

**STATE OF GEORGIA  
Community Services Block Grant  
State Plan  
FFY2014**

Georgia Department of Human Services  
Division of Family and Children Services  
Community Services Unit  
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## **I. Federal Fiscal Year**

The State of Georgia is submitting this state plan to cover the Federal Fiscal Year of 2014. The required application form is included.

## **II. Letter of Transmittal**

## **III. Executive Summary**

### **A. CSBG State Legislation**

The Official Code of Georgia Annotated, 49-8-1 et seq. (O.C.G.A.) also known as "The Economic Rehabilitation Act of 1975" provides the statutory authority for the Community Services Block Grant Program.

### **B. Designation of Lead State Agency to Administer the CSBG Program –**

The Official Code of Georgia Annotated, 49-8-4 (O.C.G.A.) also known as "The Economic Rehabilitation Act of 1975" designates the following:

- The Department of Human Services (DHS) as the lead state agency for administration of the Community Services Block Grant.
- The Administrator of the Department of Human Services is Commissioner Keith Horton.

### **C. Public Hearing Requirements**

#### **(1) Public Hearing:**

A Public Hearing to review the plan for use of CSBG funds was held August 19, 2013. The hearing was advertised on the Department of Human Services website. A summary of CSBG services was made available at the public hearing. The draft state plan was posted on the website for any interested part to review. Copies of the draft plan were disseminated for review to the twenty-four CSBG eligible entities. See Appendix A for documentation of Public Hearing.

(2) Legislative Hearing:

The legislative hearing on the current fiscal year CSBG program was held in January, 2013, at the State Capitol. This hearing constituted the mandatory public hearing required by federal guidelines. The hearing was advertised statewide through a variety of media sources.

**VI. Statement of Federal and CSBG Assurances**

“As part of the annual or biannual application and plan required by Section 676 of the Community Services Block Grant Act, as amended 42 U.S. C. 9901 et seq. (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act”.

**A. Programmatic Assurances:**

(1) Funds made available through this grant or allotment will be used:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

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

(ii) secure and retain meaningful employment;

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

(iv) make better use of available income;

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

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

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

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

(c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [676(b)(1)]

(2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services

block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]

(3) To provide information provided by eligible entities in the State, including:

(a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;

(b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.  
['676(b)(3)]

(4) To ensure 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.['676(b)(4)]

(5) That the State and the 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 to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To 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 communities.['676(b)(6)]

(7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

(8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program 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) of the Act.['676(b)(8)]

(9) 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. ['676(b)(9)]

(10) To 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. ['676(b)(10)]

(11) To secure from each eligible entity in the State, as a condition to receipt of funding, 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; ['676(b)(11)]

(12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act [‘676(b)(12)]

(13) To provide information describing how the State will carry out these assurances. [‘676(b)(13)].

#### B. Administrative Assurances:

The State further agrees to the following, as required under the Act:

(1) To submit an application to the Secretary containing information and provisions that describes the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. [‘675A(b)]

(2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [‘675C(a)(1) and (2)]

(3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [‘675C (a)(3)]

(4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under



section 675B for administrative expenses, including monitoring activities.  
['675C(b)(2)]

(5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. ['675(c)]

(6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan.  
['676(a)(2)(B)]

(7) That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]

(8) To hold as least one legislative hearing every three years in conjunction with the development of the State plan.['676(a)(3)]

(9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]

(10) To conduct the following reviews of eligible entities:

(a) full onsite review of each such entity at least once during each three-year period;

(b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;

- (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
- (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B(a)]

(11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

- (a) inform the entity of the deficiency to be corrected;
- (b) require the entity to correct the deficiency;
- (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
- (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
- (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. ['678(C)(a)]

(12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.

(13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]

(14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System [‘678E(a)(1)].

(15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ‘678E(a)(2) of the Act.

(16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.

(17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]

(18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F(c)]

(19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or

applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. [679]

C. Other Administrative Certifications:

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of community services block grant program funds.
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children's services and that all sub grantees shall certify accordingly.

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Signature Administrator/Director of Designated Lead Agency

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Date

## V. The Narrative State Plan

### A. Administrative Structure

#### (1) State Administrative Agency

The Chief Executive of the State of Georgia has assigned administration of the Community Services Block Grant Program to the Department of Human Services. Refer to Appendix B for a full description of the Department's organization. The Commissioner of DHS has delegated responsibility for the program to the Division of Family and Children Services. Refer to Appendix B for a description of the Division's organization. Within the Division, the Community Based Programs Unit has the responsibility for operation of the program. Refer to Appendix B for an organizational chart of the Community Services Unit and CSBG staff development plan.

a. The mission of the Department as well as the Division and Section is as follows:

*To strengthen Georgia's families – supporting their self-sufficiency and helping them protect their vulnerable children and adults by being a resource to their families, not a substitute*

b. The goals and objectives of the lead agency are as follows:

*Working/Self-Sufficient Customers:*

Increase the number of DHS families achieving self-sufficiency through work or work related activity.

*Home/Community-Based Services:*

Increase the supply and use of home and community-based human services.

*Technology Access:*

Increase customer and staff access to information that improves productivity.

*Employee Engagement:*

Improve DHS employee engagement with customers.

*Prevention:*

Increase the number of Georgia citizens engaging in healthy, pro-social behavior.

(2) Eligible Entities

Refer to Appendix C for a list of the Eligible entities as well as the geographic areas covered.

(3) Planned Distribution of Current Year

CSBG funds allocated to the State of Georgia are allocated based on a documented repeatable formula.

**B. Description of Criteria and Distribution Formula**

CSBG funds are distributed to all 24 eligible entities based on an existing formula previously adopted by DHS and a committee of representatives of CSBG eligible entities.

The formula is as follows:

- 65% of the base allocation is allotted to each eligible entity
- 35% multiplied by the individual/family poverty rate of the service area.
- Eligible entities that have funds remaining for a fiscal year may request to carry-over funds to a succeeding fiscal year. Eligible entities must submit a program plan showing how they intend to expend the funds and the state approves and amends the current fiscal year contract to allow the entity to utilize the funds.
- Generally, carryover funds are distributed back to the agency providing that the carryover amount does not exceed 20% of the allocation.

**C. Description of Distribution and Use of Restricted Funds**

The State of Georgia distributes funds according to the requirements in Section 675C(a).

Eligible Entities submit a Project Application Plan at least yearly to document how CSBG funds are to be spent. Each plan must show outcomes and method of measurement. Each program outcome is linked to a Results Oriented Management and Accountability national goal. Since FY2000, the State has not recaptured nor redistributed funds. The state has in place a plan to recapture/redistribute funds in the event it is necessary to do so.

#### **D. Description and Use of Discretionary Funds**

The state distributes discretionary funds as follows:

- Agencies may submit proposals for innovative programs and request special funding. These proposals are reviewed and approved by CSBG Program Unit Staff.
- Agencies may request funds for emergency situations such as disaster assistance.
- The state may solicit documentation of new and innovative programs that partner with local community institutions. A discretionary grant is given to the most innovative program.
- In FFY2009 the state solicited new community health initiatives proposals that target health issues in low income communities. These initiatives are centered on education and prevention. Discretionary funds are awarded to the best proposal.
- Capacity building activities for the state umbrella organization, Georgia Community Action Association (GCAA), are funded through discretionary funds.
- Funds were used to migrate EASYTRAK, the automated tracking/reporting and household data collection mechanism, to a single operating platform to facilitate statewide statistical reporting.
- Other activities, as appropriate, may be funded if they comply with the purposes of the CSBG program.

## **E. Description of Use of Administrative Funds**

The State of Georgia complies with the requirement in Section 657(b)(2) relating to administrative expenses. Administrative funds are maintained in a separating funds management program than other CSBG funds. Administrative funds are used to provide salaries and other expenses related to CSBG program support and monitoring according to staff development goals. Refer to Appendix B1 for the staff development plan. The state does not have a State Charity Tax Credit Program.

## **F. State Community Services Program Implementation**

### **(1) Program Overview**

#### **a. The Service Delivery System**

In the State of Georgia, the Community Services Block Grant (CSBG) Program is administered through a statewide network of twenty (20) non-profit agencies and four (4) county governments, designated as eligible entities. The Georgia CSBG eligible entities provide programs and services to all one hundred fifty-nine (159) counties. Assistance is provided for individuals and families having income at or below one hundred twenty-five percent (125%) of the poverty income level as allowed in the statute unless changed by subsequent legislation. Refer to Appendix C for list of counties served.

Eligible entities conduct Community Needs Assessments, as required under Section 676(b)(11) of the CSBG Act for their service delivery areas. Plans are developed from the results of the assessments, and program/activities are designed based on the identified local needs and unmet needs. Each program selected will address at least one (1) of the six (6) national goals.

Programs and activities are tailored to meet the needs of communities with emphasis on results-oriented planning. Uniformity in the results-oriented planning process is a significant goal of the State. Each contract agency will



submit a plan for its service delivery areas, outlining how funds will be used, in addition to the amount designated for each program, activity or service. Programs and activities will be selected from a designated list as designed by the State Administering Agency. Refer to Appendix D for a list of programs/activities. Eligible entities also have the latitude to create other programs/activities significant to their community needs.

#### b. Linkages

The State of Georgia will continue to encourage and coordinate linkages between CSBG eligible entities and other community service agencies and local governments to ensure that gaps in services are filled. Eligible entities recognize the importance of interagency planning, coordination of services, and community organization. CSBG agencies solicit volunteers, and private donations, form partnerships with the private sector as well as local governments to reduce the causes of poverty. CSBG funds continue to be used to enhance administrative functions in local CSBG Programs.

The State Administering Agency works with eligible entities to establish linkages when delivering services to victims of natural disasters. Group eligibility is used in this area. Agencies sometimes provide staff to assist in providing services and emergency relief to victims.

The State Administering Agency will continue to encourage collaboration with other agencies. One example is coordination to ensure that families who receive Temporary Assistance to Needy Families (TANF), Social Security Income (SSI), Food Stamps, and Medicaid are automatically eligible for CSBG services.

#### c. Coordination with Other Public and Private Resources

Through sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to

coordinate services with agencies within their service delivery areas. Eligible entities also contract with the State of Georgia to provide other programs to assist the low-income population to become self-sufficient. Community Action Agencies and County Government entities maintain a good relationship with the State Administering Agency, therefore being considered for other grants and contracts to aid in the provision of services to the low-income population.

d. Innovative Community and Neighborhood-Based Initiatives.

The implementation of Results Oriented Management and Accountability (ROMA) encourages eligible entities to be creative in their approaches to helping the low-income population to become self-sufficient. The State Administering Agency, in collaboration and cooperation with the Georgia Community Action Association, will continue to work on initiatives on the State and Local levels. Through technical assistance and training, the State Administering Agency will continue to coordinate and assist in bringing agencies together in their service delivery areas, in order to provide the best services for the low-income population.

Some examples of community and neighborhood-based initiatives that eligible entities will continue to coordinate include:

- Financial Management
- Housing Programs – Foreclosure assistance
- Prescription Drug Programs
- Youth Build Program
- Community Health Initiatives
- Fatherhood Initiative
- Nurses Aide Training Program
- After School Enrichment Program

The State Administering Agency will continue to assist entities with their involvement in innovative initiatives.

2). Community Needs Assessments

The State of Georgia, as outlined in its CSBG Program Manual, Revised March 2009, Section IV, requires needs assessments to be completed at least once every three years by each CSBG eligible entity. The data is to accompany Project Application Plans submitted to the State. The assessment summary should outline current needs, new or projected needs, and it should encompass those needs that shall remain unmet. Refer to Appendix E for Georgia's CSBG Needs Assessment process.

3) Tripartite Boards:

The State of Georgia meets the requirement that the CSBG grant be administered through a tripartite board or another mechanism specified by the State whose members are chosen in accordance with democratic selection procedures to assure that not fewer than 1/3 of its members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the program to serve low-income communities by the following:

- Each eligible entity must submit a board roster annually showing the name, address, phone, service term, demographics and membership category of each board member and vacancy
- Each eligible entity's board minutes, attendance rosters and board membership are reviewed during an on-site visit. Agency boards who fail to meet the tripartite requirement are required to submit a corrective action plan to recruit appropriate members.
- County Governments receiving CSBG funds are required to establish an advisory committee, or a mechanism to assure representation of low-income individuals through an advisory committee composed of at least one-third individuals chosen through a democratic selection procedure and are representative

of low-income persons and live in the neighborhood served and are able to participate actively in the development, planning, implementation and evaluation of CSBG programs.

- Eligible entities are required to establish a procedure for low-income individuals, community organizations, and religious organizations to petition for adequate representation on the board or other mechanism (if a public organization) if such individual or organization considers itself to be inadequately resented.
- Community Action Agencies and County Governments receiving CSBG funds are required to maintain a complete listing of their Board Members/Advisory Committee, inclusive of names, addresses, telephone numbers Board position, service terms, and membership categories.

(4) State Charity Tax

The State of Georgia does not have a Charity Tax Credit program under State Law.

**G. Programmatic Assurances**

(a) Assurance '676(b) (1)

(1) The State of GA requires all agencies to submit program application plans as a part of their requests for funding. The Project Application Plan (PAP) includes all services and programs that use CSBG funding. The programs and services are linked to these assurances.

(2) The State of GA reviews all PAPS to ensure that youth development remains a service of eligible entities. Special Initiatives such as Youth Build have been and will continue to be supported by providing discretionary funding when available as well as monitoring for youth programs. The IS survey youth data is also reviewed and discussed with the eligible entities to ensure that programs also target youth development and correctly report the data.

(3) The State of GA encourages, coordinates and facilitates memorandums of understanding with state and local Departments of Family and Children Services who

administer welfare reform. Most Community Action agencies have one or more MOUs for employment services such job readiness classes and counseling, job placement, etc.

(b) Assurance 676(b)(4)

Each eligible entity providing services will meet the requirements of this assurance. Program application plans submitted by the eligible entities outline how these programs operate in their service delivery area.

(c) Assurance 676(b)(5)

The State of Georgia will continue to encourage and coordinate and facilitate linkages between CSBG eligible entities and other community service agencies and local governments to ensure the effective delivery of services. Eligible entities recognize the importance of interagency planning, coordination of services, and community organization. CSBG agencies solicit volunteers, and private donations, form partnerships with the private sector as well as local governments to reduce the causes of poverty.

Some examples include the Memorandums of Understanding with county Departments of Family and Children services to ensure low-income individuals receive integrated services to become self-sufficient. These include job-training programs, diversion services to needy families, and food distribution programs to assist with food security.

Another example is the partnership between the DHS Food and Nutrition team and some Community Action Agencies to expand Food Stamp program outreach activities. The plan is for the Community Action Agencies to host computers that will allow low-income people to apply "online" for Food Stamp benefits via the Common Point of Access to Social Services (COMPASS). As funding is available, enhancements will be made to the provider modules of this system.

Additionally, all eligible entities participate on local Workforce Investment Boards.

(d) Assurance 676(b)(6)

CSBG eligible entities also operate emergency energy crisis intervention programs under Title XXVI. The State Energy program operates within the Community Services Section along with the CSBG program.

(e) Assurance 676(b)(9)

The State of Georgia will facilitate and coordinate programs and form partnerships between CSBG eligible entities, state and local governments and other organizations serving low-income residents to ensure the effective delivery of services. The partnerships and contracts described previously demonstrate the state's commitment to meeting this assurance.

## **H. Fiscal Controls and Monitoring**

(1) State Program Monitoring:

Georgia policy requires that CSBG eligible entities be monitored to ensure compliance with CSBG program requirements. When a service provider is found to be out of contractual compliance, the Community Based Programs Unit will initiate remedial action.

(a) The federal government requires that CSBG programs be monitored nationally at least once every three (3) years. In the State of Georgia, CSBG programs will be monitored, in conjunction with an employee from DHS Office of Audits, no less than every 3 years and as frequently as needed to provide the following:

- Consultation on programmatic issues
- Technical assistance, as needed
- Training, as requested
- Board meeting attendance

- Other reviews as appropriate or requested

Georgia DHS staff will arrange visits with the Executive Director or the CSBG Program Director. A letter of confirmation will be mailed to the Executive Director. The letter provides the dates of the visit, including the areas that will be monitored and documents that should be made available. The self evaluation monitoring tool will also be mailed with the letter.

An entrance conference will be held upon arrival at the administrative office. At a minimum, those present should include: the Executive Director, Fiscal Officer and CSBG Program Director and any other persons deemed necessary by the Executive Director.

The purpose of the entrance conference is to review the procedures of the visit. It is also an opportunity to address any concerns or suggestions. DHS staff will review the self-evaluation/monitoring tool with the agency staff and make notations as appropriate. The agency staff and DHS staff will sign the document.

An exit conference will be held at the end of the administrative review, giving a report of any findings at the administrative office.

A follow up teleconference may be held with the Executive Director or his/her designee to discuss any major findings at the neighborhood service centers.

A written report of the monitoring visit will be mailed to the Board Chair with a copy to the Executive Director, within 30 calendar days.

This report will outline any findings, weaknesses, recommendations and/or commendations. For the purpose of the monitoring report findings, weaknesses, recommendations and commendations are defined as:

- Finding: Instances of non-compliance with statutes, regulations, policies, or procedures of agency, State of Georgia, and/or federal agencies.
- Weaknesses: Conditions that might lead to findings or problems for agency including deficiencies in management and governance systems.
- Recommendations: "Best practices" that can contribute to increased agency effectiveness.
- Commendation: services or procedures that are above the ordinary.

(b) Georgia DHS staff will conduct an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program

(c) Georgia DHS staff will perform follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State.

Corrective actions are requested by the monitoring team and addressed in the final monitoring report. The service provider will be given 60 calendar days from the date of the final monitoring report to inform Georgia DHS of the plan for addressing the findings, weaknesses and recommendations. Implementation of the corrective action plan must begin as indicated in the corrective action plan. The eligible entity will be notified of the acceptance of the corrective action plan by the Georgia DHS. Corrective action plans must include the following:

- Date of board meeting at which the final monitoring report and Corrective Action Plan was reviewed by the board.
- Actions planned to correct findings and weaknesses
- Timeframes for completing planned corrective actions



- Staff, board, and/or financial resources assigned to ensure implementation of planned corrective actions  
Plans will be monitored for compliance with timelines and activities.

Service Providers may request reconsideration if there is documentation that would change and/or nullify the required corrective action. Such requests for reconsideration must be submitted in writing within 15 days of the receipt of the monitoring report.

If the plan for corrective action as approved is not carried out, the Georgia DHS may withhold payments until such plan, as approved, has been implemented.

d) Georgia DHS staff perform other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause.

(e) Georgia DHS requires an independent audit be completed for each eligible entity annually. The latest audits completed for each entity are for FFY2010. Most eligible entities have submitted required documentation. See Appendix H for list of most recent on-site monitoring visits.

- (2) Corrective Action, Termination and Reduction of Funding  
Georgia DHS staff will issue the request for a corrective action in the final monitoring report. The service provider will be given 60 calendar days to submit a plan for addressing the findings, weaknesses and recommendations. Implementation of the corrective action plan must begin as outlined in the plan approved by Georgia DHS.

Corrective action plans must include the following:

- a. Date of board meeting at which the final monitoring report and Corrective Action Plan was reviewed by the board.
- b. Actions planned to correct findings and weaknesses
- c. Timeframes for completing planned corrective actions
- d. Staff, board, and/or financial resources assigned to ensure implementation of planned corrective actions

Plans will be monitored for compliance with timelines and activities.

Service Providers may request reconsideration if there is documentation that would change and/or nullify the required corrective action. Such requests for reconsideration must be submitted in writing within fifteen (15) business days from the date of the final monitoring report to the agency.

If the plan for corrective action as approved is not carried out, the State may withhold payments until such plan, as approved, has been implemented. These actions are reviewed and approved by Departmental management before withholding is implemented.

Failure to comply with the State plan or corrective actions may result in reduction or termination of funding. The state will work closely with the agency to assist in meeting the requirements. However, if the agency will not comply, the issues will be escalated to State management as well as the Office of Community Services. Procedures to reduce or terminate funding will be initiated according to state and federal policies.

In addition, Title 50, Chapter 20, Sections 4 and 6 of the Official Code of Georgia Annotated states that failure to comply with these audit requirements could be cause for DHS to suspend payments, to terminate a contract, to require a refund of all monies received under a contract

and to prohibit the contractor from receiving funds from any state organization for a period of twelve (12) months.

(3) Fiscal Controls, Audits, and Withholding:

The State of Georgia requires independent audits for eligible entities receiving the Community Services Block Grant. Additionally, there are processes for corrective action for those entities that are not in compliance with audit requirements. Contractors that expend \$300,000 or more in Federal funds during their fiscal year must have a single entity-wide audit conducted for that year in accordance with the provisions of the Single Audit Act Amendments of 1996 (Public Law 104-156) and their implementing regulation, OMB Circular A-133 entitled, "Audits of States, Local Governments, and Nonprofit Organizations." The audit-reporting package must include the documents listed in Procedure 1244 of the DHS Directives Information System.

Title 50, Chapter 20, Sections 4 and 6 of the Official Code of Georgia Annotated state that failure to comply with these audit requirements could be cause for DHS to suspend payments, to terminate a contract, to require a refund of all monies received under a contract and to prohibit the contractor from receiving funds from any state organization for a period of twelve (12) months.

DHS staff is also responsible for fiscal reviews and control procedures. Eligible entities are required to submit monthly financial reports, which detail by budget cost category the CSBG expenditures, as well as local funds. Expenditure reports are reviewed and approved by the DHS staff prior to being sent to the Division's budget office for approval and to the Office of Financial Services for payment. Both the budget office and financial services use software to track expenditures and all other contractual transactions.

CSBG grantees are monitored during on-site visits for consistency with approved budget, noting any unusual

patterns in spending. Grantees are also monitored for contractual compliance, fiscal procedures, and to confirm the accuracy of expenditure reports.

(a) Georgia DHS will permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. State staff will meet with federal investigators and facilitate meetings with eligible entities and other state officials as requested.

(b). The assurance Section 676(b) (8): Georgia will not terminate or reduce the funding of an eligible entity below the proportional share of the funding received in the previous year unless after giving notice and an opportunity for hearing, the State determines that cause exists for such termination as such reduction subject to review by the Secretary as provided in Section 678C(b) of the act.

The State of Georgia traditionally allocates funding to eligible entities based on their proportional share of funding from the previous year. The exceptions would include:

- Reduction in the funding allocated to the State by the federal program
- Changes in poverty levels for the eligible entity which would alter funding

(c). Assurance Section 676(b)(10):

Any low-income individual, community organization, or religious organization, or representative of low-income individuals (petitioner) that considers its organization, or low-income individuals, to be inadequately represented on the board of the eligible entity (Community Action Agency (CAA)) may petition for adequate representation.

Any petitioner in the service area of the CAA will get a petition from the CAA or from the Georgia Department of Human Services (DHS), Division of Children and Family Services (DFCS), Community Based Programs Unit (CBPU). Refer to Appendix F for recommended petition form.

The petitioner will submit the petition to the CSBG manager at the address on the petition for determination of the merit of the petition.

The CSBG manager or designee will acknowledge receipt to the petitioner and inform them of a final decision within 15 business days from receipt of the petition. A copy of the decision will be provided to the petitioner, the CAA Executive Director and the Board Chair.

The CSBG manager or designee may hold a hearing of the interested parties and/or gather the facts independently. The CSBG manager or designee will notify the petitioner, the executive director and CAA's board chair of its final decision.

If as a result of the hearing, an eligible entity's board is found to be inadequately represented by certain groups, the eligible entity will be required to respond within 10 business of the receipt of the decision.

The eligible entity's response must include a plan of action, with timetables, to fill the position on its board. If the position is not filled within the agreed upon timeframes, the eligible entity may have funds withheld until they are in compliance with state and federal law. When the CAA has filled the board position the CAA shall notify the CSBG manager or designee. See Appendix F for petition.

## **I. Accountability and Reporting Requirements**

### **(1) Results Oriented Management and Accountability:**

Georgia DHS will comply with the following assurance, in '676(b)(12) of the Act: The State and all eligible entities in the State participate in the Results Oriented Management and Accountability System or another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.

Additionally, the State of Georgia meets this requirement through the following activities:

- (1) All eligible entities are required to submit Project Application Plan (PAP) that links all services to the National Goals.
- (2) Each PAP must include outcome measures for every service and activity. Georgia DHS uses these measures to evaluate the performance of the eligible entities performance in meeting the National Goals.
- (3) All eligible entities currently provide monthly reports on outcomes. Eligible entities are instructed to review the program or service when outcomes are not being met.
- (4) In September 2002, GCAA adopted a document entitled National Goals Outcomes and Measures, Effective 10/99.
- (5) In October 2002 GCAA combined the ROMA Outcomes and Measures Committee with the Technology Committee to achieve better coordination.
- (6) Georgia DHS requires that agencies use the latest version of Easytrak for statewide tracking and reporting system.
- (7) In April 2003, Georgia CSBG staff received training during the implementation of Health Information Portability and Accountability Act (HIPAA).
- (8) In June 2003, the Project Application Plan was revised to include the NASCSP CSBG Information Survey and to incorporate direct measures of national goals effective FFY2004.
- (9) In June and September 2003, all eligible entities and Georgia CSBG staff participated in the Virtual Outcomes College with a specialized Georgia-focused curriculum called the Georgia ROMA Academy. Each eligible entity had an 'outcomes expert' that was responsible for training and implementation for their respective agency. Georgia DHS CSBG staff continues to provide technical assistance to eligible entities as requested.
- (10) Georgia DHS continues to fund ROMA training from discretionary funds and to send state and CSBG

staff to these training sessions. The most recent training was held October, 2012.

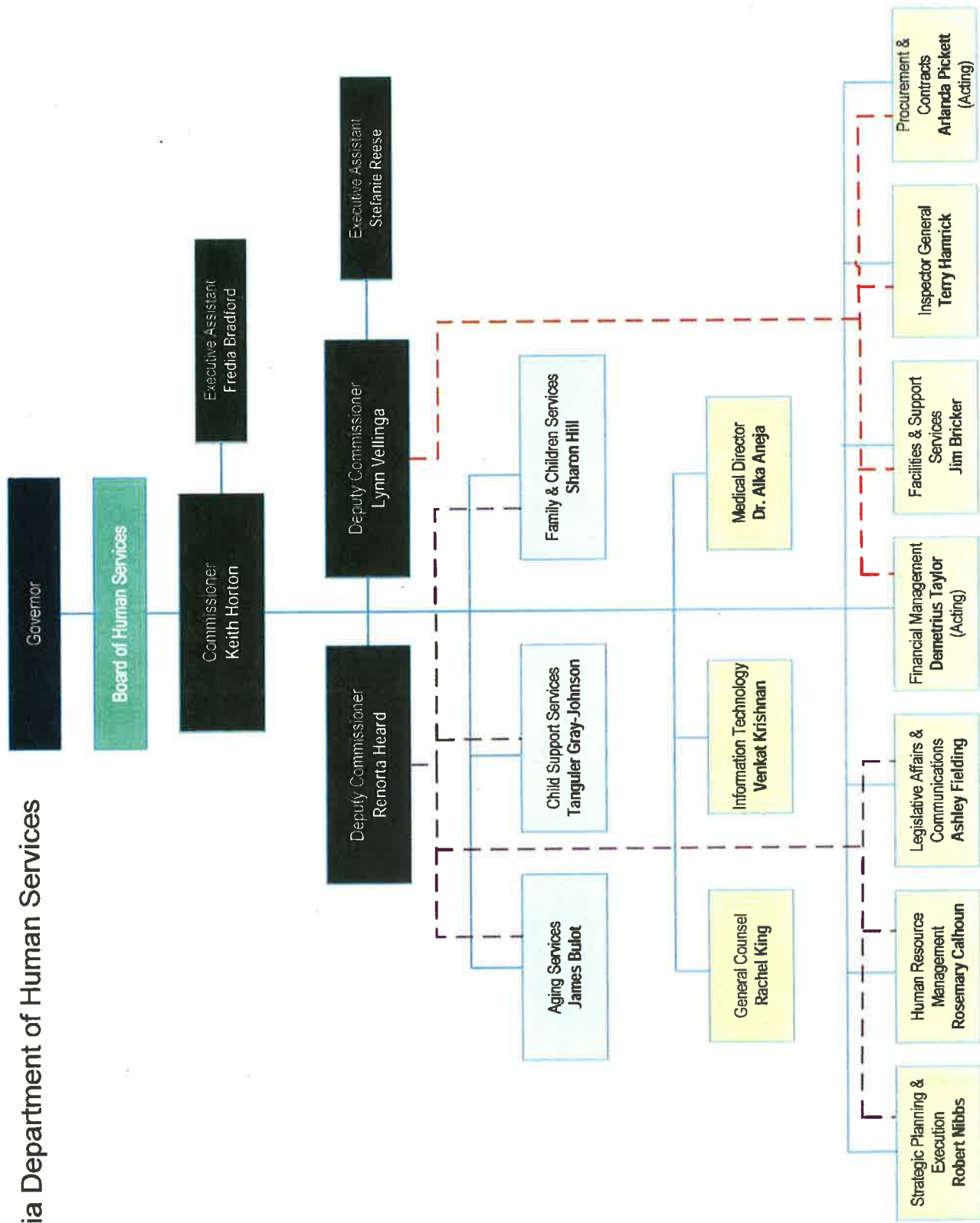
## **2) Annual Report: Section 678E(a)(2)**

The state of Georgia complies with all aspects of the required annual report. All of the mandated information has been submitted as required. The completed reports are a compilation of the following:

- NASCSP report as required by Office of Community Services. See Appendix G for copy of FFY2012 report. The report includes the following:
  - Performance Objectives
  - Program Accomplishments and Activities
  - Profile of Participants Served
  - Statistical Report on CSBG Program Services
    - Education
    - Health
    - Housing
    - Income Management
    - Linkages
    - Nutrition
    - Economic Development
    - Self Sufficiency
    - Special/Innovative Programs

(This section was completed via a web survey tool and transmitted to NASCSP)

# Georgia Department of Human Services



- Program Division
- Enterprise Function
- Commissioner's Office

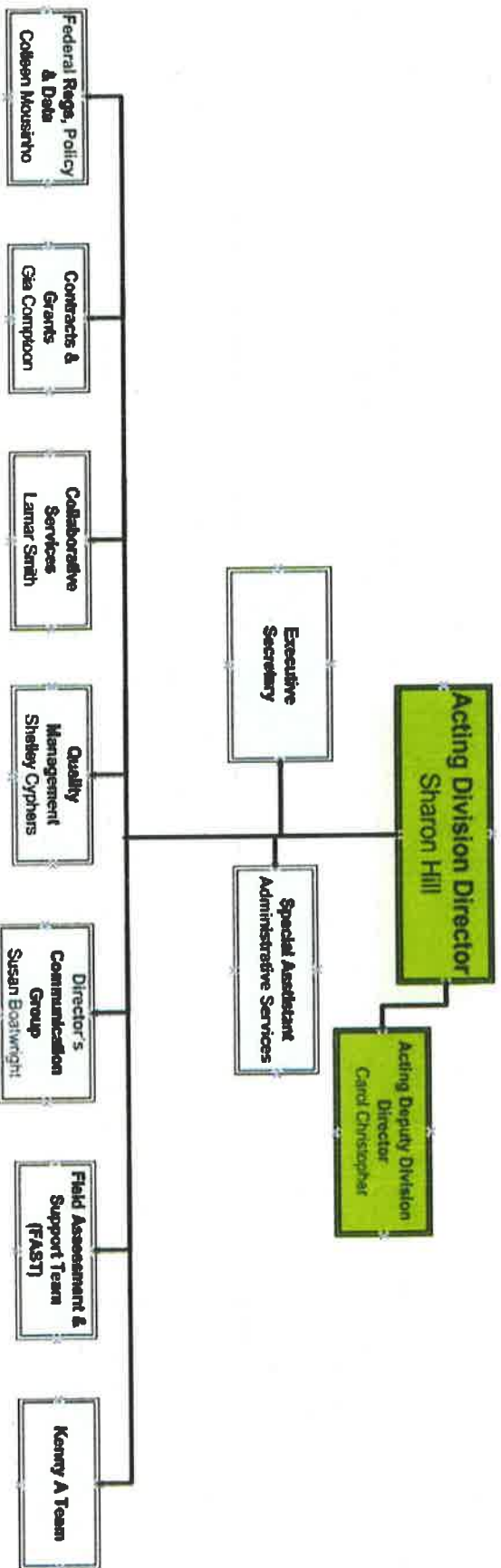
August 1, 2013



# DFCS: Division Director's Direct Reports

## Department of Human Services

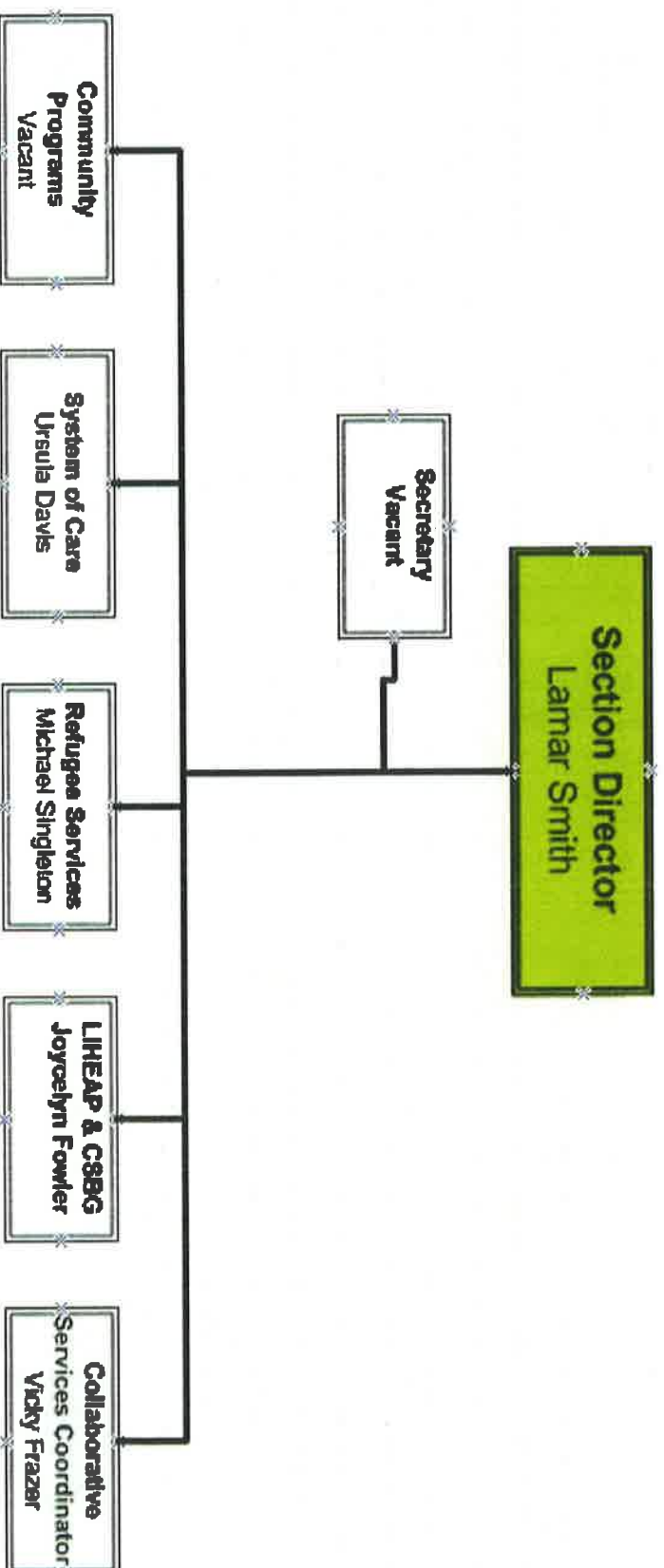
### Division of Family and Children Services Administration



Note: FAST has 9 individuals assigned; no one in a supervisor role at this time. Kenny A currently has two individuals, Carol Hall and William Jones; plans are to add a "Project Strategist/Director to the team which would be an individual who has a strong child welfare and Kenny A knowledge-base. The goal is for this team to work aggressively to move Fulton and Dekalb into substantial compliance with the Consent Decree.

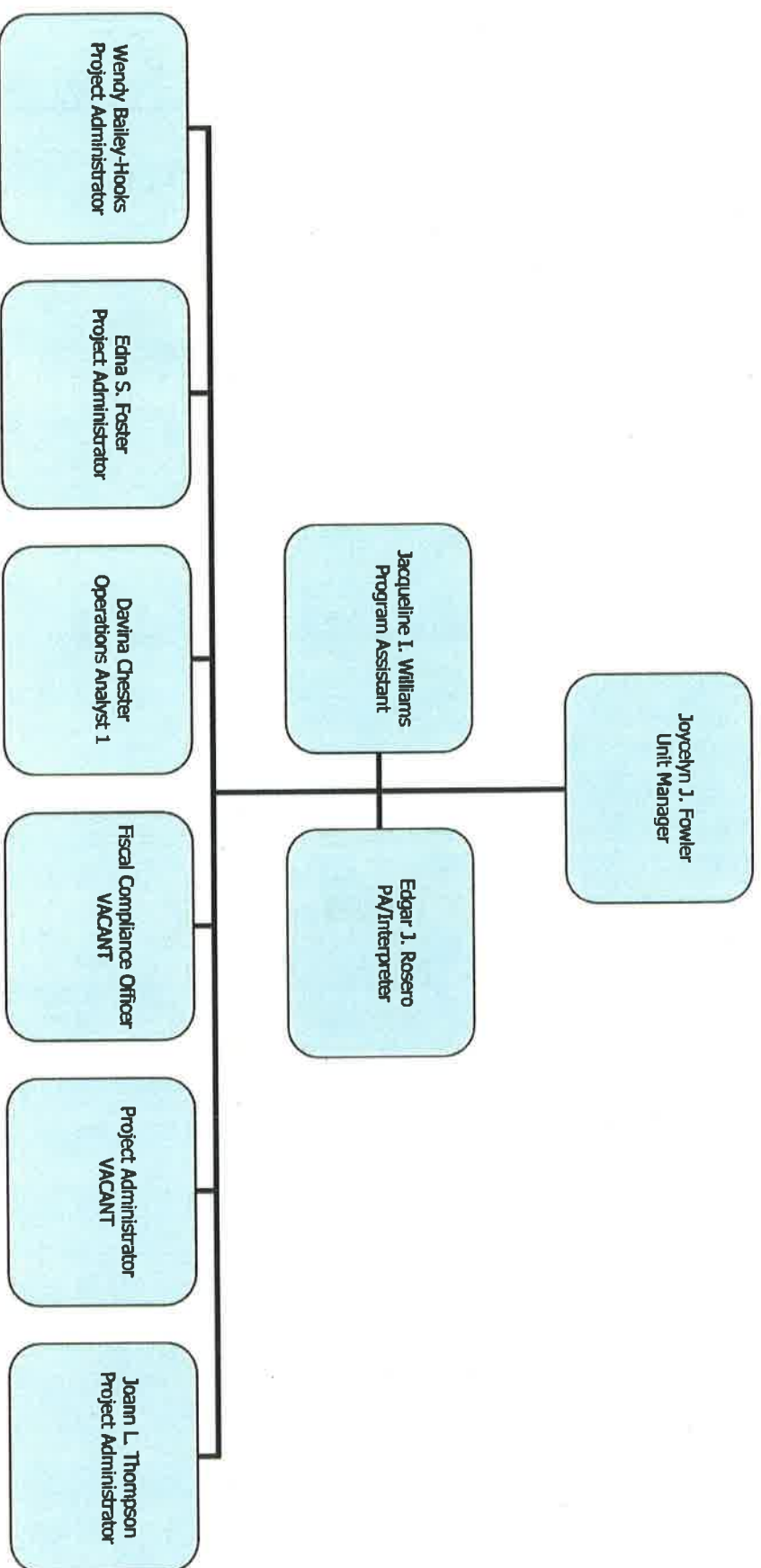
# Collaborative Services: Lamar Smith

## Division of Family and Children Services Collaborative Services



Note: Collaborative Services has expanded from previous role and now includes units and individuals providing and receiving services from various external stakeholders.

# DHS/DFCS/CSS Community Based Programs Unit



### **DHS schedules public hearing on state plan for CSBG**

The Georgia Department of Human Services, Division of Family and Children Services will hold a public hearing Monday, August 19, 2013 on the FY 2014 State Plan for the Low Income Home Energy Assistance Program Block Grant.

The public hearing will be held from 10 a.m. to 2 p.m. at Two Peachtree Street, NW, Atlanta on the 21<sup>st</sup> floor, conference room 120. The review of the draft plan begins on Monday, August 12, 2013 and ends on Monday, August 19, 2013.

The Community Services Block Grant (CSBG) program support activities that help eligible low income eligible low-income Georgians remove obstacles and solve problems that block self-sufficiency. A range of services are made available to assist participants with obtaining education, training, employment, transportation, proper nutrition, sufficient housing and referrals to partner agencies.

The plan outlines eligibility requirements and activities to be implemented for the targeted population. Federal funds have been allocated for these programs. Copies of the draft plan are available for review on the DHS website, at county DFCS offices, Area Agencies on Aging, Community Action Agencies and citizen groups throughout the state.

To make written comments on the plan, please mail to the Community Services Block Grant Program, Community Based Program Section Section, Division of Family and Children Services, Two Peachtree Street, NW, Suite 21-276, Atlanta, GA 30303. Comments must be received by August 19, 2013. For those who are unable to attend the hearing but wish to make oral comments on the plan may call the CSBG Program at 404-657-3427.

## **CSBG Staff Development Plan:**

Staff development objectives for Georgia program staff are to:

- keep abreast of and be well versed on national, regional and state trends, best practices and implementation of new/changes to existing policies and procedures.
- provide training and technical assistance to the agencies for continuous quality improvement as they operate the designated program.

In order to achieve the staff development objectives as listed, designated staff will

- attend training as recommended by the supervisor.
- attend national, regional and state conferences and trainings to increase knowledge and necessary skills , as applicable, including, but not limited to:

NASCSP Annual Conference

NASCSP Mid-Winter Conference

Community Action Partnership Management & Leadership Training Conference

Community Action Partnership Annual Convention

National community Action Foundation Annual Legislative conference

Joint CIF Community Economic Development & NCAF Energy Programs Leveraging Conference

CAPLAW

APPENDIX B

- network and affiliate with national, regional and state organizations to gain insight for a more effective program, as applicable, including but not limited to:

National Association for State Community Services Programs (NASCSP)

Community Action Partnership(CAP)

Community Action Program Legal Services, Inc. (CAPLAW)

Energy Programs Consortium (EPC)

National Association of State Energy Officials (NASEO)

National Community Action Foundation (NCAF)

Southeastern Association of community Action agencies (SEACAA)

National Energy Assistance Directors Association (NEADA)

- rotate attendance, if applicable, at national and regional conferences/ trainings. Attendee (s) will formally share appropriate information and materials with other team members to ensure consistency.
- participate in quarterly staff meeting designed to share "best practices" information and updates on policy and procedural changes.
- receive technical support training as needed to support assigned agencies.
- attend annual and bimonthly training and board meetings held by the Georgia Community Action Association and any other necessary training.

**GEORGIA COMMUNITY SERVICES BLOCK GRANT  
ELIGIBLE ENTITIES**

<b>COMMUNITY ACTION AGENCY</b>	<b>COUNTIES SERVED</b>
<b>Area Committee to Improve Opportunities Now, Inc</b> 594 Oconee Street Athens GA 30603-1072 (706) 546-8293 Lisa Ransom, Acting Executive Director	Barrow, Clarke, Elbert, Greene. Jackson, Madison, Morgan, Oconee Oglethorpe, Walton
<b>Central Savannah River Area Economic Opportunity Authority, Inc. (CSRA)</b> 1261 Greene Street Augusta, Georgia 30903-2704 (706) 722-0493 Gloria Lewis, Executive Director	Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Wilkes
<b>Clayton County Community Services Authority, Inc.</b> 1000 Main Street Forest Park, Georgia, 30298-1808 (404) 363-0575 Rev. Charles W. Grant, Executive Director	Clayton, Fayette
<b>Coastal Georgia Area Community Action Authority, Inc.</b> One Community Action Drive Brunswick, GA 31521 (912) 264-3281 Tres Hamilton, Executive Director	Bryan, Camden, Glynn, Liberty, McIntosh
<b>Coastal Plain Area Community Action Authority, Inc.</b> 2601 Bemiss Road – Suite L Valdosta, Georgia 31602-1445 (229) 244-7860 Bruni Hudson	Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner.
<b>Community Action for Improvement, Inc.</b> 1380 LaFayette Parkway LaGrange, Georgia 30240 Jerome Anderson, Executive Director	Carroll, Coweta, Heard, Meriwether, Troup
<b>Concerted Services, Inc.</b> 2100 Riverside Avenue Waycross, Georgia 31502-1965 (912) 285-6083 Ophelia Gaines	Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, Pierce, Tattnall, Toombs, Ware, Wayne
<b>EOA SAVANNAH – CHATHAM COUNTY, INC.</b> 618 West Anderson Street Savannah, Georgia 31402 (912) 238-2960 John Finney, Executive Director	Chatham

**GEORGIA COMMUNITY SERVICES BLOCK GRANT  
ELIGIBLE ENTITIES**

<b>ENRICHMENT SERVICES PROGRAM, INC.</b> 900 Linwood Blvd. Columbus, Georgia 31902-0788 (706) 649-1600 Belva Dorsey, Executive Director	Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, Talbot
<b>Fulton-Atlanta Community Action Authority, Inc.</b> 1690 Chantilly Drive Atlanta, Georgia 30324 (404) 320-0166 Dr. Joyce Dorsey, Executive Director	Fulton
<b>Heart of Georgia CAC, Inc.</b> 324 Pine Street Eastman, Georgia 31023 (478) 374-4301 Nancy Smith, Executive Director	Bleckley, Dodge, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox
<b>Macon-Bibb County Economic Opportunity Council, Inc</b> 653 Second Street, Second Floor Macon, Georgia 31201 (478) 738-3240 Jimmy Samuel, Executive Director	Bibb
<b>Middle Georgia CAC, Inc</b> 329 Prince Street Warner Robins, Georgia 31093 (478) 922-4464 Nancy Smith, Executive Director	Butts, Crawford, Houston, Jones, Lamar, Monroe, Peach, Pike, Twiggs, Upson, Spalding
<b>Ninth District Opportunity, Inc</b> 308 Spring Street Gainesville, Georgia 30501 (770) 532-3191 Janice Riley, Executive Director	Banks, Barrow, Clarke, Dawson, Elbert, Forsyth, Franklin, Habersham, Hall, Hart, Jackson, Lumpkin, Madison, Oglethorpe, Rabun, Stephens, Towns, Union, White, Oconee
<b>North Georgia Community Action, Inc.</b> 1344 Talking Rock Road Jasper, Georgia 30143-0760 (706) 692-5623 Jonathan D. Ray, Executive Director	Catoosa, Chattooga, Cherokee, Dade, Fannin, Gilmer, Murray, Pickens, Walker, Whitfield.
<b>Overview</b> 120 South Jefferson St Milledgeville, GA 31061 (478) 453-4111 Vickie G. Gunn, Executive Director	Baldwin, Greene, Hancock, Jasper, Johnson, Morgan, Putnam, Washington, Wilkinson
<b>Partnership for Community Action, Inc.</b> 815 Park North Blvd. Clarkston, GA 30021 (404) 929-2500 Mohammad Saleem, Executive Director	DeKalb, Gwinnett, Newton, Rockdale, Walton



**GEORGIA COMMUNITY SERVICES BLOCK GRANT  
ELIGIBLE ENTITIES**

<b>Southwest Georgia CAC, Inc</b> 912 First Avenue, SW Moultrie, Georgia 31776 (229) 985-3610 1-800-642-3384 Myrtis Mulkey-Ndawula, Executive Director	Baker, Calhoun, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, Worth
<b>Tallatoona CAP, Inc.</b> 406 Martin Luther King Jr. Drive Cartersville, Georgia 301 (770) 382-5388 Deborah L. Schmell, Executive Director	Bartow, Douglas, Floyd, Gordon, Haralson, Paulding, Polk.
<b>West Central Georgia CAC, Inc</b> 4036 St. Rt. 90 East – Vienna Road Montezuma, Georgia 31063-0185 (478) 472-3607 Cynthia F. Brown, Executive Director	Crisp, Dooley, Macon, Marion, Schley, Sumter, Taylor, Webster
<b>Cobb County Board of Commissioners</b> 127 Church Street, Suite 270 Marietta, Georgia 30060 (770) 528-1459 <b>Joi Whitehead, Coordinator</b>	Cobb County
<b>Henry County Board of Commissioners</b> 140 Henry Parkway McDonough Georgia 30253 (770) 954-2400 <b>Susan Craig, Coordinator</b>	Henry County
<b>Newton County Board of Commissioners</b> 1124 Clark Street Covington, Georgia 30014 (678) 625-1216  Cathy Davis, CSBG Coordinator	Newton County
<b>Spalding County Board of Commissioners</b> 119 East Solomon Street, NE Griffin, Georgia 30223-3311 (770) 227-6300 Aronda Smith, Coordinator	Spalding County

GOAL FOUR	<ul style="list-style-type: none"> <li>• <u>Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved</u> Eligible entities support this goal by outreach, linkage, leveraging and coordination activities</li> </ul>
GOAL FIVE	<ul style="list-style-type: none"> <li>• <u>Agencies Increase Their Capacity to Achieve Results</u> Eligible entities mobilize and utilize resources from a variety of sources to carry out its activities, programs, advocacy and coordination responsibilities</li> </ul>
GOAL SIX	<ul style="list-style-type: none"> <li>• <u>Low-income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems</u></li> </ul>
OUTCOMES	<p>Senior citizens and individuals with disabilities maintain independent living situations</p>
PERFORMANCE INDICATORS	<p>Each program administered should have measurable results. See NASCSP Website for detailed information on how to identify outcomes: <a href="http://www.nascsp.org">www.nascsp.org</a></p> <p>Eligible entities should evaluate programs or services to identify whether or not the service is providing the intended outcome. There are twelve (12) Performance Indicators that may be used to measure program effectiveness.</p>
CSBG PROGRAMS AND SERVICES	<p>The State Department currently offers (14) programs and accompanying services that local agencies may choose from based on the needs of their respective communities:</p> <ol style="list-style-type: none"> <li>1. Self-sufficiency</li> </ol>

<b>CSBG PROGRAMS AND SERVICES Cont'd</b>	<ol style="list-style-type: none"> <li>2. Employment</li> <li>3. Economic development</li> <li>4. Education</li> <li>5. Income management</li> <li>6. Housing assistance</li> <li>7. Nutrition</li> <li>8. Health</li> <li>9. Emergency assistance</li> <li>10. Energy assistance (non-LIHEAP)</li> <li>11. Youth and family development</li> <li>12. Resident participation</li> <li>13. Linkages</li> <li>14. Other negotiated Services</li> </ol>
<b>SELF - SUFFICIENCY</b>	<p>Activities or services in this category may include long term comprehensive supports or short term temporary assistance that removes barriers and promotes progress toward self-sufficiency such as:</p> <ul style="list-style-type: none"> <li>• Written case management plans that outline specific goals with benchmarks to move families from vulnerable to stable</li> <li>• Cash assistance</li> <li>• Employment supports such as career counseling, free clothing</li> </ul> <p>* Most services provided in other categories can be linked to the self-sufficiency category**.</p>
<b>EMPLOYMENT</b>	<p>Activities/services in this category assist with securing and maintaining employment and may include:</p> <ul style="list-style-type: none"> <li>• Job counseling, skill assessments, job placement, career development, resume preparation</li> <li>• Referrals to training, GED classes, subsidized childcare</li> <li>• Provision of transportation vouchers</li> </ul>
<b>ECONOMIC DEVELOPMENT</b>	<p>Activities/services in this category may be geared toward individual or community empowerment. Examples are:</p> <ul style="list-style-type: none"> <li>• Small business development training</li> <li>• Mentorship</li> </ul>

APPENDIX D

<b>BACKGROUND</b>	In accordance with Assurance 11 of the CSBG Act, the State Department is required to secure from each eligible entity, as a condition of funding, a Plan that includes a needs assessment for the communities served.
<b>REQUIREMENT</b>	Each eligible entity is required to submit a current comprehensive Needs Assessment annually with the Project Application Plan (PAP) in order to be in compliance with the fiscal and administrative compliance of the CSBG program.
<b>BASIC CONSIDERATION</b>	<p>A Needs Assessment is a systematic process of obtaining and analyzing information to determine the current status and service needs of a community.</p> <p>The process used must be flexible enough to respond to the continually changing socioeconomic and demographic environments</p> <p>A decision must be made to determine who will conduct the Assessment; what information will be collected; what methodology will be used to collect the information and how the information will be used.</p> <p>A Needs Assessment:</p> <ul style="list-style-type: none"> <li>• Must be conducted every three (3) years for the specific community that is served by the contracted agency.</li> <li>• Must be submitted to the State Department with the Project Application Plan.</li> <li>• An assessment summary that outlines current needs, new or projected needs, and unmet needs should also accompany the Plan.</li> <li>• May be coordinated with needs assessments conducted for other programs within the agency</li> <li>• May focus on a specific program or target population in some instances (carryover or discretionary funds.)</li> </ul>

<b>USES OF NEEDS ASSESSMENTS</b>	<p>After the data is collected, thoroughly examined and interpreted, the results should be used as a starting point for establishing priority of services and planning of resources. In addition to the level of priority of need, the information can assist eligible entities to:</p> <ul style="list-style-type: none"> <li>• Manage programs more effectively</li> <li>• Refine or eliminate existing programs</li> <li>• Prevent duplication of programs</li> <li>• Provide justification to the board and others for decisions and actions</li> <li>• Provide broader support and acceptance by sponsors and employees</li> <li>• Determine the need for training and professional development</li> </ul>
<b>COMPONENTS OF A NEEDS ASSESSMENT</b>	<p>At a minimum, the following items should be included as components of an Assessment:</p> <ul style="list-style-type: none"> <li>• Demographic make-up of eligible families including their number, geographic location, and racial/ethnic composition</li> <li>• Other social service agencies in the geographic area and the constituents they serve</li> <li>• Data regarding the health, nutrition, and social service needs of the communities as defined by community institutions</li> <li>• Availability and accessibility of community resources that can address the needs of eligible families</li> <li>• An analysis of the data collected to document a need for the proposed service(s) to use CSBG funds</li> </ul>

<b>STEPS IN CONDUCTING A NEEDS ASSESSMENT</b>	<p>The steps outlined below will facilitate the organization of the process of conducting a Needs Assessment:</p> <p><b>(1) Clarify the purpose of the needs assessment</b></p> <p>The information collected will depend on what type data is sought about the community. The information gathered must support the Components of the Needs Assessment listed above.</p> <p>Responses to the questions below will guide the process.</p> <ul style="list-style-type: none"> <li>• What is trying to be measured or what information is to be collected.</li> <li>• What will be done with the information collected?</li> <li>• How will the information be reported? Is it user friendly and easy to understand?</li> <li>• Will the information collected help develop reasonable and appropriate program goals?</li> </ul> <p>Some categories of information to be collected might include the following:</p> <ul style="list-style-type: none"> <li>• Historical development of the community</li> <li>• Geographical and transportation information</li> <li>• Growth measurement patterns and population distribution</li> <li>• Demographic data (i.e., age characteristics, race, transience of the population )</li> <li>• Economic data to identify the community's economic base</li> <li>• Social , cultural , educational and recreational organizations in the community</li> </ul> <p><b>(2) Identify the population</b></p> <p>Determine if information is needed from segments of the entire community or if only particular target groups will participate in the assessment</p> <ul style="list-style-type: none"> <li>• Some examples of specific target groups of the community are:</li> </ul>
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<b>Customer Service Survey cont'd</b>	<p>In constructing a survey:</p> <p>Use short questions which can be answered with checklists, multiple choice, yes-no responses or open-ended answers.</p> <p>Make sure questions are relevant and written at an appropriate reading level.</p> <p>Agencies should routinely conduct surveys of their operations through customer input.</p>
<b>Public Forums</b>	<p>Public forums are meetings where residents get involved by expressing what their concerns are about community issues and needs.</p> <p>Public forums are inexpensive methods to get diverse members to share ideas.</p> <p>To prepare for a successful Public Forum:</p> <ul style="list-style-type: none"> <li>• Form a representative steering committee</li> <li>• Identify issues to form the focus of the forum</li> <li>• Select a trained facilitator</li> <li>• Set a time and place</li> <li>• Publicize the forum through the major media outlets</li> <li>• Follow-up after the forum with a written report</li> <li>• The report may be used as the basis for a service plan</li> </ul>
<b>Pre-existing Data</b>	<p>Pre-existing data can be obtained by researching public records and reports. This data is collected about a particular group without the agency having direct contact with that group. This information can provide insight about emerging trends or issues in a particular community.</p> <ul style="list-style-type: none"> <li>• This data already exists</li> <li>• It is fast and easy to access</li> <li>• Data is available for many geographic areas</li> </ul>

	<p>The websites listed below are examples of potential resources for gathering data for numerous programs:</p> <ul style="list-style-type: none"> <li>• The University of Georgia (Housing and Consumer Economics) <a href="http://www.fcs.uga.edu/hace/">www.fcs.uga.edu/hace/</a></li> <li>• The United States Census Bureau <a href="http://www.census.gov">www.census.gov</a></li> <li>• The Georgia Department of Labor <a href="http://www.dol.state.ga.us">www.dol.state.ga.us</a></li> <li>• DFCS Data Analysis and Reporting Section <a href="http://www.dfcsdata.dhr.state.ga.us">www.dfcsdata.dhr.state.ga.us</a></li> </ul>
<p><b>Focus Groups</b></p>	<p>A focus group is a way to gather opinions and ideas from a small targeted group of citizens. This is a valuable tool to use to get a consensus of thoughts and ideas rather than to make projections about the community.</p> <ul style="list-style-type: none"> <li>• It is easy to conduct</li> <li>• Provides detailed information</li> <li>• Allows for issue probing</li> <li>• Stimulates thinking and discussion</li> </ul>
<p><b>Telephone Interviews</b></p>	<p>Telephone interviews are an option for vulnerable segments of the population who may not otherwise participate in other methods of data collection.</p> <p>Open ended questions and questions using a five (5) point scale from strongly agree to strongly disagree can be used to gather input from this population.</p> <ul style="list-style-type: none"> <li>• Convenient for persons with disabilities</li> <li>• Can be used for participants with low literacy levels</li> <li>• Short time span</li> <li>• Inexpensive</li> </ul> <p>Return to MAN3240</p>



# Georgia Department of Human Services

## PETITION FOR BOARD MEMBERSHIP

I am submitting this request to become a member of the following agency's Board of Directors:

\_\_\_\_\_  
Name of Agency

I will represent the following segment of the community:

Check one:

\_\_\_\_\_ Target Community    \_\_\_\_\_ Private Sector    \_\_\_\_\_ Elected Official

My reasons for this petition are:

\_\_\_\_\_ Board has insufficient representation of low income target community

\_\_\_\_\_ Other (please explain, attach sheets if necessary)

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Telephone

Please mail or fax to:

Community Based Programs Unit

Attn: CSBG Manager

Two Peachtree Street NW Suite 21-276

Atlanta, GA 30303

Fax 404-463-8046 Phone 404-657-3427

## **CERTIFICATION REGARDING LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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

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

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

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

### **Statement for Loan Guarantees and Loan Insurance**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

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

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

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

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

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

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

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

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

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

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

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

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

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

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

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

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

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

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

2 Peachtree Street, NW Suite 21-276

Atlanta, Georgia 30303-3142

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

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

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under

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

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

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

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

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

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

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

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

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

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

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

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is

providing the certification set out below.

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

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

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

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

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

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

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

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



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**Certification Regarding Debarment, Suspension, Ineligibility 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.

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

## **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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

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