

CSBG State Plan

Program Community Services Block Grant
Name:

Grantee Name: Illinois

Report Name: CSBG State Plan

Report Period: 10/01/2019 to 09/30/2020

Report Status: Saved -- Validated

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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:06/30/2021		
COVER PAGE					
* 1.a. Type of Submission: Plan	* 1.b. Frequency: Other (2 Year)	* 1.c. Consolidated Application /Plan/Funding Request? Explanation:	* 1.d. Version: Initial		
		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:		
7. APPLICANT INFORMATION					
* a. Legal Name: State of Illinois					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 371380174			* c. Organizational DUNS: 806811931		
* d. Address:					
* Street 1:	500 East Monroe	Street 2:			
* City:	Springfield	County:	Sangamon		
* State:	IL	Province:			
* Country:	United States	* Zip / Postal Code:	62701 -		
e. Organizational Unit:					
Department Name: Department of Commerce and Economic Opportunity			Division Name: Office of Community Development		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:	* First Name: Donna	Middle Name:	* Last Name: Henry		
Suffix:	Title: CSBG Assistant Program Manager	Organizational Affiliation:			
* Telephone Number: (312) 814-1206	Fax Number (312) 814-2703	* Email: Donna.Henry@illinois.gov			
* 8a. TYPE OF APPLICANT: A: State Government					
b. Additional Description:					
* 9. Name of Federal Agency:					
		Catalog of Federal Domestic Assistance Number:	CFDA Title:		
10. CFDA Numbers and Titles		93569	Community Services Block Grant		
11. Descriptive Title of Applicant's Project Community Services Block Grant					
12. Areas Affected by Funding: State of Illinois					
13. CONGRESSIONAL DISTRICTS OF:					
* a. Applicant 18			b. Program/Project:		
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 (\$): \$0		b. Match (\$): \$0	

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

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:06/30/2021	
<h2 style="margin: 0;">SECTION 1</h2> <h3 style="margin: 0;">CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</h3>			
1.1. Identify whether this is a One-Year or a Two-Year Plan		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2020	Year Two 2021
1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.			
<i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated 01/21/2019			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input checked="" type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Business Number	<input type="checkbox"/> Fax Number	
<input checked="" type="checkbox"/> Email Address	<input type="checkbox"/> Website		
1.2a. Lead agency		Illinois Department of Commerce and Economic Opportunity	
1.2b. Cabinet or administrative department of this lead agency <i>(Select one option and narrative where applicable)</i>			
<input type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input checked="" type="radio"/> Community Affairs Department			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Office of Community Assistance	
1.2d. Authorized official of the lead agency			
Name: Erin Guthrie		Title: Acting Director	
1.2e. Street Address 500 East Monroe Street			
1.2f. City Springfield		1.2g. State IL	1.2h. Zip 62701
1.2i. Telephone number and extension 217 785 - 6280 ext.		1.2j. Fax number 217 524 - 3701	
1.2k. Email address Erin.Guthrie@illinois.gov		1.2l. Lead agency website www.illinois.gov/DCEO	
1.3. Designation Letter: Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the			

designated agency has changed.

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

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

If yes, provide the date of change and select the fields that have been updated **Date picker and check all the apply**01/01/2019

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

1.4a. Agency Name **Illinois Department of Commerce and Economic Opportunity**

1.4b Point of Contact Name

Name: **Adrian Angel**

Title: **CSBG Program Manager**

1.4c. Street Address

500 East Monroe Street

1.4d. City

Springfield

1.4e. State **IL**

1.4f. Zip **62701**

1.4g. Telephone Number **217 785 - 3498** ext.

1.4h. Fax Number **217 524 - 0189**

1.4i. Email Address **Adrian.Angel@illinois.gov**

1.4j. Agency Website **www.illinois.gov/DCEO**

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

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

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

If yes, provide the date of change and select the fields that have been updated **Date picker and check all the apply**01/17/2019

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

1.5a. Agency Name **Illinois Association of Community Action Agencies**

1.5b. Executive Director or Point of Contact

Name: **Frankie Atwater**

Title: **Chief Executive Officer**

1.5c. Street Address

3435 Liberty Drive

1.5d. City

Springfield

1.5e. State **IL**

1.5f. Zip **62704**

1.5g. Telephone number **217 789 - 0125** ext. **116**

1.5h. Fax number **217 789 - 0139**

1.5i. Email Address **fatwater@iacaanet.org**

1.5j. State Association Website **www.iacaanet.org**

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

Section 2: State Legislation and Regulation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG Yes No

2.2. CSBG State Regulation:

State has regulations for CSBG Yes No

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

<http://www.ilga.gov/commission/jcar/admincode/047/04700120sections.html>

2.4. State Authority:

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

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

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

2.4c. Designation: State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency Yes No

Section 3: State Plan Development and Statewide Goals

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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.

to support and maintain a climate that enables a strong economy for our customers - taxpayers, businesses, workers and communities - by keeping, attracting and growing businesses, maintaining a skilled workforce, and enhancing communities so that the climate here is one in which businesses, small and large, and workers, can succeed to the greatest extent possible..

3.2. State Plan Goals:

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

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

The State's specific goals for the administration of CSBG under the plan are to: Establish and strengthen internal partnerships, provide the eligible entities with the training and technical assistance needed in order to provide attainable outcomes which impacts the individuals, families and communities we serve, provide the State staff with the training needed to ensure capacity to provide the eligible entities with technical assistance, and establish effective desk review approaches to ensure timely identification of specific needs.

3.3. State Plan Development:

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

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

State Performance Indicators and/or National Performance Indicators (NPIs)

U.S. Census data

State performance management data *(e.g., accountability measures, ACSI survey information, and/or other information from annual reports)*

Monitoring Visits/Assessments

Tools not identified above *(specify)*

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

Eligible entity community needs assessments

Eligible entity community action plans

Public Hearings/Workshops

Tools not identified above *(e.g., State required reports)(specify)*

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

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

State Association

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership (The Partnership)

Community Action Program Legal Services (CAPLAW)

CSBG Tribal Training and Technical Assistance (T/TA) provider

Regional Performance Innovation Consortium (RPIC)

Association for Nationally Certified ROMA Trainers (ANCRT)

Federal CSBG Office

Organizations not identified above *[Specify]*

3.4. Eligible Entity Involvement

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

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

The specific steps the State took to develop the State Plan included: conducted a survey in June 2018 and in June 2019, held an open discussion segment at the Annual CSBG 2020 Pre-application Workshop, and collaborated with the Illinois Association to identify the training schedule.

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

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

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.

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

(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)

The State is working to establish a network working group to encourage eligible entities and State Association participation in identifying good practices and approaches for the development of the State Plan. Also, the State incorporated a more intense dive into the communication of the development of the State Plan at the CSBG Pre-application Workshop.

3.5. Eligible Entity Overall Satisfaction:

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

Year One	72	Year Two	72
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Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent [American Customer Survey Index \(ACSD\) survey](#) of the state's eligible entities.

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

Section 4: CSBG Hearing Requirements

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SECTION 4 CSBG Hearing Requirements	

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

The Public Notice was posted on the State website and at the DCEO Chicago and Springfield offices. Copies of the 2020-2021 CSBG State Plan were sent to all eligible entity directors for review and comment. The draft plan was also posted on the Department of Commerce and Economic Opportunity website, www.illinois.gov/DCEO, for access by the public.

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.

Public Hearings were held for the 2020-2021 plan on August 23, 2019 at the DCEO offices located at 500 W. Monroe Street, Springfield and 100 W. Randolph Street, Chicago. A notice was published on the DCEO website at least 10 days in advance informing the public of the hearings and an opportunity to provide written comments.

4.3. Public and Legislative Hearings:
 In the table below, specify the [date\(s\)](#) and [location\(s\)](#) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under [Section 676\(a\)\(2\)\(B\)](#) and [Section 676\(a\)\(3\)](#) of the Act.

	Date	Location	Type of Hearing <small>[Select an option]</small>	If a combined hearing was held, confirm that the public was invited
1	08/23/2019	100 W. Randolph Street, Chicago and 500 W. Monroe Street, Springfield	Public	<input type="checkbox"/>
2	05/01/2019	Illinois Senate	Legislative	<input type="checkbox"/>
3	05/01/2019	Illinois House	Legislative	<input type="checkbox"/>

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

Section 5: CSBG Eligible Entities

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SECTION 5 CSBG Eligible Entities

5.1. CSBG Eligible Entities:

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

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

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity (choose all that apply)
1	BCMw Community Action	Bond, Clinton, Marion, Washington	Non-Profit	Community Action Agency
2	CEFS Economic Opportunity Corporation	Christian, Clay, Effingham, Fayette, Montgomery, Moultrie, Shelby	Non-Profit	Community Action Agency
3	Champaign County Regional Planning Commission	Champaign	Public	Community Action Agency
4	City of Chicago	Cook (Chicago area only)	Public	Community Action Agency
5	Community Action Partnership of Lake County	Lake	Non-Profit	Community Action Agency
6	Community Action Partnership of Central Illinois	DeWitt, Logan, Mason, Menard, Piatt, Fulton	Non-Profit	Community Action Agency
7	Community and Economic Development Association of Cook County, Inc.	Cook (Surrounding Suburban Area)	Non-Profit	Community Action Agency
8	Crosswalk Community Action Agency	Franklin, Jackson, Jefferson, Williamson	Non-Profit	Community Action Agency
9	Decatur-Macon County Opportunities Corporation	Macon	Non-Profit	Community Action Agency
10	DuPage County	DuPage	Public	Community Action Agency
11	East Central Illinois Community Action Agency	Ford, Iroquois, Vermillion	Non-Profit	Community Action Agency
12	Embaras River Basin Agency	Clark, Coles, Crawford, Cumberland, Douglass, Edgar, Jasper, Lawrence	Non-Profit	Community Action Agency
13	Illinois Valley Economic Development Corporation	Calhoun, Greene, Jersey, Maccoupin	Non-Profit	Community Action Agency
14	Kankakee County Community Services	Kankakee	Non-Profit	Community Action Agency
15	Kendall County Health Department	Grundy, Kendall	Public	Community Action Agency
16	Madison County Community Department	Madison	Public	Community Action Agency
17	McHenry County Housing Authority	McHenry	Public	Community Action Agency
18	MCS Community Services	Cass, Morgan, Scott	Public	Community Action Agency
19	Mid-Central Community Action	Livingston, McLean	Non-Profit	Community Action Agency
20	Northwestern Illinois Community Action Agency	JoDaviess, Stephenson	Non-Profit	Community Action Agency
21	Peoria Citizens Committee for Economic Opportunity	Peoria	Non-Profit	Community Action Agency
22	Project NOW	Henry, Mercer, Rock Island	Non-Profit	Community Action Agency
23	Rockford Human Services Department	Boone, Winnebago	Public	Community Action Agency
24	Sangamon County Department of Community Resources	Sangamon	Public	Community Action Agency
25	Shawnee Development Council	Alexander, Hardin, Johnson, Massac, Pope, Pulaski, Union	Non-Profit	Community Action Agency
26	St. Clair County Community Action Agency	St. Clair	Non-Profit	Community Action Agency

27	Tazwood Community Services	Tazewell, Woodford	Non-Profit	Community Action Agency
28	Tri County Opportunities Council	Bureau, Carroll, LaSalle, Lee, Marshall, Ogle, Pullman, Stark, Whiteside	Non-Profit	Community Action Agency
29	Two Rivers Head Start Agency	Kane	Non-Profit	Community Action Agency
30	Two Rivers Regional Council of Public Officials	Adams, Brown, Pike, Schuyler	Public	Community Action Agency
31	Wabash Area Development Inc.	Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, White	Non-Profit	Community Action Agency
32	Western Egyptian Economic Opportunity Council	Monroe, Perry, Randolph	Non-Profit	Community Action Agency
33	Western Illinois Regional Council	Hancock, Henderson, McDonough, Warren	Non-Profit	Community Action Agency
34	Will County Center for Community Concerns	Will	Non-Profit	Community Action Agency
35	Family Services Agency of DeKalb County	DeKalb County	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 35

5.3. Changes to Eligible Entities List:

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

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

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
Family Service Agency of DeKalb County	Designation	04/01/2019	DeKalb	
Western Illinois Regional Council	Designation	05/01/2019	Knox	

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

CSBG Eligible Entity	Reason	Delete
DeKalb County Department of Community Services	Voluntarily Relinquished	
Carver Community Action Agency	Termination/De-designation	

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

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

Section 6: Organizational Standards for Eligible Entities

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

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

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

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

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

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

There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

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

Regulation

Policy

Contracts with eligible entities

Other, describe:

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

Peer-to-peer review *(with validation by the State or state-authorized third party)*

Self-assessment *(with validation by the State or state-authorized third party)*

Self-assessment/peer review with state risk analysis

State-authorized third party validation

Regular, on-site CSBG monitoring

Other

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

The State utilizes several processes to assess of the Organizational Standards. 1.) The assessment process begins with eligible entities completing an on-line self-assessment to determine compliance of meeting the standards. The self-assessment utilizes a likert scale to identify the level of compliance (i.e. unmet, met, exceeds) by the entity. The eligible entities are required to upload any documentation that supports their response to the standard. 2.) The State reviews each eligible entities responses and supporting documentation to confirm compliance status. In situations where the State and the eligible entity vary in opinion the eligible entity is afforded the opportunity to submit additional documentation to support their response. Upon final review by the State the on-line system will automatically establish a Technical Assistance Plan (TAP) by eligible entity for each unmet standard. 3.) The State also conducts reviews of the standards during on-site visits to ensure the eligible entities are staying current with updating/maintaining the compliance of the requirements of the Organizational Standards.

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

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

Total Number of Exempt Entities: 0

CSBG Eligible Entity	Description / Justification	Delete

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

Year One	70%	Year Two	75%
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Note: Item 6.5 is associated with [State Accountability Measures 6Sa](#) and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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.

Formula Alone

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

The current allocation of CSBG funds to eligible entities is based on census data plus the 125% poverty level.

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

7.2. Planned Allocation:

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

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

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

Year One	90.00%	Year Two	90.00%
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
BMW Community Action	\$244,522	
CEFS Economic Opportunity Corporation	\$449,787	
Champaign County Regional Planning Commission	\$657,902	
City of Chicago	\$11,164,325	
Community Action Partnership of Lake County	\$997,086	
Community Action Partnership of Central Illinois	\$259,244	
Community and Economic Development Association of Cook County, Inc.	\$3,770,137	
Crosswalk Community Action Agency	\$726,647	
Decatur-Macon County Opportunities Corporation	\$304,658	
DuPage County	\$1,041,442	
East Central Illinois Community Action Agency	\$365,924	
Embarras River Basin Agency	\$489,236	
Illinois Valley Economic Development Corporation	\$210,319	
Kankakee County Community Services	\$318,189	
Kendall County Health Department	\$162,628	
Madison County Community Department	\$631,868	
McHenry County Housing Authority	\$366,306	
MCS Community Services	\$140,149	
Mid-Central Community Action	\$450,580	
Northwestern Illinois Community Action Agency	\$167,021	

Peoria Citizens Committee for Economic Opportunity	\$481,522	
Project NOW	\$489,632	
Rockford Human Services Department	\$982,570	
Sangamon County Department of Community Resources	\$477,291	
Shawnee Development Council	\$227,303	
St. Clair County Community Action Agency	\$777,320	
Tazwood Community Services	\$246,036	
Tri County Opportunities Council	\$700,274	
Two Rivers Head Start Agency	\$932,220	
Two Rivers Regional Council of Public Officials	\$248,122	
Wabash Area Development Inc.	\$270,630	
Western Egyptian Economic Opportunity Council	\$144,836	
Western Illinois Regional Council	\$374,930	
Will County Center for Community Concerns	\$884,647	
Family Services Agency of Dekalb County	\$250,194	
Total		\$30,405,497
CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
BCMW Community Action	\$244,522	
CEFS Economic Opportunity Corporation	\$449,787	
Champaign County Regional Planning Commission	\$657,902	
City of Chicago	\$11,164,325	
Community Action Partnership of Lake County	\$997,086	
Community Action Partnership of Central Illinois	\$259,244	
Community and Economic Development Association of Cook County, Inc.	\$3,770,137	
Crosswalk Community Action Agency	\$726,647	
Decatur-Macon County Opportunities Corporation	\$304,658	
DuPage County	\$1,041,442	
East Central Illinois Community Action Agency	\$365,924	
Embarras River Basin Agency	\$489,236	
Illinois Valley Economic Development Corporation	\$210,319	
Kankakee County Community Services	\$318,189	
Kendall County Health Department	\$162,628	
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McHenry County Housing Authority	\$366,306	
MCS Community Services	\$140,149	
Mid-Central Community Action	\$450,580	
Northwestern Illinois Community Action Agency	\$167,021	
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Tazwood Community Services	\$246,036	
Tri County Opportunities Council	\$700,274	
Two Rivers Head Start Agency	\$932,220	
Two Rivers Regional Council of Public Officials	\$248,122	
Wabash Area Development Inc.	\$270,630	
Western Egyptian Economic Opportunity Council	\$144,836	
Western Illinois Regional Council	\$374,930	
Will County Center for Community Concerns	\$884,647	

Family Services Agency of Dekalb County	\$250,194
Total	\$30,405,497

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).

The State's specific process for distributing the 90 percent funds to the eligible entities including the number of days for each step is as follows: 1) Legislative hearing 30 days (April or May); 2) Annual pre-application workshop and preparing and submission of applications by the eligible entities 90 days (mid-June-September); 3) Eligible entity application review by DCEO grant managers/management 30-60 days (October - November); 4) Complete processing of grants 30-45 days (November-December)

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

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

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

The Illinois CSBG application process begins in June of each year with the Annual CSBG Workshop. Eligible entities are provided with guidance and training on the grant process including changes, accessing cash, reporting requirements including the CSBG Annual Report, customer tracking, customer files, etc. Grant applications are due within three months of the date of the workshop. CSBG staff, including management, review documents for compliance, completeness and accuracy. Following CSBG review and approval, grants are processed through the State electronic grant system. The goal is to have grants executed prior to the effective grant start date of January 1st of each program year.

7.5. Performance Management Adjustment:
Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 25b and may prepopulate the state's annual report form.

Since the existence of the new Office of Community Assistance (OCA), State improved the grant and/or contract administration procedure by adding a fiscal grant processing component. As a result of the review of the ACSI results the State hired additional staff to process grants, provide GATA required trainings at the annual pre-application workshop, and the grant managers work closely with the eligible entities to address any processing issues.

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

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

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

Year One (0.00%)	Year Two (0.00%)	5.00
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7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan

Year One	18.00	Year Two	19.00
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7.8. State FTEs: Provide the number of state Full Time Equivalent (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

Year One	8.00	Year Two	8.00
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7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?
 Yes No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
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Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$375,800.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$50,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.

7.9c. Statewide coordination and communication among eligible entities	\$402,394.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$100,000.00	The state will focus on conducting a comprehensive analysis of distribution of funds to determine resources are being allocated to the greatest needs.
7.9e. Asset-building programs	\$0.00	To be revised by the state office personnel upon initialization and submission of the FY2020 state plan.
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$761,000.00	Network scholarship program, Healthy Homes project, and Disaster Relief funds
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	Statewide Migrant Farmworkers program - Grant agreement with Illinois Migrant Council
Total	\$1,689,194.00	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$275,800.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$50,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$362,394.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$50,000.00	The state will focus on conducting a comprehensive analysis of distribution of funds to determine resources are being allocated to the greatest needs.
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$601,000.00	Network scholarship program, Healthy Homes project, and Disaster Relief funds
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$350,000.00	Statewide Migrant Farmworkers program - Grant agreement with Illinois Migrant Council
Total	\$1,689,194.00	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.		
<i>[Check all that apply and narrative where applicable]</i>		
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)		
<input checked="" type="checkbox"/> The state partially carries out some activities		
<input checked="" type="checkbox"/> CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) 35		
<input type="checkbox"/> Other community-based organizations		
<input checked="" type="checkbox"/> State Community Action association		
<input type="checkbox"/> Regional CSBG technical assistance provider(s)		
<input type="checkbox"/> National technical assistance provider(s)		
<input type="checkbox"/> Individual consultant(s)		
<input type="checkbox"/> Tribes and Tribal Organizations		
<input type="checkbox"/> Other		
Note: This response will link to the corresponding CSBG assurance, item 14.2.		
7.11. Performance Management Adjustment:		
Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.		
Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.		
The State will be offering additional training and technical assistance resources to all eligible entities that have ROMA professionals on staff. This will allow the eligible entities the opportunity to ensure all ROMA professionals remain compliant with NCRT certification requirements.		

Section 8: State Training and Technical Assistance

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

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

SECTION 8 State Use of Funds

8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below.

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

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

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Training	ROMA	
2	Ongoing / Multiple Quarters	Both	Organizational Standards for eligible entities with unmet TAPs and QIPs	
3	FY1-Q1	Training	Strategic Planning	
4	Ongoing / Multiple Quarters	Training	Other	Illinois Association will provide support to the Certified Community Action Professionals (CCAP) by hosting a series of learning sessions.
5	FY1-Q1	Technical Assistance	Community Assessment	
6	Ongoing / Multiple Quarters	Training	Other	The State will provide the eligible entities with an on-line fraud prevention training
7	Ongoing / Multiple Quarters	Both	Other	Whole Family Approaches
8	Ongoing / Multiple Quarters	Both	Other	Data Analytics and Data Visualization
9	FY1-Q4	Training	Other	Network Board Training for Board Members

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Training	ROMA	
2	Ongoing / Multiple Quarters	Training	Other	Illinois Association will provide support to the Certified Community Action Professionals (CCAP) by hosting a series of learning sessions.
3	Ongoing / Multiple Quarters	Training	Other	The State will provide the eligible entities with an on-line fraud prevention training
4	Ongoing / Multiple Quarters	Training	Organizational Standards - General	
5	Ongoing / Multiple Quarters	Both	Other	Whole Family Approaches
6	Ongoing / Multiple Quarters	Training	Other	Trauma Informed Practices
7	Ongoing / Multiple Quarters	Both	Other	Data Analytics and Data Visualization
8	Ongoing / Multiple Quarters	Both	Organizational Standards for eligible entities with unmet TAPs and QIPs	

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9):

Year One	\$375,800	Year Two	\$275,800
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8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The State will collaborate with the State Association to identify, plan and deliver the training and technical assistance of the Community Action network. The State will enter into a contract agreement with the State Association in order to meet the training and technical assistance needs of the CSBG network. The State will participate in the RPIC webinars/trainings and work with the State Association to establish an effective RPIC T/TA plan. The State will also identify specific training opportunities available at the national level to provide the Illinois network with comprehensive training in the specific areas of need.

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

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

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. **The State is working to establish a process that will address the Eligible Entities that have unmet Organizational Standards. The State database Organizational Standard monitoring tool identifies all unmet standards and creates a TAP for each individual Eligible Entity. The TAP is reviewed by the State to determine if it warrants the need to move in the direction of a TAP or appropriate T/TA would be ideal to resolve the unmet standard.**

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

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

Other community-based organizations

State Community Action association

Regional CSBG technical assistance provider(s)

National technical assistance provider(s)

Individual consultant(s)

Tribes and Tribal Organizations

Other

8.4. Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

Established a robust training plan with the Illinois Association which includes webinars, trainings and technical assistance needed to assist in the development of the network. Also, the State works with the Association to develop the RPIC Training Plan. Finally, the State CSBG staff attend National conferences to further gain knowledge in order to determine and develop good training practices within the Illinois network.

Section 9: State Linkages and Communication

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:06/30/2021
SECTION 9 State Linkages and Communication	

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

9.1. State Linkages and Coordination at the state Level:
 Describe the linkages and coordination at the state level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

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

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

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

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

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

The State continues to stress the importance and viability of linkages and coordination at the local levels. The eligible entities are required to address linkages and coordination in their Community Action Plan. With limited resources it is important to establish and maintain the relationships to allow maximum benefits to our customers. Eligible entities have established Memorandums of Understandings and/or Service Agreements with townships, community organizations, and faith based organizations that provide services in order to provide our customers with a comprehensive and collaborative approach to servicing. This approach also reduces and/or eliminates duplication of services. Each eligible entity is a member of multiple collaboratives consisting of social service organizations, religious organizations, school districts, police departments, private businesses, etc. that meet regularly to share information and work together to make services accessible to the communities they serve. Example of these partners include but not limited to: Continuum of Care, WIOA, mental health, Red Cross, and community regional groups. Illinois has eligible entities across the population spectrum, which influences the approach and types of linkages and coordination at the local level. The partnerships allow the eligible entities to identify gaps in services, to develop through strong partnership services which address these gaps, and helps avoid duplication of services. The results of the linkages and coordination assist in accomplishing the Community Action Goals.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination:
 Describe how the state will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

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

Eligible entities are required to maintain an active roster of formal and informal Service Agreements and/or Memorandum of Understandings. The roster is required to be included in the eligible entity's Community Action Plan (CAP). The CAP is reviewed by the State to ensure the entities are in compliance with this requirement. Also, when the State reviews the eligible entity CSBG applications annually and conducts on-site monitoring visits the Service Agreements and Memorandum of Understandings are verified.

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:
 Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

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

Each eligible entity is required to conduct needs assessments and data analysis to determine the service gaps and success of existing services. The eligible entities participate in a host of group meetings, community outreach events, townhall meetings, etc. establishing linkages and collaborations to address the gaps in services. Through participation in the various arenas the eligible entities are able to work with their partners to provide information, referrals, case management, and follow up consultations for the individuals, families, and communities which they serve. Outreach and referrals are crucial program components to servicing the customers. Eligible entities and their partners continue to host and participate in events/workshops at Head Start centers, public housing, food pantries, health fairs, and other sites to increase knowledge of community services available. Eligible entities prepare informational material that are distributed at workshops, delegate agencies, and informational meetings. Most eligible entities have created a detailed snapshot booklet of services or resource guide which is available to the public, elected officials, and other non-profit agencies.

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

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

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

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

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

As a required partner, Illinois eligible entities partner with WIOA for employment and training activities. The eligible entities are now co-enrolling customers in CSBG and WIOA programs when appropriate. Eligible entities expand job training programs through a variety of initiative; including OJT, internship creation and expansion into high demand fields, beyond the typical job prep approaches. Many eligible entities are closely associated with the local WIOA provider. In some instances, the directors serve on the WIOA boards and chair subcommittees within their regions. Typically, cross training is provided to CSBG and WIOA staff to ensure the customers receives the most cohesive services. Eligible entities collaborate through real time referrals with the WIOA local offices.

9.5. Emergency Energy Crisis Intervention:

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

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

The Department of Commerce and Economic Opportunity consolidated the LIHEAP, Weatherization and CSBG programs which formed the Office of Community Assistance (OCA). Thirty-two of the eligible entities administer all three programs. This allows for direct collaboration of services within all programs to initiate emergency energy assistance when state of emergency is declared by the State. The eligible entities provide LIHEAP services on-site and have the ability to coordinate with other anti-poverty programs within the entity and through established partnerships. This leads to effective delivery of emergency crisis intervention services for individuals, families and communities that are in need. Eligible entities provide LIHEAP services on-site and have the ability to coordinate with other anti-poverty programs within the entity and through established partnerships.

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

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

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

The State will assure that the eligible entities will continue to coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations through review of the entities Community Action Plan and on-site monitoring of the eligible entities. Also, the eligible entities are required to provide supporting documentation of their partnerships when completing the Organizational Standards self assessment monitoring tool in the statewide database system

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.

CSBG funds are used to leverage public and private dollars received by partners. Eligible entity funds are used to supplement services provided by partnering with agencies who also receive other public and private resources to address needs. Also, the eligible entities seek funding from other public, private, and donors sources in order to maximize CSBG funds coordination in comprehensive solutions to individuals, families and community needs.

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

Describe state activities for supporting coordination among the eligible entities and the state community action association.

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

The Illinois Association) and the State collaborate to provide targeted training to the Illinois network based on survey needs and monitoring results on specific areas that address support eligible entities to work toward compliance with the Standards, as noted in IM 138. The Association has provided eligible entities with helpful technical support, training opportunities, and needed advocacy. The State works with the Association to coordinate and promote participation from the network. Training and learning opportunities include but limited to: targeted training subjects, ROMA, board training, organizational standards, peer to peer reviews, capacity building, etc. The trainings are provided via roundtables, workshops, classroom settings, and webinars. The trainings are funded through a contract between the I Association and the State.

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

In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"

Upcoming Public and/or Legislative Hearings	As needed		Emails and statewide website
State Plan Development	Biannual	Email	Email
Organizational Standards Progress	Annually		The state will utilize the statewide database system via comments in the Organizational standards monitoring tool state comment section
State Accountability Measures Progress	Annually		Annual Pre-application workshop
Community Needs Assessments /Community Action Plans	Annually		The state will utilize the statewide database system via comments in the application monitoring tool state comment
State Monitoring Plans and Policies	As needed		Emails, meetings, and presentations when appropriate
Training and Technical Assistance (T/TA) Plans	As needed		Emails, meetings, and presentations when appropriate
ROMA and Performance Management	As needed		Emails, meetings, and presentations when appropriate
State Interagency Coordination	As needed	Email	Email
CSBG Legislative/Programmatic Updates	As needed	Email	Email
Tripartite Board Requirements	As needed		Emails and follow up with communicating in a roundtable setting
	Topic	Expected Frequency	Format
1	To be revised by the state office personnel upon initialization and submission of the FY2020 state plan.	Not Applicable	
9.10. Feedback to Eligible Entities and State Community Action Association:			
Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.			
<i>Note: This information is associated with State Accountability Measure 5S(iii), and will pre-populate the Annual Report, Module 1, Item G.6</i>			
During the annual pre application workshop the results of the State Accountability measures will be shared with the network.			
9.11. Performance Management Adjustment:			
Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.			
<i>Note: This information is associated with State Accountability Measures 75b; this response may pre-populate the state's annual report form.</i>			
The State formed a CSBG State Plan Working Group with representation from the State Association and the entities. The working group provided the State with ideas, suggestions and/or recommendations regarding how often and what form the network would like the State to communicate regarding certain subject matters.			

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

SECTION 10 State Use of Funds

Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	BCMW Community Action	Full On-site	Onsite Review	FY1 Q1	11/23/2018	11/28/2018	
2	CEFS Economic Opportunity Corporation	Full On-site	Onsite Review	FY1 Q4	10/15/2018	10/18/2018	
3	Champaign County Regional Planning Commission	Full On-site	Onsite Review	FY1 Q4	02/19/2019	02/21/2019	
4	City of Chicago	Full On-site	Onsite Review	FY1 Q3	05/08/2019	07/31/2019	
5	Community Action Partnership of Lake County	Full On-site	Onsite Review	FY1 Q1	04/23/2018	04/26/2018	
6	Community Action Partnership of Central Illinois	Full On-site	Onsite Review	FY1 Q4	02/13/2017	02/15/2017	
7	Community and Economic Development Association of Cook County, Inc.	Other	Onsite Review	FY1 Q1	02/19/2018	03/08/2018	Last on-site visit was a follow up visit due to finalizing a corrective action status
8	Crosswalk Community Action Agency	Full On-site	Onsite Review	FY1 Q4	10/23/2018	10/25/2018	
9	Decatur-Macon County Opportunities Corporation	Full On-site	Onsite Review	FY1 Q4	03/21/2018	03/28/2019	
10	DuPage County	Full On-site	Onsite Review	FY1 Q2	08/21/2018	08/23/2018	
11	East Central Illinois Community Action Agency	Other	Onsite Review	FY1 Q1	08/21/2019	08/23/2019	Eligible Entity is on a Quality Improvement Plan. The State will be conducting at least quarterly on-site monitoring and monthly desk follow ups

12	Embaras River Basin Agency	Full On-site	Onsite Review	FY1 Q4	10/23/2018	10/25/2018	
13	Illinois Valley Economic Development Corporation	Full On-site	Onsite Review	FY1 Q4	07/24/2018	07/26/2018	
14	Kankakee County Community Services	Full On-site	Onsite Review	FY1 Q4	08/19/2019	08/23/2019	
15	Kendall County Health Department	Full On-site	Onsite Review	FY1 Q1	08/22/2017	08/24/2017	
16	Madison County Community Department	Full On-site	Onsite Review	FY1 Q4	03/28/2017	08/30/2017	
17	McHenry County Housing Authority	Full On-site	Onsite Review	FY1 Q2	10/01/2018	10/05/2018	
18	MCS Community Services	Full On-site	Onsite Review	FY1 Q4	09/05/2018	09/07/2018	
19	Mid-Central Community Action	Full On-site	Onsite Review	FY1 Q4	09/26/2018	09/27/2018	
20	Northwestern Illinois Community Action Agency	Full On-site	Onsite Review	FY1 Q1	07/18/2017	07/20/2017	
21	Peoria Citizens Committee for Economic Opportunity	Full On-site	Onsite Review	FY1 Q1	08/07/2018	08/09/2018	
22	Project NOW	Full On-site	Onsite Review	FY1 Q1	04/22/2019	04/26/2019	
23	Rockford Human Services Department	Full On-site	Onsite Review	FY1 Q1	10/23/2017	10/26/2017	
24	Sangamon County Department of Community Resources	Full On-site	Onsite Review	FY1 Q4	07/25/2018	07/27/2018	
25	Shawnee Development Council	Full On-site	Onsite Review	FY1 Q1	08/28/2017	08/30/2017	
26	St. Clair County Community Action Agency	Full On-site	Onsite Review	FY1 Q4	01/22/2018	01/24/2018	
27	Tazwood Community Services	Full On-site	Onsite Review	FY1 Q4	01/09/2019	01/11/2019	
28	Tri County Opportunities Council	Full On-site	Onsite Review	FY1 Q4	08/13/2019	08/16/2019	
29	Two Rivers Head Start Agency	Full On-site	Onsite Review	FY1 Q4	02/09/2017	04/12/2017	
30	Two Rivers Regional Council of Public Officials	Full On-site	Onsite Review	FY1 Q1	08/14/2018	08/16/2018	
31	Wabash Area Development Inc.	Full On-site	Onsite Review	FY1 Q4	09/18/2018	09/20/2018	
32	Western Egyptian Economic Opportunity Council	Full On-site	Onsite Review	FY1 Q1	01/23/2018	01/25/2018	
33	Western Illinois Regional Council	Full On-site	Onsite Review	FY1 Q1	09/19/2017	09/21/2017	
34	Will County Center for Community Concerns	Full On-site	Onsite Review	FY1 Q4	07/25/2017	07/28/2017	
35	Family Services Agency of Dekalb County	Newly Designated	Onsite Review	FY1 Q1			New Eligible Entity - Start date March 1, 2019
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	BCMW Community Action	Full On-site	Onsite Review	FY2 Q1			
2	CEFS Economic Opportunity Corporation	Full On-site	Onsite Review	FY2 Q4			
3	Champaign County Regional Planning Commission	Full On-site	Onsite Review	FY2 Q4			
4	City of Chicago	Full On-site	Onsite Review	FY2 Q3			
5	Community Action Partnership of Lake County	Full On-site	Onsite Review	FY2 Q1			
6	Community Action Partnership of Central Illinois	Full On-site	Onsite Review	FY2 Q4			
7	Community and Economic Development Association of Cook County, Inc.	Full On-site	Onsite Review	FY2 Q1			
8	Crosswalk Community Action Agency	Full On-site	Onsite Review	FY2 Q4			
9	Decatur-Macon County Opportunities Corporation	Full On-site	Onsite Review	FY2 Q4			
10	DuPage County	Full On-site	Onsite Review	FY2 Q2			
							Eligible

11	East Central Illinois Community Action Agency	Other	Onsite Review	FY2 Q1			Entity is on a Quality Improvement Plan. The State will be conducting at least quarterly on-site monitoring and monthly desk follow ups
12	Embarras River Basin Agency	Full On-site	Onsite Review	FY2 Q4			
13	Illinois Valley Economic Development Corporation	Full On-site	Onsite Review	FY2 Q4			
14	Kankakee County Community Services	Full On-site	Onsite Review	FY2 Q4			
15	Kendall County Health Department	Full On-site	Onsite Review	FY2 Q4			
16	Madison County Community Department	Full On-site	Onsite Review	FY2 Q4			
17	McHenry County Housing Authority	Full On-site	Onsite Review	FY2 Q2			
18	MCS Community Services	Full On-site	Onsite Review	FY2 Q4			
19	Mid-Central Community Action	Full On-site	Onsite Review	FY2 Q4			
20	Northwestern Illinois Community Action Agency	Full On-site	Onsite Review	FY2 Q1			
21	Peoria Citizens Committee for Economic Opportunity	Full On-site	Onsite Review	FY2 Q1			
22	Project NOW	Full On-site	Onsite Review	FY2 Q1			
23	Rockford Human Services Department	Full On-site	Onsite Review	FY2 Q1			
24	Sangamon County Department of Community Resources	Full On-site	Onsite Review	FY2 Q4			
25	Shawnee Development Council	Full On-site	Onsite Review	FY2 Q1			
26	St. Clair County Community Action Agency	Full On-site	Onsite Review	FY2 Q4			
27	Tazwood Community Services	Full On-site	Onsite Review	FY2 Q4			
28	Tri County Opportunities Council	Full On-site	Onsite Review	FY2 Q4			
29	Two Rivers Head Start Agency	Full On-site	Onsite Review	FY2 Q4			
30	Two Rivers Regional Council of Public Officials	Full On-site	Onsite Review	FY2 Q1			
31	Wabash Area Development Inc.	Full On-site	Onsite Review	FY2 Q4			
32	Western Egyptian Economic Opportunity Council	Full On-site	Onsite Review	FY2 Q1			
33	Western Illinois Regional Council	Full On-site	Onsite Review	FY2 Q1			
34	Will County Center for Community Concerns	Full On-site	Onsite Review	FY2 Q4			
35	Family Services Agency of Dekalb County	Full On-site	Onsite Review	FY2 Q1			

10.2. Monitoring Policies:
Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

See Procedures attached

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.

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<p>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? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>10.4a. Closing Findings Procedures: If no describe state procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.</p>
<p>10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable.</p>
<p><i>Note: The QIP information is associated with State Accountability Measures 4Sc.</i></p>
<p>1</p>
<p>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</p>
<p><i>Note: This item is associated with State Accountability Measures 4Sa(iii).</i></p>
<p>The State's process for reporting eligible entities on QIPs to the Office of Community Services (OCS) is to email the approved QIP and the official letter sent to the eligible entity. The State will make themselves available to discuss in detail with OCS.</p>
<p>10.7. Assurance on Funding Reduction or Termination: The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8). <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p><i>Note: This response will link with the corresponding assurance under item 14.8.</i></p>
<p style="text-align: center;">Policies on Eligible Entity Designation, De-designation, and Re-designation</p>
<p>10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.</p>
<p>http://www.ilga.gov/commission/jcar/admincode/047/047000120sections.html: See section 120.60</p>
<p>10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public</p>
<p>10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.</p>
<p>http://www.ilga.gov/commission/jcar/admincode/047/047000120sections.html: See section 120.55</p>
<p>10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public</p>
<p>10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>10.10a. If Yes, provide the citation(s) of the law and/or regulation.</p>
<p>http://www.ilga.gov/commission/jcar/admincode/047/047000120sections.html: See section 120.60</p>
<p>10.10b. If No, describe State procedures for re-designation of existing eligible entities.</p>
<p style="text-align: center;">Fiscal Controls and Audits and Cooperation Assurance</p>
<p>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).</p>
<p>The State of Illinois ensures that fiscal control and fund accounting procedures are established and maintained as necessary to ensure the proper receipt and disbursement of federal funds paid by the State. This included procedures for regular monitoring the assistance provided under the Title and providing that the State shall have a single audit conducted according to Uniform Administrative Requirement of its expenditures of amounts received under this title and amounts transferred to carry out the purposes of the Title. All eligible entities are required to maintain an integrated accounting system that provides for accountability of public funds and meets the requirements of the new Uniform guidance 2 CFR 200. In addition to the ongoing financial review by staff accountants, the Illinois Department of Commerce and Economic Opportunity's grant management staff in the Division of Community Assistance closely monitors the programmatic and fiscal activities of all eligible entities. The DCEO Office of Financial Management is available to provide training and technical assistance to the eligible entities in the structuring and implementation of their fiscal management systems. This includes ongoing assistance in establishing integrated accounting and cost allocation systems. The auditor General of the State of Illinois conducts an annual statewide single audit in accordance with auditing standards generally accepted in the United States of America. Government Auditing Standards, Single audit Amendments of 1996, and Uniform Administrative Requirements. The OAG submits the annual statewide single audit to the Federal Audit Clearinghouse and to the Illinois Legislative Audit Commission.</p>
<p>10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.</p>
<p><i>Note: This information is associated with State Accountability Measure 4Sa.</i></p>

The management decision must clearly state whether or not the audit finding is sustained, the reasons for the decision, and the expected eligible entity action to repay disallowed costs, make financial adjustments, or take other action. If the eligible entity has not completed corrective action, a timetable for follow-up should be given. Prior to issuing the management decision, The Department may request additional information of documentation from the eligible entity. The management decision should describe any appeal process available to the eligible entity. The Department may also issue a management decision on findings relating to the financial statements which are required to be reported in accordance with GAGAS (2 CFR 200.521). the Department must issue a management decision for audit findings that relate to CSBG within six months of acceptance of the audit report by the Federal Audit Clearinghouse. The eligible entity must initiate and proceed with corrective action as quickly as possible and corrective action should begin no later than upon receipt of the audit report.

10.13. Assurance on Federal Investigations:

The state will "permit and cooperate with Federal investigations undertaken in accordance with [Section 678D](#)" of the CSBG Act, as required by the assurance under [Section 676\(b\)\(7\)](#) of the CSBG Act. Yes No

Note: This response will link with the corresponding assurance, Item 14.7.

10.14. Performance Management Adjustment:

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

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

The State continues the of process adjusting the monitoring procedures. In May 2019, two additional staff were hired as grant managers to ensure compliance in monitoring the eligible entities in the allotted time period of three years. The State focuses on effective desk monitoring utilizing the statewide database system. The use of the database system allows for timely responses to the eligible entities. It will also allow the grant managers to focus on conducting onsite visits to provide the entities with the appropriate training and technical assistance. As a result of the review of the ACSI survey, the State will: 1) provide the State CSBG staff with appropriate training to ensure consistent monitoring techniques; 2) implement the EEOA, compliance, board, and administrative monitoring tools in the statewide database system to reduce the time dedicated to completing manual forms; 3) reinforce timelines of reports/letters to the eligible entities; and 4) conduct regular monitoring visits with a focus on providing effective technical assistance during the on-site visit.

Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 11 State Use of Funds	

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

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

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

Quarterly

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

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

The State requires that each eligible entity's Bylaws include a process/procedure by which individuals or organizations can petition for adequate representation on the entities Tripartite Board. Bylaws are reviewed annually by the State office.

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

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

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Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input checked="" type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
The State issues revised income guidelines to the eligible entities on an annual basis usually in the first quarter of the program year. The entities are required to use the guidelines as part of their intake process for each family that applies for services.	
12.2. Income Eligibility for General/Short-Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical),An example of these services is emergency food assistance.	
In cases where income verification is not possible or practical, entities are required to have sign in sheets and/or self attestation forms of each customer.	
12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).	
The State requires all eligible entities to provide a work program for all services including community-wide benefits. The work programs must identify projected targets (i.e., population, outcome measures, and methods of tracking). Each program is monitored by the State to determine success.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
13.1. Performance Measurement System: Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item 1.1.</i>	
The Results Oriented Management and Accountability (ROMA) System	
Section 678E(b) of the CSBG Act	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
The State requires all eligible entities to utilize the ROMA as the performance measurement system to determine the success of the services/controls. Coordination with the State and the Association is established to ensure the training needs are met within the network. However, at this time the State does not have written policies, procedures, or guidelines to document the ROMA requirements. The State will work with the Association to document the policy/procedures for ROMA.	
13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.	
(Empty response area)	
13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
Eligible entities are required to track customer performance on the statewide single tracking and reporting system (STARS). The outcomes for each of these programs tie back to ROMA and the National Performance Indicators (NPIs).	
13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
The State developed a statewide tracking and reporting system for the CSBG program, several years ago based on ROMA. The State frequently updates the database system Single Tracking and Reporting System (STARS) to allow for more efficient reporting. The State collaborates with Illinois Association of Community Action Agencies for training and technical assistance. Since the 2015 ROMA Cohort Initiative, Illinois currently has seven certified ROMA trainers and twenty-five certified ROMA Implementers. This has afforded Illinois the opportunity to provide a more extensive approach for ROMA training for line staff and board members to obtain a more comprehensive understanding of the ROMA Next Generation cycle which aids the entity to apply the framework in their day to day operation. The State provides \$1500 each program to each eligible entity with a ROMA professional to assist with opportunity to maintain and increase the Illinois network ROMA knowledge base.	
13.4. Eligible Entity Use of Data: Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
The State validates the eligible entities are using data to improve service delivery by 1). reviewing each eligible entity's Community Action Plan which must include satisfaction surveys and other data analysis; 2). on-site monitoring; and 3). reviewing quarterly reports.	
Community Action Plans and Needs Assessments	
13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
All eligible entities are required to submit a Community Action Plan as a part of the annual application process.	
13.6. Community Needs Assessment: Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
The State requires all eligible entities to submit their needs assessment with their annual Community Action Plan. The State introduced new needs	

assessments (client, agency, community) tools in 2015 that are required to be used by all eligible entities. The eligible entities are required to include a summarized assessment with supporting data referenced in their Community Action Plan.

Section 14: CSBG Programmatic Assurances and Information Narrative

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 14 State Use of Funds	
14.1 Use of Funds Supporting Local Activities	
CSBG Services	
14.1a. 676(b)(1)(A): Describe how the state will assure "that funds made available through grant or allotment will be used -	
<p>(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--</p> <ul style="list-style-type: none"> (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 - <ul style="list-style-type: none"> (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; 	
CSBG currently supports 35 eligible entities and the Illinois Migrant Council (discretionary grant) which funds anti-poverty activities to carry out locally designed services based upon community needs assessments, in such program as employment, education & cognitive development, health/social behavioral development services, civic engagement & community involvement, nutrition, housing, and other programs designed to increase individual and family stabilization. The eligible entities provide services to secure employment or to gain adequate housing and support programs such as outreach and referral, emergency assistance, surplus food distribution, transportation, education, housing, job counseling and training. CSBG State staffs conduct on-site monitoring to ensure compliance with the grant agreement and the CSBG Act.	
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 -	
<p>(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--</p> <ul style="list-style-type: none"> (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; 	
Eligible entities are required annually to submit a Community Action Plan that includes an assessment of the needs of the community served. The plan must include a narrative that addresses the identified needs, particularly the needs of the youth. The data analysis results drives the development of appropriate work 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 -	
<p>(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)</p>	
Eligible entities and local social services organizations work together to link services. In the annually submitted Community action Plan each eligible entity describes its local linkages. Eligible entities operate an intensive case management program. Each entity works closely with its local TANF	

providers. Entities are also partners with the local LWIAS under the WIOA. Finally, most entities are participants of local human services groups composed of representatives of all local provider organizations including: churches, United Way, Catholic Charities, Salvation Army, schools, local offices of the State Department of Human Services, and others. These groups meet and discuss services resources and gaps and may even discuss individual cases in order to assure non-duplicative, wrap-around services to their areas low income citizens. CSBG provides a flexible funding resource to the entities to address local poverty needs in a wide range of areas, and provide linkages to other services available in the community. The State will assure coordination through the approval of the Community Action Plan and on-site monitoring.

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;

The State receives approximately \$31 million annually in CSBG funding to provide employment, education, housing, and emergency services to the eligible population. There are 35 community action agencies that cover the State's 102 counties and the Illinois Migrant council, a statewide migrant organization. Eligible entities are essentially multi program centers with outreach to the input from the communities served. In Illinois, CSBG funds support a statewide program that is separate from and clearly distinguished from all other entity funded programs. The geographical area served is statewide and the eligible entities and their geographic jurisdictions are included in the Plan under section 5.1.

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.

Each eligible entity is required to conduct needs assessments and data analysis to determine the service gaps and success of existing services. The eligible entities participate in a host of group meetings, community outreach events, townhall meetings, etc. establishing linkages and collaborations to address the gaps in services. Through participation in the various arenas the eligible entities are able to work with their partners to provide information, referrals, case management, and follow up consultations for the individuals, families, and communities which they serve. Outreach and referrals are crucial program components to servicing the customers. Eligible entities and their partners continue to host and participate in events/workshops at Head Start centers, public housing, food pantries, health fairs, and other sites to increase knowledge of community services available. Eligible entities prepare informational material that are distributed at workshops, delegate agencies, and informational meetings. Most eligible entities have created a detailed snapshot booklet of services or resource guide which is available to the public, elected officials, and other non-profit agencies.

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.

CSBG funds are used to leverage public and private dollars received by partners. Eligible entity funds are used to supplement services provided by partnering with agencies who also receive other public and private resources to address needs. Also, the eligible entities seek funding from other public, private, and donors sources in order to maximize CSBG funds coordination in comprehensive solutions to individuals, families and community needs.

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).

An eligible entity established a Veterans council consisting of community organizations that provide veterans support services. The council shares data on the needs that each organization is experiencing with their veteran cases. One of the creative approaches is to find private resources/donations for non-emergency situations that will help keep the family on budget. Specifically types of resources are: on the 1st day of school, an organization provides school supplies and backpacks for all the school age children; a group of contractors provide \$40 per child for Christmas gifts; an organization volunteered a home make-over with new kitchen supplies for a low-income vet senior; utility company volunteered home make-overs w/furniture for disabled and senior veterans; and a foundation completely furnished 3 townhouses making them move-in ready for veteran families with children.

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."

Eligible entities offer for the provision of such supplies and services, nutritious foods, and related series directly and/or through partnership with organizations that offer these services. The services include supported or coordinated food pantries or food banks, food vouchers, and providing food baskets and meal programs for seniors and youths. These services counteract conditions of starvation and malnutrition among low-income individuals and families. Eligible entities also provide assistance with housing needs including rental assistance, transitional housing, etc. In the case of natural disaster or other disaster emergencies, eligible entities also provide appropriate services including assistance with clean-up related services, referrals, and other necessary services to assist the individuals/ families to reach a level of stabilization.

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

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

Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.

Federal Investigations

14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with [section 678D](#)." **Yes**

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

Funding Reduction or Termination

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

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

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

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

Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.

Eligible Entity Tripartite Board Representation

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

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

The State requires that each eligible entity's Bylaws include a process/procedure by which individuals or organizations can petition for adequate representation on the entities Tripartite Board. Bylaws are reviewed annually by the State office.

Eligible Entity Community Action Plans and Community Needs Assessments

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

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

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

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

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



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

Section 15: Federal Certifications

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

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

SECTION 15
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

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

15.1. Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

After assurance select a check box:

The undersigned, by checking this box, the state CSBG authorized official is providing the certification set out above.

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency...

15.3. CERTIFICATION REGARDING DEPARTMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.5. CERTIFICATION REGARDING PUBLIC REPORTING BURDEN

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.6. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.7. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.8. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.9. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.10. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.11. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

15.12. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to...

the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction in which the prospective primary participant is proposed for debarment under 48 CFR part 9.4, suspended, debarred, declared ineligible, or voluntarily excluded from participation in this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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;

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, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless it knows 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

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 those grants who are directly engaged in the performance of work under a 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).

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.

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

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

(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;

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

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

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; of maintaining a drug-free workplace;

(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) 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) The penalties that may be imposed upon employees for drug abuse violations 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;

(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, if the employee is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(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 of 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

(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;

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

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

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

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

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
Check if there are workplaces on this site that are not identified here!
Alternate II. (Grantees Who Are Individuals)

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 certifies that as a condition of the grant when submitted or made in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, a principal or person, primary covered transaction, principal, proposing, and work of any grantee, as used in the will use, have the meaning set out in the definition of those terms in 48 CFR 9.401-2. The prospective participant shall provide written notice to the Federal agency designating a proposal in writing 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.

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 a 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.