <b>Community Services</b>			
12. Areas Affected by Funding: <b>Statewide</b>			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant <b>DE</b>		* b. Program/Project: <b>all</b>	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$): <b>\$0</b>	b. Match (\$): <b>\$0</b>
* 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			

<b>Process for Review on :</b>	
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) <b>**I Agree</b> <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)
<b>Attach supporting documents as specified in agency instructions.</b>	

## 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:08/31/2016

### SECTION 1

## CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

**1.1. Provide 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. The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.**

<b>1.1a. Lead agency</b>	The State of Delaware's Department of Health and Social Services (DHSS), Division of State Service Centers (DSSC), Office of Community Services (OCS), has been designated by Governor John Carney as the lead state agency to administer the Community Services Block Grant (CSBG).		
<b>1.1b. Cabinet or administrative department of this lead agency</b> <i>(Check one option and narrative where applicable)</i>	Community Services Department		
<b>1.1c. Division, bureau, or office of the CSBG authorized official</b>	Department of Health and Social Services, Office of the Secretary		
<b>1.1d. Authorized official of lead agency</b>	Kara Odom Walker, Cabinet Secretary of Department of Health and Social Services or her designee to sign assurances and certificates for the CSBG. Delegation Agreement Number 1 delegates authority to the Director Renee Beaman of the Division of State Service Centers, as the Secretary's designee.		
<b>1.1e. Street Address</b>	Main Building 1901 North DuPont Highway		
<b>1.1f. City</b>	New Castle	<b>1.1g. State</b> DE	<b>1.1h. Zip</b> 19720
<b>1.1i. Telephone number and extension</b> ( 302 ) 255 - 9043 ext.	<b>1.1j. Fax number:</b> ( 302 ) 255 - 4429		
<b>1.1k. Email address</b> <a href="mailto:Kara.walker@state.de.us">Kara.walker@state.de.us</a>	<b>1.1l. Lead agency website</b> <a href="http://www.dhss.delaware.gov/dhss/">http://www.dhss.delaware.gov/dhss/</a>		
<b>1.2. Provide the following information in relation to the designated State CSBG point of contact</b>			
<b>1.2a. Agency name</b>	The State of Delaware's Department of Health and Social Services (DHSS), Division of State Service Centers (DSSC), Office of Community Services (OCS), has been designated by Governor John Carney as the lead state agency to administer the Community Services Block Grant (CSBG).		
<b>1.2b. Name of the point of contact</b>	Ceasar McClain		
<b>1.2c. Street address</b>	Debnam Building 1901 North DuPont Highway		
<b>1.2d. City</b>	New Castle	<b>1.2e. State</b> DE	<b>1.2f. Zip</b> 19720
<b>1.2g. Point of contact telephone number</b> ( 302 ) 255 - 9130 ext.	<b>1.2h. Fax number</b> ( 302 ) 255 - 4463		
<b>1.2i. Point of contact email address</b> <a href="mailto:ceasar.mcclain@state.de.us">ceasar.mcclain@state.de.us</a>	<b>1.2j. Point of contact agency website</b> <a href="http://www.dhss.delaware.gov/dhss/dssc/about.html">http://www.dhss.delaware.gov/dhss/dssc/about.html</a>		
<b>1.3. Designation Letter:</b> <i>Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly.</i>			

## 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:08/31/2016

### SECTION 2 State Legislation and Regulation

**2.1. CSBG State Legislation:**

Does the State have a statute authorizing CSBG?  Yes  No

**2.2. CSBG State Regulation:**

Does the State have regulations for CSBG?  Yes  No

2.3. If yes was selected in item 2.1 and/or 2.2, *attach a copy (or copies) of legislation and/or regulations or provide a hyperlink(s), as appropriate.*

**2.4. State Authority:**

*Select a response for each question about the State statute and/or regulations authorizing CSBG:*

2.4a. Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year?  Yes  No

2.4b. Did the State establish or amend regulations for CSBG last year?  Yes  No

2.4c. Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency?  Yes  No

## Section 3: State Plan Development and Statewide Goals

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

Form Approved  
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### 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.*

DHSS is the largest state agency, employing 4,300 individuals in a wide range of public service jobs. The Department includes 11 divisions, which provide services in areas of public health, social services, substance abuse and mental health, child support, developmental disabilities, long-term care, visual impairment, aging, management services, state services and medicaid and medical assistance. The mission of the Division of State Service Centers (DSSC) is to provide convenient access to human services, assist vulnerable populations, support communities, and promote volunteer service opportunities. In order to accomplish its mission and objectives, the DSSC administers a number of programs and services, as well as a statewide network of safe, secure, well-maintained and efficiently operated service centers. These centers, 15 in all, serve as multi-service facilities in which various public and private agencies are collected. The goal of the centers is to promote access to Delaware's health and human service system. Annually, more than 400,000 visits are made to State Service Centers throughout Delaware. Based on demographic analysis and community outreach, each service center provides a mix of services appropriate to the community it serves. There are more than 160 programs and services delivered through the State Service Centers. The mission of the Office of Community Services (OCS) is to enable Delaware's low-income citizens and communities to access opportunities and services that will improve their living conditions and promote their potential to healthy and self-sustaining lives. The office directly administers the following programs: The Community Services Block Grant (CSBG) The Low-Income Home Energy Assistance Program (LIHEAP) Regional Green House Gas Initiative Program Services Emergency and Transitional Housing Program Family Visitation Program Adopt-A-Family State Community Food and Nutrition Program

**3.2. State Plan Goals:**

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

*(Note: This item is associated with State Accountability Measure 1Sa(i) and may pre-populate the State's Annual Report form.)*

The goals of the state of Delaware's CSBG program are to assist low-income persons and families to achieve self-sufficiency and to assist communities in reducing poverty. The target population for direct CSBG services includes those individuals and families with incomes at or below 125 percent of the federally established poverty level. These goals are to be accomplished by providing support for services, initiatives and community activities having a measurable and potentially major impact on the causes of poverty in Delaware. No more than 5% of the State's allocation may be used for administrative expenses, including monitoring fees. CSBG Administrative funds (5%) will support: 100% of one Social Services Administrator, who manages the CSBG program in Delaware 25% of one Senior Social Services Administrator, who will be responsible for overseeing the Office of Community Services 25% of one Administrative Specialist II, who provides secretarial support 25% of one Internal Auditor, who tracks and monitors CSBG contract expenditures Related other employment costs for the above mentioned positions Related state, departmental, and divisional indirect cost rates for the above positions Travel in state and out of state for national or regional conferences and trainings sponsored by the National Association for State Community Services Programs or similar organizations State audit and personnel charges Postage, printing, telephone, and association and conference fees Office and computer supplies Contracted services to help monitor and evaluate CSBG services.

**3.3. State Plan Development:**

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

**3.3a. Analysis of [Check all that 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)

Other data [describe]

Eligible entity community needs assessments

Eligible entity plans

Other information from eligible entities (e.g., State required reports) [describe]

Monthly Narrative Reports

**3.3b. Consultation with [Check all that apply and narrative where applicable]**

Eligible entities (e.g. meetings, conferences, webinars; not including the public hearing)

State community action association and regional CSBG T&TA providers

State partners and/or stakeholders (describe) Maryland Community Action Partnership, First State Community Action Agency, Department of Labor (WIOA), Department of Education (WIOA)

National organizations (describe) National Association of Community Action Agencies, National Association for State Community Services Programs

Federal Office of Community Services

Other (describe)

**3.4. Eligible Entity Involvement**

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

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

The State of Delaware only has one eligible entity, First State Community Action Agency (FSCAA). Each year that the State Plan is created, FSCAA is sent the Model State Plan so they can review it before submission and provide input and/or edits. After FSCAA reviews the State Plan, a meeting is set up with the lead agency and FSCAA in order to discuss any concerns. The lead agency also submits the State Plan for public comment, so any other agencies in the state can also review and comment.

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

**3.4b. Performance Management Adjustment:**

**How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order**

- 1) to encourage eligible entity participation and**
- 2) to ensure the State Plan reflects input from eligible entities?**

**Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, 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 may pre-populate the State's annual report form)*

Previous State Plans have been developed with the eligible entity's input. The Division of State Service Centers will continue to encourage the inclusion of the eligible entity during the development process and throughout the year by not only maintaining established lines of communication and business practices, but by also making staff more available to the eligible entity through additional Trainings and Technical Assistance, increased follow-up and feedback and monthly attendance of board meetings. Each communication creates an opportunity to improve processes, performance and as a result outcomes.

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

**3.5. Eligible Entity Overall Satisfaction:**

**Provide the State's target for eligible entity Overall Satisfaction during the performance period: 70**

*(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  
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### SECTION 4 CSBG Hearing Requirements

**4.1. Public Inspection:**

**Describe how the State made this State Plan, or revision(s) to the State Plan, available for public inspection, as required under Section 676(e)(2) of the Act.**

Copies of the CSBG State Plan will be available at the Public hearing and also available for review at the fifteen State Service Center locations, First State Community Action Agency's three office locations, and the Division's central office in the Charles H. Debnam Building, Herman Holloway, Sr., Health and Social Services Administrative Campus, 1901 North DuPont Highway, New Castle, DE 19720. Delaware's 2018 CSBG State Plan will also be available on the State's website, [www.dhss.delaware.gov/dssc](http://www.dhss.delaware.gov/dssc) in September and October for a total of at least sixty days. Since Delaware will not utilize 2018 CSBG funds until the first quarter of the next calendar year, there will be time to amend the plan should the public comment or other factors warrant.

**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.**

A public hearing will be held to review and receive comment on the 2018 CSBG State Plan in July 2017, at the Kent County Administrative Complex located in Dover, the state capital. Legal notice of the public hearing will be published by the Delaware Public Meeting Calendar, Delaware State Newspaper and the Delaware News Journal at least two weeks prior to the hearing date. The public hearing notice will also be sent to list serves maintained by the United Way of Delaware, the Delaware State Housing Authority, and the Delaware Housing Coalition at least two weeks prior to the hearing date.

**4.3. Public and Legislative Hearings:**

**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.**

*(If the State has not held a public hearing in the prior fiscal year and/or a legislative hearing in the last three years, provide further detail under Item 4.4.)*

	Date	Location	Type of Hearing [Select an option]
1	07/24/2017	Kent County Administrative Complex, 555 Bay Rd Dover, DE 19901	Public
2	09/29/2016	Joint Finance Committee Conference Room at Legislative Hall, Dover, Delaware	Legislative

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

## Section 5: CSBG Eligible Entities

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### 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. *(This table should include every CSBG Eligible Entity to which the State plans to allocate 90 percent funds, as indicated in the table in item 7.2. Do not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)*

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	Public or Nonprofit	Type of Agency <small>[choose all that apply]</small>	Geographical Area Served by county <small>(Provide all counties)</small>	Brief Description of "Other"
1	First State Community Action Agency	Nonprofit	Community Action Agency (CAA)	New Castle County, Kent County, Sussex County	

**5.2 Total number of CSBG eligible entities** 1

**5.3 Changes to Eligible Entities List:**

Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission?  Yes  No

*If yes, please briefly describe the changes.*

## Section 6: Organizational Standards for Eligible Entities

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### 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:**

Check the box that applies. If using alternative standards

- a) attach the complete list of alternative organizational standards,
- b) describe the reasons for using alternative standards, and
- c) describe how the standards are at least as rigorous as the COE-developed standards.

The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)

6.2. If the State is using the COE-developed organizational standards, does the State propose making a minor modification to the standards, as described in IM 138?  Yes  No

6.2a. If yes was selected in item 6.2, describe the State's proposed minor modification to the COE-developed organizational standards, and provide a rationale.

6.3 How will/has 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:

6.4. How will the State assess eligible entities against organizational standards, as described in IM 138?*[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

6.4a. Describe the assessment process.

The CSBG Program Manager has attended several training opportunities regarding the Organizational Standards mandated by IM 138. These training sessions were offered by National Association for State Community Services Programs and the Maryland Community Action Partnerships. The information was provided at conferences and during webinars and included a thorough explanation of each organizational standard. A site monitoring will provide a follow up check to ensure that all Organizational Standards are implemented. Each standard has been discussed to ascertain that all understand what each one means and how to ensure that each standard is enforced. There have been discussions on the proper procedure and regulations that are needed. State of Delaware has also provided training and technical assistance for the state staff and the eligible entity. A comprehensive monitoring was conducted in August 2016 where it was determined that the eligible entity were at that time 50% in compliance of the Organizational Standards. A Technical Assistance Plan was developed between the CAA and the CSBG lead office with a goal to meet full compliance by June 30 2017. A re-assessment will be conducted and results of that will be available on file by the Fall of 2017.

6.5. Will the State make exceptions in applying the organizational standards for any eligible entities due to special circumstances or organizational characteristics, as described in IM 138  Yes  No

6.5a. If yes was selected in item 6.5, list which eligible entities the State will exempt from meeting organizational standards, and provide a description and a justification for each exemption.

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

6.6. Performance Target: What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next year? *(Provide as a percentage)* **100%**

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

## Section 7: State Use of Funds

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Administration for Children and Families  
Community Services Block Grant (CSBG)**

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### SECTION 7 State Use of Funds

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

**7.1. Formula:**

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


Other, describe

The State of Delaware allocates up to 5% of allotment for administrative activities, at least 5% for discretionary programs, and at least 90% to the one eligible entity in Delaware, First State Community Action Agency (FSCAA).

**7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities?**  Yes  No

**7.2. Planned Allocation:**

Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act.

The estimated allocations may be in dollars or percentages. For each eligible entity receiving funds, provide the Funding Amount in either dollars (columns 2 and 4) or percentage (columns 3 and 5) for the fiscal years covered by this plan.

#### Planned CSBG 90 Percent Funds

	CSBG Eligible Entity	Year One Funding Amount \$	Year One Funding Amount %	Year Two Funding Amount \$	Year Two Funding Amount %
1	First State Community Action Agency	\$0	100.00%	\$0	0.00%
<b>Total</b>		\$0	100.00%	\$0	0.00%

**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).

One hundred percent (100%) of the 90% of funds designated by the CSBG Act for eligible entities are contracted to the First State Community Action Agency (FSCAA), Delaware's only statewide community action agency so designated by then Governor Thomas R. Carper on May 18, 1994.

**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. 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.*

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

**7.5. Performance Management Adjustment:**

How is the State 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 Department (Delaware Department of Health and Social Services) engaged a management consultant to perform an assessment of our RFP and Contract functions. The Consulting group focused on reviewing the current state within those functions and processes mapping with the goal of identifying strengths and weaknesses within structured operations whilst working on Lean Transformation projects through people engagement. RFP and Contract processing was found to be an area that needed improvement across locations and offices and a huge time waster for all involved. Waste was identified in a number of areas and a severity scale utilized to determine which process metrics and measurements to focus on. Summary of Conclusions and recommendations already under implementation within the Department of Health and Social Services are as follows: Conclusions Recommendations « No contract standardization « Implement uniform government support services boilerplate « Modernization of contract delivery « Implement electronic signatures « Contract status widely unknown « Implement visual management of workflow « Absence of strategic planning « Strategic/advance planning by preparation during second quarter. « Many vacant positions « Fill open positions to allow key people to focus on their own jobs. « Limited document version control « Utilize share point or box technology to share files and ensure only latest revision is used. « Ineffective communication between divisions and support services « Formalize communications and requirements when required « less reliance on email. Increase face-to-face communication. « Improve Prebid meetings with vendors « Provide accurate information- project RFP on screen so vendors can follow along. « Vendors are not always monitored for performance. « Vendor monitoring « incorporate performance contracts « Lack of skills training and onboarding for both new employees and experienced employees. « Develop onboarding and contract manager training « Low morale lessens productivity « Improve culture of

agency - employee engagement  Goals and objectives are not evident.  Establish vision, mission and values for the agency BENEFITS TO CSBG OFFICE & STAFF:  Standardized processes are predictable.  Improved information sharing and communication increases confidence, builds trust and a sense of ownership.  Right First Time frees up resources for value added work limiting need for additional staff.

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

7.6. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State plan? The estimate may be in dollars or a percentage 5  \$  %

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 4

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? 1

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

7.9. Does the State have remainder/discretionary funds?  Yes  No

If yes was selected, describe how the State plans to use remainder/discretionary funds in the table below.

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

For each allowable use of remainder funds in the table below (rows a through h), enter the State's planned level of funding, if any, either in dollars or percentage, and provide a brief description. Activities funded under row a, training and technical assistance, do not require a description, as that is provided under section 8 of this State plan. Activities funded under rows b and c, are described under section 9, State Linkages and Communication, but a State may enter additional information in this table as well. The State must describe "innovative programs/activities by eligible entities or other neighborhood groups," under row f, even if the State does not allocate discretionary funds to this activity. This activity is required by section 676(b)(2) of the CSBG Act, assurance 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 row a and row c. 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 35a and may pre-populate the State's annual report form*

**Use of Remainder/Discretionary Funds(SeeSection 675C(b)(1) of the CSBG Act)**

Remainder/Discretionary Fund Uses	Year One Planned \$	Year One Planned %	Year Two Planned \$	Year Two Planned %	Brief description of services/activities
a. Training/technical assistance to eligible entities	\$0.00	25.00%	\$0.00	0.00%	
b. Coordination of State-operated programs and/or local programs	\$0.00	0.00%	\$0.00	0.00%	
c. Statewide coordination and communication among eligible entities	\$0.00	0.00%	\$0.00	0.00%	
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	0.00%	\$0.00	0.00%	
e. Asset-building programs	\$0.00	0.00%	\$0.00	0.00%	
f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	50.00%	\$0.00	0.00%	The state will fund innovative programs and activities conducted by community action agencies or other neighborhood-based organizations to eliminate poverty, promote self-sufficiency, and promote community revitalization; Innovative programs and activities will include: the Division will use CSBG discretionary funds to help facilitate the Eligible Entities involvement with the Delaware Workforce Development Board in accordance with the Workforce Innovation Opportunity Act (WIOA), whereas the Eligible Entity will participate in local One-Stop Team meetings. The purpose of these meetings is to further evolve the State's One-Stop System. Regularly scheduled and facilitated meetings will, work to coordinate services, develop strategies for continuous program improvement, review accomplishments, identify and address problems/challenges, share best practices, and enable front line staff delivering services within the One-Stop system to network with one another. The goal is to create an environment and venue for collaboration and communication as well as a coordinated effort to address statewide policy, WIOA state plan, or other variables for consistent delivery and coordination among programs.
g. State charity tax credits	\$0.00	0.00%	\$0.00	0.00%	
h. Other activities, specify in column 6	\$0.00	25.00%	\$0.00	0.00%	The state notes that other proposed activities that may be approved by department leadership to include employment and educational training, Americorp/VISTA projects involving anti poverty initiatives, and statewide coordination of services such as conferences, forums, meetings that promote partnership among stakeholders, community organizations and other state agencies that serve the CSBG target population.
<b>Total</b>	\$0.00	100.00%	\$0.00	0.00%	

7.10. What types of organizations, if any, does the State plan 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]

<input checked="" type="checkbox"/> CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) <b>1</b>
<input checked="" type="checkbox"/> Other community-based organizations
<input type="checkbox"/> State Community Action association
<input checked="" type="checkbox"/> Regional CSBG technical assistance provider(s)
<input checked="" type="checkbox"/> National technical assistance provider(s)
<input checked="" type="checkbox"/> Individual consultant(s)
<input type="checkbox"/> Tribes and Tribal Organizations
<input type="checkbox"/> Other
<input type="checkbox"/> None (the State will carry out activities directly)

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

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

**7.11. Performance Management Adjustment:**

**How is the State adjusting the use of remainder/discretionary funds under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, 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.*

Though not explicitly stated in the CSBG discretionary proposal elements shared with potential community projects, it is required that agencies utilize a strategic approach to the integration of larger, local networks of partners and the community. Agencies are also asked to provide a listing of the organizations who are a part of their approach and with whom they plan to work; this whilst demonstrating a shared agenda for action and strategies to serve the low-income population. The Division of State Service Centers always has a discussion with potential projects requesting inclusion and partnership between final funded discretionary projects and the eligible entity. Projects are asked to work with or have a key partnership role for the eligible entity and describe how the project links with their efforts and does not duplicate services. Additionally, it is the States goal that a description as to how the project promotes, leverages and/or partners with community and/or economic development programs in the service area is articulated. The Division will continue to reach out and work with First State Community Action Agency to evaluate discretionary funding priorities in SFY 2018 in an effort to leverage key partnerships within the community.

## Section 8: State Training and Technical Assistance

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Administration for Children and Families  
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### SECTION 8 State Training and Technical Assistance

**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. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic.**  
*(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds.)*

*Note: This information is associated with State Accountability Measure 3Scand may pre-populate the State's annual report form.*

#### Training and Technical Assistance

	Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	ROMA	
2	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
3	Ongoing / Multiple Quarters	Both	Community Assessment	
4	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	
5	Ongoing / Multiple Quarters	Both	Reporting	
6	Ongoing / Multiple Quarters	Both	Strategic Planning	
7	Ongoing / Multiple Quarters	Both	Communication	

**8.1a. The planned budget for the training and technical assistance plan** *(as indicated in the Remainder/Discretionary Funds table in item 7.9)* **\$0**

*If this is the implementation year for organizational standards, skip the following question.*

**8.2. Does the State have in place Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) for all eligible entities with unmet organizational standards that could be used 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).*

The State will work with the eligible entity to implement a specific Technical Assistance or Quality Improvement Plans within 60 days of the documented deficiency.

**8.3. 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 applies and narrative where applicable]*

- 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

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

**8.4. Performance Management Adjustment:**

**How is the State adjusting the training and technical assistance plan under this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, 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 Division of State Service Centers recently updated its monitoring tools to reflect changes at the Federal Level, this to include assessing compliance with the CSBG Organizational Standards. Final adjustments were made following internal discussion and feedback from the eligible entity prior to our 3 year comprehensive monitoring which took place in August 2016. Additional Technical Assistance was provided to the eligible entity in the development of their SFY 18 work plan. This allowed the eligible entity's proposed plan to be in compliance with the newly revised CSBG annual report national performance indicators. The Division continues to provide appropriate technical assistance to support the eligible entity in achieving compliance with the organizational standards. The State will require full compliance with the organizational standards, and will monitor the entity in accordance with its regular monitoring schedule.

## Section 9: State Linkages and Communication

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
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### SECTION 9 State Linkages and Communication

*Note: This section describes activities that the State may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The State may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(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 form.*

**State Low Income Home Energy Assistance Program (LIHEAP) office**

**State Weatherization office**

**State Temporary Assistance for Needy Families (TANF) office**

**State Head Start office**

**State public health office**

**State education department**

**State Workforce Innovation and Opportunity Act (WIOA) agency**

**State budget office**

**Supplemental Nutrition Assistance Program (SNAP)**

**State child welfare office**

**State housing office**

**Other**

The Office of Community Services that manages the Community Services Block Grant also manages the State Low Income Home Energy Assistance Program (LIHEAP). The grant administrator for CSBG, is taking part in meetings for the State Workforce Innovation and Opportunity Act (WIOA) provided by Department of Labor and Department of Education. The CSBG administrator is working very closely with the WIOA lead agencies and is prepared to provide assistance as needed to ensure the success of the WIOA. Other Linkages and Coordination on the state level are with DART - First State, Department of Corrections, Department of Education, Department of Health and Social Services, Office of Controller General, Office of the Bank Commissioner, Delaware Economic Development Office, Delaware Department of Services for Children, Youth, and Their Families, Delaware State Housing Authority, Delaware Human Relations Commission, Delaware State University, Delaware Technical and Community College, Delaware Workforce Investment Board, Delaware School Districts, and University of Delaware. *[Click paper clip to attach file]*

**9.2. State Linkages and Coordination at the Local Level:**

**Describe the linkages and coordination at the local level that the State and eligible entities plan to create or maintain to ensure increased access to CSBG services to low-income people and communities and avoid duplication of services, as described under Section 675C(b)(B) and as required by assurance under Sections 676(b)(5) of the CSBG Act. Attach additional information as needed.**

*Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6.*

Other linkages and Coordination at the local level include the following Private organizations: American Lung Association, Artisans Bank, Bay Health Medical Center, Beebe Medical Center, Citizens Bank, Carl Freeman Foundation, Community Bank, Cooperative Mortgage, Delaware Electric Cooperative, Delmarva Power, Delaware National Bank, Discover Financial Services, Fannie Mae Foundation, Fellowship Health Resources, Inc., GMAC Bank, Jill Charity Foundation, JP Morgan Chase Foundation, Laffey McHugh Foundation, Logisticare, Metropolitan Wilmington Urban League, Nemours Health and Prevention Services, Perdue, PNC Bank of Delaware, Southeast Rural Community Assistance Project, Speer Trust, United Way of Delaware, and Verizon Foundation. Local Faith Based linkages and coordination are Georgetown Presbyterian Church, Community Outreach Prevention Education, Calvary Baptist Church, Georgetown Aid Society, Pentecostal Church of God of Lincoln, Friendship Baptist Church, Interdenominational Ministerial Alliance, First Pilgrim Baptist Church, Lewes/Rehoboth Association of Churches, and Crossroads Christian Church. In general, the banks and foundations are involved in supporting community development and housing counseling work. The faith based organizations provide mainly financial support for crisis assistance. *[Click paper clip to attach file]*

**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)). [Attach additional information as needed.]**

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

First State Community Action Agency has been successful over the past thirty years in leveraging CSBG funds with other public and private resources. The CSBG funds support First State's core management and many of its direct services, particularly case management and crisis assistance statewide. Bernice Edwards, the Executive Director of First State Community Action Agency, creates linkages on a personal level with her service on numerous councils, committees, and boards. On the state level she serves on the Human Relations Commission, Equal Employment Opportunity Council, the Neighborhood Reinvestment Advisory Council, the Housing Capacity Building Committee, Delaware Community Reinvestment Act Council, and the Delaware Federation of Housing Counselors. First State Community Action Agency will coordinate with the Division of State Service Centers, which operates a service delivery system for benefits enrollment activities in fifteen locations throughout Delaware.

Both organizations will make service referrals as appropriate. First State helps with community organization and development work with low-income communities and La Casita service to immigrants. Bernice Edwards serves on the Cape Henlopen Minority Advisory Committee, Georgetown Chamber of Commerce, Dr. Martin Luther King Celebration Organization of Sussex County, Sunshine Circle Club, Milton Lions Club, and the Georgetown-Millsboro Rotary Club. First State CAA also coordinates with New Castle County Department of Community Services, Sussex County Council, Biggs Museum Board of Directors, Delta Sigma Theta Sorority, Access to Justice Commission, Nemours Health Advisory Board, and the Town of Georgetown. First State's subcontractors receive support from federal, state, local and private organizations, in addition to private individual donations to support their overall operations. The CSBG is not critical to the survival of these organizations, but it provides resources for staff and related costs that are critical to maintaining comprehensive case management and/or health services to low income, sometimes homeless, individuals throughout the state. *[Click paper clip to attach file]*

**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.*

As required by the Coats Human Services Reauthorization Act of 1998 and as a condition of funding, eligible entities shall submit a community needs assessment with their annual application. The work processes employed must meet the approval of DSSC in advance. A full community assessment shall be completed, at a minimum, once every three (3) years; updates detailing significant variances shall be provided in intervening years. The full assessment shall include: An executive summary including key findings and priorities. The purpose for the assessment; why an assessment, what were/are the goals and objectives, who is involved, dates, etc. Background information (definition of the community, location, history, socio-demographic data, geography/physical characteristics, etc.) A description of the process: type of information gathered; methodologies/techniques used to collect the information (e.g., focus groups, key informants, surveys, forums, etc.) Process for identifying and setting priorities. The findings and an analysis: statistical profile (charts, graphs, maps, etc.); community perspectives (common themes, key quotes, etc.); community resources (breadth of services, gaps, duplication, etc.) A consider charting by function, target group, and region. Core issues. Each eligible entity shall have a strategic plan approved by its governing board that meets the following minimum specifications. The strategic plan shall be drawn from the findings contained in the community assessment. The strategic plan shall clearly define the period of time covered by the plan. The strategic plan shall contain a mission statement succinctly defining the reason the organization exists. The plan may contain a vision statement which succinctly defines the desired future that the entity envisions. The entity may wish to include a vision for individuals and families, the community, and the agency. The plan may include a list of core values. Core values are the absolutes that define the organization. Values give an organization its soul. They can clarify and resolve issues, help determine direction, and build community. The plan shall identify goals and/or strategic innovation initiatives. Goals are those overarching and broad statements of what the organization hopes to achieve. Strategic innovation initiatives are change-focused activities that demand attention and cannot be left to the business-as-usual planning cycle.

**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 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.**

**9.4b. 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.**

A MOU was signed by WIOA partners in Delaware. The purpose of this Memorandum of Understanding (MOU) is to establish the design framework and partnerships of the State of Delaware's One Stop Delivery System. While this is a requirement of the Workforce Innovation and Opportunity Act (WIOA), the intent is to create an atmosphere of cooperation and collaboration among Partners. By working together, Partners can identify current and future workforce skills, promote post-secondary education, develop lifelong learning strategies, and foster the entrepreneurship spirit for Delaware citizens. A highly educated, skilled, and talented population will enable Delaware to compete in the global economy. The MOU establishes guidelines for the Partners designed to support the development and maintenance of cooperative working relationships. It describes how the various funding streams and resources will be utilized to better serve mutual customers, both job seekers and employers through the System operated at four (4) comprehensive Delaware JobLink Centers (Centers), Affiliated Sites and One Stop Partners operating under the common identifier of "American Job Center". This System is interactively linked through the Delaware JobLink electronic System (DJL) at <https://joblink.delaware.gov>. Delaware CSBG Roles currently described in the MOU are as follows. 1. Provide access to its program or activities through the one stop delivery system through the agreed upon referral mechanism between all partner programs 2. Provide information and schedule of services to DET to enable referral mechanism to refer to services and for public to learn about services. 3. Register all clients in Delaware JobLink when client is job ready 4. Attend scheduled partner and Board meetings and activities 5. Provide information as requested by the Board to position the Board to make informed employment and training decisions for the State's workforce system, align and coordinate programs when applicable, and gather and disseminate best practices. 6. Work collaboratively with the Board to establish and maintain the one stop delivery system including one stop infrastructure 7. Work jointly to provide services that mutually benefit clients.

**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.*

Assurance 676(b)(6) regarding coordination of anti-poverty programs in communities and the emergency crisis intervention program is addressed by providing referral information to the state service centers and non-profit staff that are in a position to make referrals to Catholic Charities, which contracts with the Delaware Department of Health and Social Services, Division of State Service Centers, Office of Community Services to operate the Delaware Energy Assistance Program statewide. Information is disseminated through direct training, brochures, and the Human Services Directory, the Delaware 211, and radio and newspaper public service announcements.

**9.6. State Assurance: 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.*

Assurance 676(b)(9) regarding coordinating and partnering with other organizations serving low-income residents including religious, charitable, and community organizations is addressed under the "Partnerships" goals in First State's contract work plans under "Programmatic Assurances". The state uses the mechanism of the Single Point of Contact (SPOC) to solicit coordination of federal programs through the State Budget Office. There are many coordinated efforts with nonprofit, public and private partners to support low-income individuals and reduce poverty that will be documented and reported at the end of each contract period. *[Click paper clip to attach file]*

**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.*

In order to achieve greater participation in the affairs of the communities involved, First State CAA does a statewide needs assessment, provides funding to emergency

shelters, and creates a Request for Proposals to provide case management statewide. First State's Executive Director serves on numerous boards and committees throughout the state. First State works with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication, and strengthen/ improve relationships with local law enforcement agencies.

**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.**

The State of Delaware has only one eligible entity for the state and it acts as the State Community Action Association.

**9.9 Communication with Eligible Entities and the State Community Action Association:**

**In the table below, describe the State's plan for communicating with eligible entities, the State Community Action Association, and other partners under this State Plan. Include communication about annual hearings and legislative hearings, as described under Section 4, CSBG Hearing Requirements.**

**Communication Plan**

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	CSBG State Plan Public Hearing	Annually	Meetings/Presentation	
2	CSBG Legislative Hearing	Annually	Meetings/Presentation	
3	Eligible Entity Board Meetings	Quarterly	Meetings/Presentation	

**9.10. Feedback to Eligible Entities and State Community Action Association:**

**Describe how the State will provide feedback 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). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.*

Since Delaware has only the one eligible entity, it is easier to provide feedback regarding performance on State Accountability Measures. Any feedback will be provided at the board meetings, via email or phone conference calls in order to stay within the required 60 calendar days

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

**9.11. Performance Management Adjustment:**

**How is the State adjusting the Communication Plan in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, 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.*

Communication pertaining to this plan is extensive and will not be adjusted. A Public Hearing is held in conjunction with the Development of each State Plan per the CSBG statute to review and receive comment. Legal notices are published by Delaware Independent Newspapers, Inc as well as the News Journal. The public hearing notice is also sent to list serves maintained by the United Way of Delaware, the Delaware State Housing Authority, and the Delaware Housing Coalition. Copies of the CSBG State Plan are made available to all those attending the hearing, and also available for review after at the State's fifteen State Service Center locations, First State Community Action Agency's three office locations, and the Division's central office. The plan is also shared on the on the Divisions' website, www.dhss.delaware.gov/dssc for at least sixty days.

## 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:08/31/2016

### SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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

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

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

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

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

	CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
1	First State Community Action Agency	Follow-up	FY1 Q4	08/16/2016	

**10.2. Monitoring Policies:**

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

The DSSC will diligently adhere to the following requirements under Section 678B (a) of the Act: a full onsite fiscal and programmatic review of each such entity will be conducted no less than triennially. DSSC will ensure that each CSBG eligible entity shall be monitored on-site at least once every three years in accordance with the CSBG Act. Monitoring will be conducted in accordance with Section 678B (a) of the Community Services Block Grant Act and the guidance provided to states in Information Memorandum Transmittal No. 97, dated October 10, 2006. After an on-site monitoring visit, the DSSC monitoring team will provide a written monitoring report within 45 days to the entity's executive director, board chairman and/or board of directors that documents the findings, corrective actions required, and recommended actions. CSBG eligible entities and other CSBG funded organizations are required to respond to the report within an assigned time frame. Upon request, assistance will be provided to an eligible entity in the development and implementation of corrective action plans. The DSSC monitoring team will evaluate the adequacy of the responses and corrective action. A follow-up on-site monitoring is scheduled as deemed necessary. Eligible entities have 60 calendar days to respond to the report.

**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.*

45

#### 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. If no describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of the closure of findings.

**10.5. Quality Improvement Plans (QIPs):**

How many eligible entities are currently on Quality Improvement Plans?

*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).*

At the discretion of the State (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), allow the entity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan to correct such deficiency within a reasonable period of time, as determined by the State; and, not later than 30 days after receiving from an eligible entity a proposed quality improvement plan, either approve such proposed plan or specify the reasons why the proposed plan cannot be approved. Once the quality improvement plan has been approved, the State will notify the Office of Community Services within 30 calendar days.

**10.7. Assurance on Funding Reduction or Termination:**

Does the State assure, according to Section 676(b)(8), "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)".  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. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities?**  Yes  No

**10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.**

The DSSCs follow the requirements of the CSBG Act (Section 676A) for designating and re-designating eligible entities. The DSSC will also use the Federal guidance provided in HHS Information Memorandum, Transmittal #42 for the designating and re-designating eligible entities.

**10.9. Does the State CSBG statute and/or regulations provide for de-designation of eligible entities?**  Yes  No

**10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of eligible entities.**

A determination to terminate the designation or reduce the funding of an eligible entity is reviewable by the Secretary of the US Department of Health and Human Services. The Secretary shall, upon request of the eligible entity, review such a determination. The review shall be completed not later than 90 days after the Secretary receives from the State all necessary documentation relating to the determination to terminate the designation or reduce the funding. If the review is not completed within 90 days, the determination of the State shall become final at the end of the 90th day.

**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?**  Yes  No

**10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.**

The DSSCs follow the requirements of the CSBG Act (Section 676A) for designating and re-designating eligible entities. The DSSC will also use the Federal guidance provided in HHS Information Memorandum, Transmittal #42 for the designating and re-designating eligible entities

**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).**

The State of Delaware and Delaware Health and Social Services have established fiscal controls and fund accounting procedures that enable tracking of expenditures of all federal funds, including limitations on administrative and/or discretionary expenditures. Monitoring of expenditures at the state level for the CSBG is carried out by the CSBG Program Administrator and by the fiscal unit of the Division of State Service Centers. One or more staff from the division or the Office of Community Services monitors expenditures of the agencies eligible for direct CSBG funding from the State.

**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 Â§75.521. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number. CLICK [HERE](#) FOR LINK TO 45 CFR Â§75.521**

*Note: This information is associated with [State Accountability Measure 4Sd](#).*

Delaware Health and Social Services (DHSS) is audited every year by the State Auditor's Office, which conducts its audits in accordance with generally accepted accounting principles and in the manner and to the extent provided in chapter 75 of title 31, United States Code, commonly known as the Single Audit Act Amendments of 1996. The CSBG was audited as a major program under the State's Single Audit in state fiscal years 2004 and 2005. A copy of the audit is forwarded annually to the federal cognizant agency by the State Auditor's Office. The Division of Management Services within the Department of Health and Social Services followed up in writing and required the appropriate program manager or fiscal officer to address all findings, recommendations, and corrective actions in writing prior to the commencement of the next year's audit. This was done, and the CSBG was not audited as a major program in state fiscal years 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 and 2017. CSBG Certification Requirements specify that contractors must provide annual audits in compliance with Uniform Grant Guidance, unless exempt. If exempt, the contractor must have an internal control review, which assesses accounting procedures and ensures their adequacy. If findings are identified in the audit than a management decision will be issued by the Division within 6 months of receipt of the annual audit report. In the event that the State's program is audited by the federal government, the State of Delaware will make appropriate books, documents, papers and records available to the Secretary of Health and Human Services and Comptroller General of the United States, or any of their duly authorized representatives, for examination, copying or mechanical reproduction on or off the premises of the appropriate entity upon a reasonable request for the items. The State OCS will notify the Department's chief fiscal officer of the provision in the CSBG Act that requires the chief executive officer of a state to submit an audit copy to the federal Secretary of Health and Human Services, to the state legislature, and to any eligible entity that was the subject of the audit at no charge within thirty days after completion.

**10.13. Assurance on Federal Investigations:**

**Will the State "permit and cooperate with Federal investigations undertaken in accordance with Section 678D(a)" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act?**  Yes  No

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

**10.14. Performance Management Adjustment:**

**How is the State adjusting monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.**

*Note: This item is associated with [State Accountability Measure 4Sb](#) and may pre-populate the State's annual report form.*

The Division of State Service Centers has recently updated its monitoring tools to reflect changes at the Federal Level, this to include assessing compliance with the CSBG Organizational Standards. Final adjustments were made following internal discussion and feedback from the eligible entity prior to our 3 year comprehensive monitoring which took place in August 2016. The Division continues to provide appropriate technical assistance to support the eligible entity in achieving compliance with the organizational standards. The State will require full compliance with the organizational standards, and will monitor the entity in accordance with its regular desk and site monitoring schedule.

## 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:08/31/2016

### SECTION 11 Eligible Entity Tripartite Board

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

- Attend Board meetings
- Review copies of Board meeting minutes
- Keep a register of Board vacancies/composition
- Other

**11.2. How often does the State require eligible entities (which are not on TAPs or QIPs) to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards?** *[Check all that applies and narrative where applicable]*

- Annually
- Semiannually
- Quarterly
- Monthly
- Other

**11.3. Assurance on Eligible Entity Tripartite Board Representation:**  
Describe how the State will carry out the assurance under Section 676(b)(10) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' Tripartite Board.

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

In the event that any group, including but not limited to low income communities, feels itself inadequately represented on the Board of Directors of the Corporation, such group may petition the Board of Directors for adequate representation on this Board by following the procedures hereinafter set out: a. Prepare a petition bearing the signature, name and address of at least twenty-five (25) persons who are over the age of 18 and residing in Delaware regardless of race religion, national origin or place of residence. b. Upon receipt of the petition, the Board of Directors shall instruct the Executive Committee to determine the merits of such complaint. The Executive Committee shall, within fifteen (15) days from receipt of the petition, file a report with the Secretary of the Board, including recommendations. c. At the next meeting of the Board of Directors following the date of filing of the committee report, the entire Board of Directors shall consider the recommendations of the Executive Committee and determine whether or not the group is adequately represented on the Board of Directors. During its deliberations, the Board shall allot time for the spokesperson of the petitioning group to present its case. The presentation may be either verbal or in writing. d. The Board shall then vote to determine if representation or additional representation shall be given to the petitioning group. If the petition is denied, the response to the spokesperson of the group shall include reasons in support of the Board's decision. If it is determined that additional representation is needed, then the Board shall declare and shall take steps as are necessary to implement such action, including amendment of the by-laws of the Corporation, if necessary. e. New representatives, so approved, shall be seated within thirty (30) days of the approval date. The State ensures compliance by monitoring eligible entity agency by-laws, policies, and procedures for compliance with the CSBG Act. The State also requires the eligible entity to adhere to Department Health & Social Services (DHSS) Policy Memorandum 70, Inclusion Policy The intent of this policy is to recognize that inclusion of diverse populations is not only within our agency, but the larger systems that constitute our environment, programs and clients. As an agency we embrace the concept of an inclusive workplace which is accepting of diverse populations in our own workforce.

**11.4. 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 participation 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. 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:08/31/2016

### SECTION 12 Individual and Community Income Eligibility Requirements

**12.1. Required Income Eligibility:**

**What is the income eligibility threshold for services in the State?**

*[Check one item below.]*

125% of the HHS poverty line

*% [Response Option: numeric field]*

**12.1a. Describe any State policy and/or procedures for income eligibility, such as treatment of income and family/household composition.**

Community Services Block Grant helps low income individuals become self sufficient. Low-income is defined in the CSBG Statute as having an income at or below 125% of the Poverty Income Guidelines published and updated annually by the Federal Department of Health and Human Services. Income levels are reported in the annual CSBG IS Survey. Each eligible entity is audited every three years, which includes checking client files for proof of income.

**12.2. Income Eligibility for General/Short-Term Services:**

**For services with limited in-take procedures (where individual income verification is not possible or practical), how does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.**

Each program funded by the CSBG is required to submit a monthly report on the identified National Performance Indicators applicable to the program services. Each report will show how many individuals were served. Each eligible entity is audited every three years, which includes checking client files for proof of income.

**12.3. Community-targeted Services:**

**For services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations), how does the State ensure eligible entities' services target and benefit low-income communities?**

Former Governor Tom Carper's emphasis on the Strong Communities Initiative, which targeted communities in census tracts that ranked high for social and economic indicators of poverty in unincorporated areas of Kent and Sussex Counties, was a major factor in the selection of targeted communities. In New Castle County, most CSBG funds have been provided to subcontractors for case management services to low-income residents of subsidized or transitional housing. In the spring of 2016, as was done in prior years, First State CAA issued a Request for Proposals to provide case management services to low-income populations defined by applicants in New Castle and Kent Counties. Applicants described the need that their target population had to develop and implement personal action plans to achieve economic viability. Proposals were evaluated by a committee composed of First State board members and others. Evaluation criteria included the applicant's track record with successful case management outcomes, strategies for participant recruitment, retention, measuring milestones and outcomes, cost benefit, and wrap around services provided to participants. United Way of Delaware's application format, which requires agencies to complete a program Logic Model, was utilized by First State with United Way's permission. All subcontractors agree to track progress using First State's criteria and reporting processes, and all meet for orientation and subsequent trainings throughout the year. First State's board and the State CSBG Program Administrator require logic models for all of First State's internal programs. In the event of future funding reductions, the board will determine its program priorities by evaluating logic model and monthly reports, which describe each program's budget (inputs), services, outputs and outcomes.

## 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:08/31/2016

### SECTION 13 Results Oriented Management and Accountability (ROMA) System

**13.1. ROMA Participation:**

In which performance measurement system will the State and all eligible entities participate, as required by [Section 678E\(a\)](#) of the CSBG Act and the assurance under [Section 676\(b\)\(12\)](#) of the CSBG Act?

*Note: This response will also link to the corresponding assurance, Item 14.12.*

- The Results Oriented Management and Accountability (ROMA) System**
- Another performance management system that meets the requirements of [Section 678E\(b\)](#) of the CSBG Act**
- An alternative system for measuring performance and results.**

**13.1a. If ROMA was selected in Item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.**

42 U.S.C. §§ 9908(b)(12), 9917(a)(1)(A): The federal CSBG Act requires states and CAAs participate in a ROMA performance measurement system annually to measure the CAA's performance in promoting self sufficiency, family stability, and community revitalization. The State requires that First State CAA maintain back-up documentation to support the total number of families and individuals reported and that such information should be reported on a monthly basis. The CSBG Act of 1998 requires that CSBG eligible entities be monitored once every three (3) years in order to identify opportunities to assist CAA's in improving outcomes that impact poverty. The Division of State Service Centers will continue to conduct a full onsite review of First State Community Action Agency by contracting this service out and may also use the services of interns from the University of Delaware's Center for Community Development and Family Policy within the College of Human Resources, Education & Public Policy, who will use monitoring tools approved by the Division of State Service Centers. Program monitoring is conducted through regular CSBG administrative funds. In compliance with the CSBG Act, our three (3)-year comprehensive monitoring of First State reviews the agency's mission and planning, fiscal stability, customer services, ROMA outcomes, organization/personnel, governance, community partnerships, program compliance and information technology.

**13.1b. If ROMA was not selected in Item 13.1, describe the system the State will use for performance measurement. [Narrative, 2500 characters]**

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

*Note: This response will also link to the corresponding assurance, Item 14.12.*

- CSBG National Performance Indicators (NPIs)**
- NPIs and others**
- Others**

Assurance 676(b)(12), which states: 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. It has been addressed by structuring eligible entity contract work plans using the now three national goals and appropriate measures since 1998. Performance measures identified by eligible entities will monitor performance in meeting the National Goals of the Community Services Block Grant Program as listed below: Goal 1: Individuals and families with low incomes are stable and achieve economic security. Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity. Goal 3: People with low incomes are engaged and active in building opportunities in communities Beginning in State fiscal year 2018, the revised National Performance Indicators for the CSBG program will be incorporated into the Contract work plans. Appropriate national goals and measures are also used to structure work plans for any organizations funded through CSBG discretionary funds. The national goals, indicators, and performance measures to promote self sufficiency, family stability, and community revitalization are detailed under the first Programmatic Assurance section of this state plan for First State and its subcontractors.

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

*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.*

The State supports the eligible entities in using the ROMA system by requiring monthly logic models for each program provided. The State has also provided training to the eligible entities in order to qualify the employees as ROMA trainers. ROMA system is included in the annual contracts as a requirement.

**13.4. Eligible Entity Use of Data:**

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

*Note: This response will also link to the corresponding assurance, Item 14.12.*

First State uses customer/client and constituent/stakeholder feedback to improve or modify its operations. The State validates that the eligible entities are using data to improve services delivery by requiring various documents from First State each year that shows comparisons from the current fiscal year to the previous year reports.

**Community Action Plans and Needs Assessments**

**13.5. 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.**

*Note: this response will link to the corresponding assurance, Item 14.11.*

The following describes the manner in which the state of Delaware will comply with the following assurance in section 676(b)(11) of the CSBG Act: The State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity, 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. A funding letter is sent at least 45 days prior to the end of the current CSBG contract that requires updates on agency certification requirements, such as Single audit, annual report, and Board roster, and a description of and rationale for changes desired for the coming year. A program questionnaire is

included which requires needs assessment information for each program that is to be included in First State's community action plan. A budget with itemized back up is also required. Through negotiations, these documents become the Contract Work Plan and Budget. The contract work plan includes priorities for communities in which First State conducts ongoing needs assessments and strategic planning sessions. Depending on the community, some may be working on implementation of their strategic plans while others may still be in the process of organizing or planning to conduct strategic planning. The CSBG Administrator receives copies of assessments and strategic plans as they become available. First State's community action plan/ contract work plan details communities for which specific activities and strategic planning activities are planned in the coming year.

**13.6. State Assurance:**

**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.**

*Note: this response will link to the corresponding assurance, Item 14.11.*

The CSBG refunding application submitted by First State serves as its community action plan. As part of this application, First State is also required to conduct or update a statewide comprehensive needs assessment that describes local poverty-related needs and prioritizes eligible activities to be funded by CSBG. First State must also describe the process it used to gather relevant information, involve its board and community, and ensure that the needs assessment reflects the current priorities of the low-income residents in their service area. This funding application, including community needs assessments, will be kept on file by DSSC and will be available for inspection or for submission, as required.

## 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:08/31/2016

### SECTION 14 CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)

#### 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;

Assurance 676(b)(1)(A) regarding how funds will be used and coordinated with other programs are addressed in the community action contract work plan for First State Community Action Agency.

##### 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;

Funds made available through this grant or allotment will be used: To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skill training, job creation, and entrepreneurship programs; and after-school child care programs.

##### 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)

Each year, First State is required to submit action plans for each program. The following information is required to show coordination and collaboration throughout the state: The number of organizations, both public and private, that community action actively works with to expand resources and opportunities in order to achieve family and community outcomes. All Community Action Programs Units measured: Partnerships All Administrators and Program Managers will report organizational relationships that have been developed to achieve family and community outcomes. First State staff will provide the following information for each partner identified: 1. Name of the partner 2. Type of partnership (contractual, informal working, etc.) 3. Roles each partner played, including First State; 4. Outcomes of the partnership to date. First State staff will classify and total the number of partners they have according to the following list: 1. Non-Profit 2. Faith Based 3. Local Government 4. State Government 5. Federal

Government 6. For-Profit Business or Corporation 7. Consortiums / Collaboration 8. Housing Consortiums / Collaboration 9. School Districts 10. Institutions of Post Secondary Education / Training 11. Financial / Banking Institutions 12. Health Service Institutions 13. State Wide Associations or Collaborations 14. Other partnerships not captured above

#### 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;**

Services offered by First State include: 1. Adult Culinary Training - A training program for 20 persons. 2. Community Based Programs - homework, tutorial, and summer enrichment programs at low-income community sites. 3. Community Development - assisting rural, unincorporated, impoverished communities with organizing; leadership development; conducting and analyzing needs assessments; developing strategic plans; proposal writing and leveraging. 4. Comprehensive Case Management/Family Resource Development - assisting families to become economically viable, by developing and implementing action plans to address obstacles. 5. All Stars Program / Delaware Prevention Network - an alcohol, tobacco, and drug prevention program targeting youth ages 8-15 and their parents. 6. Crisis Intervention / Assistance - providing financial assistance for mortgage, rent, utilities and medical prescriptions. 7. Emergency Food - providing emergency food for an average size family of four for three days. 8. Financial Literacy - providing training in how to accumulate financial assets. 9. Housing Counseling - comprehensive counseling service to prospective first-time home buyers which includes explanation of various mortgage programs and options. 10. La Casita Learning Center - providing after school tutoring and homework help for low-income children. 11. La Casita Outreach Center - providing life skills assistance to immigrants with language and other barriers. 12. Now We're Cooking! - Culinary arts training for high school youth in partnership with local school districts. 13. Promoting Safe and Stable Families Program - designed to strengthen families and children in rural low-income communities statewide. 14. Senior Community Employment Services Program - provides subsidized part-time community service assignments to low-income persons age 55 and older. 15. Senior Companion Program - senior citizens age 60 or over are placed with other seniors or disabled individuals to provide person-to-person non-medical support. 16. Transportation - after school and summer enrichment program transportation for youth. 17. LIHEAP Summer Cooling Program - The Summer Cooling Program provides air conditioners to eligible households. 18. Furnace Replacement and Repair - The Furnace Replacement and Repair Program provides furnace replacement and repair to low income individuals' residence. 19. DE-Lead - This program provides help to low income individuals that have lead paint in their homes.

#### 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.*

#### 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.*

#### 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).*

Supporting Innovative Programs by CAA's & Neighborhood Based Organizations: Geographically targeted or statewide initiatives/projects that address populations disproportionately impacted by poverty in innovative ways. - Projects should focus on improving living conditions for those in poverty, promoting self sufficiency and ownership, building partnerships among providers of services and promoting community revitalization. - Priority will be given to projects requesting seed money for initiatives that have the potential to be self-sustaining in their efforts to combat unmet needs among the low-income (CSBG funds cannot be used as matching funds for other funding sources, per federal law). - Where funding allows, community grants that address one or more priorities identified by strategic planning processes that take place in low-income communities may be rewarded with tangible resources to carry out their priorities. - While CAA staff provide some services and help to leverage resources, some CSBG discretionary funds may be set aside for community priorities that will make a tangible difference and are allowable under the CSBG Act. It is hoped that such communities might apply for resources from First State CAA in the future.

#### 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."**

As part of First State's delivery system is the Emergency Food Program which provides emergency food for an average size family of four for three days in Georgetown, Sussex County. The eligible entity is also required to provide a monthly logic model for the Emergency Food Program, as well as reporting how much food was given out on the annual IS Report. Also visit and monitoring of the site allows the CSBG administrator to peruse the food closet.

#### 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."

*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)."

*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.*

**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:08/31/2016

### SECTION 15 Federal Certifications

#### 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.

#### 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)

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

&nbsp;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.

&nbsp;3. For grantees other than individuals, Alternate I applies.

&nbsp;4. For grantees who are individuals, Alternate II applies.

&nbsp;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.

&nbsp;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).

&nbsp;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).

&nbsp;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).

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

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

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.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

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

Instructions for Certification

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

&nbsp;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.

&nbsp;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.

&nbsp;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.

&nbsp;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.

&nbsp;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.

&nbsp;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

**&nbsp;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.

&nbsp;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.

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

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

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

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

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

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

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

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

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

***Instructions for Certification***

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

&nbsp;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

&nbsp;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.

&nbsp;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.

**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.**

**STATE OF DELAWARE**  
**SINGLE POINT OF CONTACT - SPOC**  
**INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS**  
**Office of Management and Budget**  
 Haslet Building, 3rd Floor, Dover, Delaware 19901  
 (302) 739-4206

**SPOC Use Only Copy To:**

<b>1. STATE APPLICATION IDENTIFIER</b> SAI000003213	<b>Proposal Type:</b> CNT	<b>Month</b> Aug/29/2017	<b>Reviewer</b>	<b>Attendance</b>
<b>2. FFATA :</b> No	<b>Sequestration:</b> No	<b>Previous SAI Number</b> SAI000002812		
<b>3. Applicant Project Title</b> FY 18 Community Services Block Grant				
<b>4. Applicant Department:</b> 350000	<b>5. Applicant Division/ APU:</b> 351230			
<b>6. Program Contact Person :</b> McClain,Ceasar	<b>7. Program Contact Person e-mail addr :</b> Ceasar.McClain@state.de.us			
<b>8. Financial Contact Person:</b> Brosler,Robert J.	<b>9. Financial Contact Person e-mail addr :</b>			

**10. Federal Grant Department :** DEPT OF HEALTH & HUMAN SERVICES

<b>11. Federal Program Title :</b> Community Services Block Grant	<b>12. Federal Catalog No (CFDA) :</b> 93.569
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**13. Project Description :**  
 A Federal Block Grant since 1982, the Community Services Block Grant (CSBG) provides assistance to States to revitalize low income communities and to empower low-income families and individuals to become self-sufficient.

<b>14. Grant Period (MM/DD/YYYY):</b> 10/1/2017 to 12/30/2019	<b>15. How many years has this project been funded</b> 34
<b>16. If the project was funded last year, how much federal money was awarded?:</b> 3,756,915	<b>17. Is there a state match requirement? (Y/N)</b> N  <b>If yes, amt of state money contributed last year?</b> 0.00

18. Budget by cost category and source	Federal Funds	State Funds	Other Funds	Total Funds
Salaries & Fringe Benefits	123,486.01	0.00	0.00	123,486.01
Personal or Contractual Services	3,569,039.26	0.00	0.00	3,569,039.26
Travel	10,000.00	0.00	0.00	10,000.00
Supplies & Materials	5,000.00	0.00	0.00	5,000.00
Capital Expenditures	0.00	0.00	0.00	0.00
Audit Fees	11,269.39	0.00	0.00	11,269.39
Indirect Costs	1,442.00	0.00	0.00	1,442.00
Other	36,678.34	0.00	0.00	36,678.34
<b>TOTAL</b>	<b>3,756,915.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,756,915.00</b>





# **Appendix A**

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Public Notification Documents



## LEGAL/PUBLIC NOTICE

### COMMUNITY SERVICES BLOCK GRANT (CSBG) STATE PLAN

The public is hereby notified that the Delaware Department of Health and Social Services (DHSS/DSSC/OCS) has applied to the U.S. Department of Health and Human Services for Community Services Block Grant funds for the State of Delaware. The proposed FFY'2018 CSBG State Plan is available for public review and comment from July 3, 2017 through July 25, 2017.

Please send comments to:

Ceasar McClain  
Department of Health and Social Services  
Division of State Service Centers  
Office of Community Services  
Herman Holloway, Sr. Campus  
Charles Debnam Building  
1901 N. DuPont Highway  
New Castle, De 19720  
[ceasar.mcclain@state.de.us](mailto:ceasar.mcclain@state.de.us)

Public review locations include all State Service Centers; call (302)255-9675 for location and/or telephone numbers of the State Service Centers: Belvedere; Northeast; Smyrna; Delawarr; Floyd I. Hudson; Appoquinimink; Claymont; James W. Williams; Milford; Bridgeville; Anna C. Shipley; Thurman Adams; Laurel; Edward W. Pyle; Winder L. Porter; and

Office of Community Services  
Charles Debnam Bldg., 1<sup>st</sup> Floor  
1901 N. DuPont Hwy.  
New Castle, DE 19720

First State Community Action Agency  
308 N. Railroad Ave.  
Stanford L. Bratton Bdg.  
Georgetown, DE 19947  
302-856-7761

First State Community Action Agency  
19 Lambson Lane  
New Castle, DE 19720  
302-674-1355

First State Community Action Agency  
655 S. Bay Rd., Ste. 4J  
Dover, DE 19901  
302-488-0454

# **Appendix B**

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DHSS Policy Memorandum 70 - Inclusion

# **DELAWARE DEPARTMENT OF HEALTH AND SOCIAL SERVICES**

## **POLICY MEMORANDUM NUMBER 70**

### **SUBJECT: INCLUSION**

#### **I. POLICY STATEMENT - PHILOSOPHY**

It is the policy of the Delaware Department of Health and Social Services to recognize that inclusion of diverse populations is not only within our agency, but the larger systems that constitute our environment, programs and clients. As an agency we embrace the concept of an inclusive workplace which is accepting of diverse populations in our own workforce and actively practices acceptance of diverse populations within our community through our programs and services we provide to our clients.

Research has shown that racial and ethnic minorities and people with disabilities are more likely to experience disparities in health status, health outcomes, and access to quality health care. Health disparities can be reduced or eliminated if these high-risk groups become integrated in all DHSS programs and services to ensure their needs are addressed comprehensively and systematically.

#### **II. BACKGROUND**

Delaware law prohibits discrimination based upon gender, race, color, religion, national origin, age, marital status, disability, sexual orientation, gender identity, or veteran status.

The Americans with Disabilities Act (ADA) enacted in 1990 was the world's first comprehensive declaration of equality for people with disabilities. DHSS recognizes and celebrates this law that has made a great impact on the lives of people with disabilities. DHSS continues the philosophy outlined in the Preamble of the Act, which states, "to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities."

#### **III. PURPOSE**

The purpose of this policy is to provide uniform standards for the incorporation of inclusive practices in all State Plans, Federal grants, sub-grants, DHSS services specifications and contracts with vendors originating within DHSS. By utilizing these standards, DHSS can ensure the services offered by DHSS are provided in a manner that is as inclusive as possible as well as provide measurements to quantify if the purpose of this policy is being met and identify where there are gaps.

#### **IV. SCOPE**

This policy applies to all Divisions, facilities and other entities of DHSS. It also applies to all Federal grants, sub-grants, State Plans, contracts as they relate to direct services to our consumers and all DHSS programs and services.

The term “diverse populations” includes but is not limited to gender, race, color, religion, national origin, age, marital status, disability, sexual orientation, gender identity, and veteran status.

#### **V. RESPONSIBILITIES**

##### **A. Contracts**

DHSS, and its Divisions, shall include in all Requests For Proposals (RFPs), contracts, Federal grants, sub-grants, State Plans and Service Specifications a section which describes how the service will reach, be accessible and be inclusive of diverse populations

##### **B. Advisory Boards and Committees**

All DHSS advisory boards, taskforces, councils and committees shall be inclusive and diverse in their membership to ensure representation of diverse populations. To ensure that members of diverse populations may fully participate as a member of the group or as a member of the public to provide comment, program communications and meeting locations must be accessible and accommodations provided, when requested.

##### **C. DHSS Program Access**

DHSS is committed to accessibility for diverse populations. In advancement of this mission, the Agency aims to create an inclusive, welcoming environment which respects the dignity and worth of all persons. DHSS is committed to preventing, minimizing and removing the barriers to participation by persons with disabilities.

It is the responsibility of each Division to create an equitable, inclusive and welcoming environment, and to have policies that identify and minimize barriers and provide timely accommodations and interpretation services. DHSS recognizes that persons with disabilities may require reasonable accommodations to fully participate and fully benefit from DHSS programs and services and achieve the highest level of health and well-being.

##### **D. Data Collection & Reporting**

Recognizing that the disability status of a participant is not currently identified in all DHSS programs, it is the goal that whenever DHSS is collecting data on programs and services, disability status will be collected along with other demographic information, such as race,

ethnicity, sex and language, as soon as practicable. Disability status, to the extent possible, will be included in any reports generated and/or published on health data and statistics, health disparities, and health equity. The data will be used to identify when programs may not be reaching populations and identify ways to remove barriers or improve outreach and access.

#### **E. Protection of Health Information**

Maintaining personal privacy and ensuring the integrity of data collected by DHSS are vital to a robust, functional, and accurate analysis of the State's programs as set forth herein. In carrying out this Policy Memorandum's requirements, obligations, and functions, DHSS shall ensure that all healthcare privacy laws are strictly enforced and honored in the implementation and operation of this Policy Memorandum. Such healthcare privacy laws include, but are not limited to, the Health Insurance Portability and Accountability Act (HIPAA), 42 *CFR* Part 2, and 16 *Del. C.* §§ 702, 717, 1211, 1212.

#### **F. Training**

Each Division will make available appropriate training for all staff and contract providers on this policy's purpose and responsibilities.

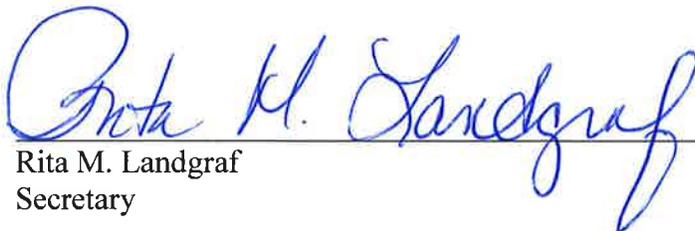
### **VI. IMPLEMENTATION**

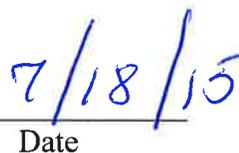
A. Any part of this policy which is found to be in conflict with federal or state laws shall be null and void; all other parts shall remain operative.

B. The Division of Management Services (Human Resources) shall be responsible for maintaining this policy and its revisions.

C. The Division of Management Services (Human Resources) shall be responsible for developing training guidelines for the Divisions.

D. This policy will become effective upon issuance.

  
Rita M. Landgraf  
Secretary

  
Date

## **Appendix C**

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Certifications/Assurances

**ASSURANCES -- NON-CONSTRUCTION PROGRAMS**

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 961-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Health Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition of \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE <b>Renée P. Beaman</b>  <b>Director</b>  <b>Division of State Service Centers</b>
APPLICANT ORGANIZATION <b>Office of Community Services</b>  <b>Division of State Service Centers</b>  <b>Department of Health and Social Services</b>	DATE SUBMITTED

# 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 Exclusion-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 it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\*\*\*\*\*

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

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

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

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

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

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

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

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

### Instructions for Certification

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

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

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

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

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] 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 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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### **Certification Regarding Debarment, Suspension, Ineligibility an 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.



Signature

Renée P. Beaman

Director

DHSS/Division of State Service Centers

Designee for Kara Odom Walker, MD, MPH, MSHS

Cabinet Secretary

# CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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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.

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the 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 ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

**Hudson State Service Center, 501 Ogletown Road, Newark, New Castle County, DE, 19711**  
**Belvedere State Service Center, 310 Kiamensi Road, Wilmington, New Castle County, DE, 19804**  
**People's Place II, Inc., 165 Commerce Way, Kent County, Dover, DE 19904**  
**Milford State Service Center 13 SW Front Street, Milford, Sussex County, DE 19963**  
**Adams State Service Center, 546 South Bedford Street, Georgetown, Sussex County, DE 19947**

### 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]

A handwritten signature in cursive script, reading "Renée P. Beaman", written over a horizontal line.

Signature

Renée P. Beaman

Director

DHSS/Division of State Service Centers

Designee for Kara Odom Walker, MD, MPH, MSHS

Cabinet Secretary

## 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.

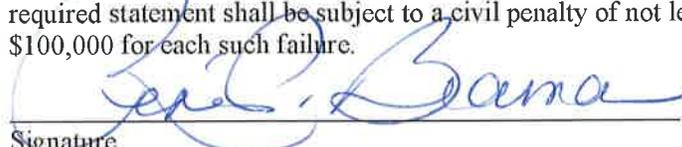
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this 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.



Signature

Renée P. Beaman, Director  
DHSS/Division of State Service Centers  
Designee for Kara Odom Walker, MD, MPH, MSHS, Cabinet Secretary

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**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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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.



Signature  
Renée P. Beaman  
Director  
DHSS/Division of State Service Centers  
Designee for Kara Odom Walker, MD, MPH, MSHS  
Cabinet Secretary

## **Appendix D**

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Poverty Guidelines