

## CSBG State Plan

**Program Name:** Community Services Block Grant

**Grantee Name:** ILLINOIS DEPARTMENT COMMERCE & ECONOMIC OPPORTUNITY

**Report Name:** CSBG State Plan

**Report Period:** 10/01/2023 to 09/30/2024

**Report Status:** Submitted

### Report Sections

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**CSBG Cover Page (SF-424M)**

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
<b>COVER PAGE</b>	

* 1.a. Type of Submission: <input type="radio"/> Application <input checked="" type="radio"/> Plan <input type="radio"/> Other (2 Year)	* 1.b. Frequency: <input type="radio"/> Annual <input checked="" type="radio"/> Other (2 Year)	* 1.c. Consolidated Application/ Plan/Funding Request?  Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

**7. APPLICANT INFORMATION**

* a. Legal Name: State of Illinois			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 371380174		* c. Organizational DUNS: 806811931	
* d. Address:			
* Street 1:	607 East Adams Street	Street 2:	
* City:	Springfield	County:	Sangamon
* State:	IL	Province:	
* Country:	United States	* Zip / Postal Code:	62701 -

e. Organizational Unit:	
Department Name:	Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:	* First Name: Donna	Middle Name:	* Last Name: Henry
Suffix:	Title: CSBG Assistant Program Manager	Organizational Affiliation:	
* Telephone Number: (312) 438-3591	Fax Number (312) 814-2703	* Email: donna.henry@illinois.gov	

* 8a. TYPE OF APPLICANT: A: State Government
b. Additional Description:

* 9. Name of Federal Agency:
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	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant

11. Descriptive Title of Applicant's Project Community Service Block Grant
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12. Areas Affected by Funding: State of Illinois
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**13. CONGRESSIONAL DISTRICTS OF:**

* a. Applicant 18	b. Program/Project:
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Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0

* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?	
a. This submission was made available to the State under the Executive Order 12372	
Process for Review on :	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	

c. Program is not covered by E.O. 12372.

\* 17. Is The Applicant Delinquent On Any Federal Debt?

- YES  
 NO

Explanation:

18. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**\*\*I Agree**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official

18c. Telephone (area code, number and extension)

18d. Email Address

18b. Signature of Authorized Certifying Official



18e. Date Report Submitted (Month, Day, Year)

08/21/2023

**Attach supporting documents as specified in agency instructions.**

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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:08/30/2024
<b>SECTION 1</b> <b>CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</b>	

**1.1. Identify whether this is a One-Year or a Two-Year Plan**       one-year     two-year

**1.1a. Provide the federal fiscal years this plan covers:**      Year One 2024      Year Two 2025

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

**Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan?**     Yes     No

**If yes, select the fields that have been changed [Check all the apply]**

<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name
<input type="checkbox"/> Authorized Official	<input checked="" type="checkbox"/> Street Address	<input type="checkbox"/> City
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website	

**1.2a. Lead agency**      Illinois Department of Commerce and Economic Opportunity

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

Community Affairs Department

Community Services Department

Governors Office

Health Department

Housing Department

Human Services Department

Social Services Department

Other, describe

**1.2c. Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official      Illinois Department of Commerce and Economic Opportunity

**1.2d. Authorized Official of the Lead Agency**

**Name:** David Wortman      **Title:** Deputy Director

**1.2e. Street Address**      607 East Adams Street

**1.2f. City**      Springfield      **1.2g. State/IL**      **1.2h. Zip**  
62701

**1.2i. Telephone number** 217 785 - 1709 ext.      **1.2j. Fax number** 217 789 - 0139

**1.2k. Email address** David.Wortman@illinois.gov      **1.2l. Lead agency website** www.Illinois.gov/DECO

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

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

**Has Information regarding to the state point of contact has changed since the last submission of the State Plan?**     Yes     No

<b>If yes, select the fields that have changed [check all the apply]</b>			
<input type="checkbox"/> Agency Name	<input type="checkbox"/> Point of Contact	<input checked="" type="checkbox"/> Street Address	
<input type="checkbox"/> City	<input type="checkbox"/> Zip Code	<input checked="" type="checkbox"/> Office Number	
<input type="checkbox"/> Fax Number	<input type="checkbox"/> Email Address	<input type="checkbox"/> Website	
<b>1.4a. Agency Name Illinois Department of commerce and Economic Opportunity</b>			
<b>1.4b Point of Contact Name</b>			
Name: Adrian Angel		Title: CSBG Program Manager	
<b>1.4c. Street Address</b>		607 East Adams Street	
<b>1.4d. City</b>		<b>1.4e. StateIL</b>	<b>1.4f. Zip 62701</b>
<b>1.4g. Telephone Number 217 299 - 7241 ext.</b>		<b>1.4h. Fax Number 217 789 - 0189</b>	
<b>1.4i. Email Address Adrian.Angel@illinois.gov</b>		<b>1.4j. Agency Website www.illinois.gov/DECO</b>	
<b>1.5. Provide the following information in relation to theState Community Action Association.</b>			
There is currently a state Community Action Association within the state. <input checked="" type="radio"/> Yes <input type="radio"/> No			
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
<b>If yes, select the fields that have been changed [Check all the apply]</b>			
<input type="checkbox"/> Agency Name	<input checked="" type="checkbox"/> Executive Director	<input type="checkbox"/> Street Address	
<input type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Zip Code	
<input type="checkbox"/> Office Number	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Email Address	
<input type="checkbox"/> Website	<input type="checkbox"/> RPIC Lead		
<b>1.5a. Agency Name Illinois Association of Community Action Agencies</b>			
<b>1.5b. Executive Director or Point of Contact</b>			
Name: Dalitso Sulamayo		Title: Interim Chief Executive Officer	
<b>1.5c. Street Address</b>		3435 Liberty Drive	
<b>1.5d. City</b>		<b>1.5e. StateIL</b>	<b>1.5f. Zip 62704</b>
<b>1.5g. Telephone number 217 789 - 0125 ext. 116</b>		<b>1.5h. Fax number 217 789 - 0139</b>	
<b>1.5i. Email Address dsulamayo@iacaanet.org</b>		<b>1.5j. State Association Website www.iacaanet.org</b>	
<b>1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead <input type="radio"/> Yes <input checked="" type="radio"/> No</b>			

## Section 2: State Legislation and Regulation

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

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### SECTION 2 State Legislation and Regulation

**2.1. CSBG State Legislation:**

State has a statute authorizing CSBG  Yes  No

**2.2. CSBG State Regulation:**

State has regulations for CSBG  Yes  No

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

[www.ilga.gov/commission/jcar/admincode/047/04700120sections.html](http://www.ilga.gov/commission/jcar/admincode/047/04700120sections.html)

**2.4. State Authority:**

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

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

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

## Section 3: State Plan Development and Statewide Goals

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

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### SECTION 3 State Plan Development and Statewide Goals

**3.1. CSBG Lead Agency Mission and Responsibilities:**

***Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.***

Our mission is to provide economic opportunities for businesses, entrepreneurs, and residents that improve the quality of life for all Illinoisans. We are laser-focused on improving transparency and accountability, enhancing customer service, increasing Illinois competitiveness, advancing minority empowerment, modernizing Illinois workforce, and elevating our states promotional efforts.

**3.2. State Plan Goals:**

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

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

The States specific goals for the administration of CSBG under the plan are to: continue to focus on the establishment and strengthening of internal and external partnerships to better serve and coordinate with the network which provides eligible entities with the coordinating resources necessary to increase their ability to serve. To provide the eligible entities with their training and technical assistance needs, which will allow them to achieve attainable goals which impacts positive outcomes for the individuals, families, and communities we serve. The State will remain persistent in strengthening activities that ensures the consistency of state monitoring and T/TA by establishing/finalizing an internal standard operating procedure manual that provides the state office with the actions to perform the required task for daily operation of the CSBG program. This also prepares the State by ensuring there is a written comprehensive internal succession plan. Finally, the State will continue to focus on bridging to the Whole Family Approach concept to coach and guide the families we serve to stabilization by addressing needs from a holistic angle. To achieve this goal, the State will rely heavily on established and potential linkages (both the eligible entities and the State). The exploitation of these partnerships will provide coordinating resources that we anticipate will be necessary in the adoption of the psychology of the whole family approach (multi-generational).

**3.3. State Plan Development:**

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

**3.3a. Analysis of state-level tools [Check all that apply applies and provide additional information where applicable]**

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

U.S. Census data

State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)

Monitoring Visits/Assessments

Tools Not Identified Above (specify)

Statewide database tool utilized to conduct desk reviews

**3.3b. Analysis of local-level tools [Check all that applies and provide additional information where applicable]**

Eligible Entity Community Needs Assessments

Eligible Entity Community Action Plans

Public Hearings/Workshops

Tools Not Identified Above (e.g., State required reports)[specify]

State Plan surveys and comment period responses. Also, The State created the Help Illinois Families (HIF) Smartsheet to allow the constituents of Illinois to pre-apply for service(s) needs through the on-line system. The State utilizes this database to identify and analyze the state needs by region and as a whole to determine specific areas of focus. The State is currently exploring the opportunity of hiring additional staff to conduct thorough data analysis of the networks CNAs

**3.3c. Consultation with [Check all that applies applies and provide additional information where applicable]**

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

State Association

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership (NCAP)

Community Action Program Legal Services (CAPLAW)

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

Regional Performance Innovation Consortium (RPIC)

Association for Nationally Certified ROMA Trainers (ANCRT)

Federal CSBG Office

Organizations not identified above [Specify]

**3.4. Eligible Entity Involvement**

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

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

The State took the following steps in developing the Plan to ensure the involvement from the eligible entities was as follows: 1) Re-established a Working Group made up of volunteers from eligible entities 2) The Working Group crafted a survey and disbursed to the eligible entities 3) Held a webinar for eligible entities to present the proposed plan, to provide them with the opportunity to learn the process used in the review and development of the plan, share the work that the group had done in drafting the plan, and listen to their thoughts and ideas for the Plan. 4) Drafted a survey for open comments and allowed a 1-week period for eligible entities to provide their comments 5) Inserted the comments where appropriate in final plan

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

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

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

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

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

The adjusted procedures for the development of the State Plan: The State listened to the voice of the prior State Plan Working Group members, made up of several seasoned Community Action individuals; regarding the development of the Plan being a great learning resource for the entire network. The State identified and contacted individuals from eligible entities that were new to Community Action and/or new to their CSBG role and invited them to be a part of the Working Group. A new state Grant Manager also participated as a Working Group member, representing the State monitors responsible for ensuring compliance within the eligible entities. This out of the box approach afforded the opportunity for the group to understand the work from the point of the development of the State Plan and how it bleeds into the work that is done by the eligible entities, to represent the eligible entities from a different perspective, and it allowed for the State to see the development of the plan from a fresh lens.

**3.5. Eligible Entity Overall Satisfaction:**

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

Year One	75	Year Two	78
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**Instructional Note:** The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

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



## Section 4: CSBG Hearing Requirements

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

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### SECTION 4 CSBG Hearing Requirements

**4.1. Public Inspection:**

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

The Public Notice was posted on the State website and at the two DCEO offices located in Chicago and Springfield. Copies of the final draft 2024-2025 CSBG State Plan was sent to all eligible entity Directors and CSBG Coordinators for review and final comments. The final draft plan was also posted on the Department of Commerce and Economic Opportunity's website at [www.Illinois.gov/DCEO](http://www.Illinois.gov/DCEO). The draft plan was also shared with other Illinois State agencies. (i.e. Homeland Security/ Emergency Management, Department of Human Services, Criminal Justice Authority, Department of Public Health, and Office to Prevent and End Homelessness)

**4.2. Public Notice/Hearing:**

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

The notice for the hearing was published on the DCEO website to inform the public of the hearing and provided the opportunity to provide comments. The State held a virtual Public Hearing via WebEx, on August 15, 2023.

**4.3. Public and Legislative Hearings:**

**In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.**

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/15/2023	Virtual Hearing	Public	<input type="checkbox"/>
2	04/19/2023	See Attached	Legislative	<input type="checkbox"/>

*NOTE : States can add rows as needed for each hearing as needed*

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

## Section 5: CSBG Eligible Entities

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

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### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

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

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

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

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

29	Two Rivers Head Start Agency	Kane	Non-Profit	Community Action Agency
30	Two Rivers Regional Council of Public Officials	Adams, Brown, Pike, Schuyler	Public	Community Action Agency
31	Wabash Area Development Inc.	Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, White	Non-Profit	Community Action Agency
32	Western Egyptian Economic Opportunity Council	Monroe, Perry, Randolph	Non-Profit	Community Action Agency
33	Western Illinois Regional Council	Hancock, Henderson, McDonough, Warren	Non-Profit	Community Action Agency
34	Will County Center for Community Concerns	Will	Non-Profit	Community Action Agency
35	Family Services Agency of DeKalb County	DeKalb County	Non-Profit	Community Action Agency

**5.2. Total number of CSBG eligible entities 35**

**5.3. Changes to Eligible Entities List:**

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

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

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

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

CSBG Eligible Entity	Reason	Delete

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

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

## Section 6: Organizational Standards for Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
<b>SECTION 6</b> <b>Organizational Standards for Eligible Entities</b>	
Note: Reference IM 138, <i>State Establishment of Organizational Standards for CSBG Eligible Entities</i> , for more information on Organizational Standards. Click <a href="#">HERE</a> for IM 138.	
<b>6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period</b>	
<input checked="" type="radio"/> COE CSBG Organizational Standards <input type="radio"/> Modified version of COE CSBG Organizational Standards <input type="radio"/> Alternative set of Organizational Standards	
<b>6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.</b>	
<b>6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.</b>	
<b>6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:</b> 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards	
<input type="radio"/> There were no changes from the previous State Plan submission	
Provide reason for using alternative standards	
Describe rigor compared to COE-developed Standards	
<b>6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. [Check all that apply and narrative where applicable]</b>	
<input type="checkbox"/> Regulation	
<input type="checkbox"/> Policy	
<input checked="" type="checkbox"/> Contracts with eligible entities	
<input type="checkbox"/> Other, describe:	
<b>6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year(s). [Check all that apply.]</b>	
<input type="checkbox"/> Peer-to-peer review ( <i>with validation by the State or state-authorized third party</i> )	
<input checked="" type="checkbox"/> Self-assessment ( <i>with validation by the State or state-authorized third party</i> )	
<input type="checkbox"/> Self-assessment/peer review with state risk analysis	
<input type="checkbox"/> State-authorized third party validation	
<input checked="" type="checkbox"/> Regular, on-site CSBG monitoring	
<input type="checkbox"/> Other	
<b>6.3a. Assessment Process: Describe the planned assessment process.</b>	
The State utilizes several processes to assess the Organizational Standards. 1) The assessment process begins with the eligible entities completing the States on-line self-assessment tool to determine compliance of meeting the standards. The self-assessment utilizes a Likert scale to identify the level of compliance (i.e. unmet, met, exceeds) by the entity. The eligible entities are required to upload any documentation that supports their response to the standard. 2) The State reviews each eligible entity's response and supporting documentation to confirm compliance status. In situations where the State and the eligible entity vary in opinion the eligible entity is afforded the opportunity to submit additional documentation to support the response. Upon final review by the State the on-line system will automatically establish a Technical Assistance Plan (TAP) by eligible entity for each unmet standard. 3) The State also conducts requirements of the Organizational Standards.	
<b>6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption</b>	

<b>Total Number of Exempt Entities:</b> 0				
<b>CSBG Eligible Entity</b>		<b>Description / Justification</b>		<b>Delete</b>
<b>6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period</b>				
<b>Year One</b>		45%	<b>Year Two</b>	50%
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and populate the Annual report, Module 1, Table D.2.</i>				

## Section 7: State Use of Funds

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

**Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024**

### SECTION 7 State Use of Funds

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

**7.1. Formula:**

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

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

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

The current allocation of CSBG funds to eligible entities is based on census data plus the described Federal Poverty Level (FPL)

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

**7.2. Planned Allocation:**

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

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

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

<b>Year One</b>	90.00%	<b>Year Two</b>	90.00%
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#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
BCMW Community Action	\$265,728	
CEFS Economic Opportunity Corporation	\$470,275	
Champaign County Regional Planning Commission	\$689,896	
City of Chicago	\$11,065,260	
Community Action Partnership of Lake County	\$281,241	
Community Action Partnership of Central Illinois	\$1,136,499	
Community and Economic Development Association of Cook County, Inc.	\$4,496,924	
Crosswalk Community Action Agency	\$749,070	
Decatur-Macon County Opportunities Corporation	\$322,335	
DuPage County	\$1,178,614	
East Central Illinois Community Action Agency	\$389,804	
Embaras River Basin Agency	\$506,662	
Illinois Valley Economic Development Corporation	\$223,140	
Kankakee County Community Services	\$328,817	
Kendall County Health Department	\$182,842	
Madison County Community Department	\$669,485	
McHenry County Housing Authority	\$394,585	
MCS Community Services	\$151,094	
Mid-Central Community Action	\$505,698	
Northwestern Illinois Community Action Agency	\$181,442	
Peoria Citizens Committee for Economic Opportunity	\$537,739	
Project NOW	\$538,920	
Rockford Human Services Department	\$1,057,841	
Sangamon County Department of Community Resources	\$518,012	

Shawnee Development Council	\$230,327
St. Clair County Community Action Agency	\$792,467
Tazwood Community Services	\$287,107
Tri County Opportunities Council	\$770,607
Two Rivers Head Start Agency	\$994,087
Two Rivers Regional Council of Public Officials	\$264,103
Wabash Area Development Inc.	\$289,102
Western Egyptian Economic Opportunity Council	\$164,608
Western Illinois Regional Council	\$393,735
Will County Center for Community Concerns	\$980,271
Family Services Agency of Dekalb County	\$270,847
<b>Total</b>	<b>\$32,279,184</b>

**CSBG Eligible Entity Year Two**

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
BCMw Community Action	\$269,093	
CEFS Economic Opportunity Corporation	\$458,323	
Champaign County Regional Planning Commission	\$674,400	
City of Chicago	\$10,173,404	
Community Action Partnership of Lake County	\$1,202,084	
Community Action Partnership of Central Illinois	\$284,334	
Community and Economic Development Association of Cook County, Inc.	\$4,940,485	
Crosswalk Community Action Agency	\$719,304	
Decatur-Macon County Opportunities Corporation	\$317,963	
DuPage County	\$1,238,845	
East Central Illinois Community Action Agency	\$387,146	
Embaras River Basin Agency	\$488,902	
Illinois Valley Economic Development Corporation	\$220,726	
Kankakee County Community Services	\$316,575	
Kendall County Health Department	\$191,066	
Madison County Community Department	\$661,350	
McHenry County Housing Authority	\$396,208	
MCS Community Services	\$151,839	
Mid-Central Community Action	\$527,613	
Northwestern Illinois Community Action Agency	\$183,677	
Peoria Citizens Committee for Economic Opportunity	\$558,529	
Project NOW	\$552,344	
Rockford Human Services Department	\$1,061,625	
Sangamon County Department of Community Resources	\$523,924	
Shawnee Development Council	\$217,107	
St. Clair County Community Action Agency	\$751,965	
Tazwood Community Services	\$309,825	
Tri County Opportunities Council	\$789,652	
Two Rivers Head Start Agency	\$988,324	
Two Rivers Regional Council of Public Officials	\$262,093	
Wabash Area Development Inc.	\$287,931	
Western Egyptian Economic Opportunity Council	\$173,666	
Western Illinois Regional Council	\$385,464	
Will County Center for Community Concerns	\$1,010,964	
Family Services Agency of Dekalb County	\$273,267	
<b>Total</b>	<b>\$31,950,017</b>	

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

The States specific process for distributing the 90 percent funds to the eligible entities including the number of days for each step is as follows: 1)

Legislative hearing 30 days [April through May] 2) Annual pre-application workshop and preparing (preparing and submission of applications by the eligible entities) 90 days [mid-June through mid- September] 3) Eligible Entity application review by OCA grant managers/management 30-60 days [October through December] 4.) Complete processing of grants 30-45 days [November through December]

**7.3a Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:**

- Reimbursement
- Advance
- Hybrid
- Other

**7.4. Distribution Timeframe:**

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

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

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

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

**7.5. Distribution of Funds Performance Management Adjustment:**

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

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

The State reviewed and streamlined the application review process by eliminating steps that were no longer needed for the review due to the GATA requirements. Streamlining the review process allowed for more timely submission of executed grants to the eligible entities. The State continues to work at improving the timeliness of the review process by providing training to the network and the State staff to ensure instructions clearly defined to the network for submission of the applications and the State staff understand the requirements when reviewing the applications.

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

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

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

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

Year One	12.00	Year Two	12.00
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**7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan**

Year One	8.70	Year Two	8.70
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**7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?**  Yes  No

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

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

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
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7.9a. Training/technical assistance to eligible entities	\$500,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$55,706.00	Set aside to focus on Data and other sources to analyze to ensure CSBG funds are directed/focused toward targeting the greatest needs within the state.
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$536,000.00	Network Scholarship program and ROMA funds provided to eligible entities on staff to ensure ROMA concepts are practiced within the network
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$410,000.00	Statewide Migrant Farmworkers and Immigrant Programs, Disaster Relief funds set aside for natural disaster, and contract with NASCSP to assist in establishing an outward facing process guide for the eligible entities
<b>Total</b>	<b>\$1,501,706.00</b>	
<b>Remainder/Discretionary Fund Uses</b>	<b>Year Two Planned \$</b>	<b>Brief description of services/activities</b>
7.9a. Training/technical assistance to eligible entities	\$500,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$65,706.00	et aside to focus on Data and other sources to analyze to ensure CSBG funds are directed/focused toward targeting the greatest needs within the state.
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$536,000.00	Network Scholarship program and ROMA funds provided to eligible entities on staff to ensure ROMA concepts are practiced within the network
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$400,000.00	Statewide Migrant Farmworkers and Immigrant Programs, Disaster Relief funds set aside for natural disaster
<b>Total</b>	<b>\$1,501,706.00</b>	
<b>7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.</b> <b>[Check all that apply and narrative where applicable]</b>		
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)		
<input checked="" type="checkbox"/> The state partially carries out some activities		
<input checked="" type="checkbox"/> CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) 35		
<input type="checkbox"/> Other community-based organizations		
<input checked="" type="checkbox"/> State Community Action association		
<input type="checkbox"/> Regional CSBG technical assistance provider(s)		
<input checked="" type="checkbox"/> National technical assistance provider(s)		
<input type="checkbox"/> Individual consultant(s)		
<input type="checkbox"/> Tribes and Tribal Organizations		
<input type="checkbox"/> Other		
<b>Note: This response will link to the corresponding CSBG assurance, item 14.2.</b>		
<b>7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:</b> Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.		
<b>Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's</b>		

***annual report form.***

The State continues to conduct an analysis of the use of the remainder discretionary funds to ensure the benefits of the communities of Illinois. In order to approach servicing holistically to provide the individuals and families within the communities of Illinois with meaningful outcomes of service it is important to view the use of the discretionary fund from an out of the box perspective. The State in collaboration with the State Association identified critical skillsets necessary for serving in the current climate. Discretionary funds will be used to absorb the cost of these training needs.

## Section 8: State Training and Technical Assistance

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

**Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024**

### SECTION 8 State Training and Technical Assistance

**8.1. Training and Technical Assistance Plan:** Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. The T/TA plan should include all planned CSBG T/TA activities funded through the administrative or remainder/discretionary funds of this CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

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

#### Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All quarters	Both	ROMA	
2	Ongoing / Multiple Quarters	Both	Other	A series of webinars on a variety of topics that assist the network with information/ tools needed for operation
3	All quarters	Both	Other	Data protection including data security and recovery
4	Ongoing / Multiple Quarters	Training	Other	Anti-Harrasment
5	All quarters	Training	Other	Fraud-prevention
6	Ongoing / Multiple Quarters	Training	Other	Whole Family Approach
7	All quarters	Training	Other	Trauma Informed Care Practices
8	All quarters	Training	Other	Support to network staff pursuing their CCAP certification
9	All quarters	Both	Reporting	
10	All quarters	Both	Other	The State with the inclusion of the network working group will develop a CAP template and provide the entire network with the appropriate training for usage
11	All quarters	Both	Fiscal	
12	Ongoing / Multiple Quarters	Both	Other	Diversity, Equity, and Inclusion (DEI)
13	FY1-Q3	Training	Other	The State Association host an annual conference in May that focuses on several session of trainings identified by the network and/or the State
14	Ongoing / Multiple Quarters	Both	Monitoring	
15	Ongoing / Multiple Quarters	Training	Communication	
16	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards for eligible entities with unmet TAPs and QIPs	
17	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	All quarters	Both	ROMA	
2	Ongoing / Multiple Quarters	Both	Other	A series of webinars on a variety of topics that assist the network with information/ tools needed for operation
3	All quarters	Both	Other	Data protection including data security and recovery
4	Ongoing / Multiple Quarters	Training	Other	Anti-Harassment
5	All quarters	Training	Other	Fraud Prevention
6	Ongoing / Multiple Quarters	Training	Other	Whole Family Approach
7	All quarters	Training	Other	Trauma Informed Care Practices

8	All quarters	Training	Other	Support to the network staff pursuing their CCAP certification
9	All quarters	Both	Reporting	
10	All quarters	Both	Other	State with the inclusion of the network working group will develop a CAP template and provide the entire network with the appropriate training for usage
11	All quarters	Both	Fiscal	
12	Ongoing / Multiple Quarters	Both	Other	Diversity, Equity, and Inclusion (DEI)
13	FY2-Q3	Training	Other	The State Association host an annual conference in May that focuses on several session of trainings identified by the network and/or the State
14	Ongoing / Multiple Quarters	Both	Monitoring	
15	Ongoing / Multiple Quarters	Training	Communication	
16	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards for eligible entities with unmet TAPs and QIPs	
17	Ongoing / Multiple Quarters	Both	Governance/Tripartite Boards	

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

<b>Year One</b>	\$500,000	<b>Year Two</b>	\$500,000
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**8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.**

The State continues to collaborate with the State Association to identify, plan, and deliver the training and technical assistance of the Community Action network. The State enters into a contract agreement with the State Association in order to meet the T/TA needs of the CSBG network. The State would appreciate a partnership with the RPIC to work along side the State Association to establish an effective RPIC T/TA plan. The State also allocates discretionary funds to the eligible entities to afford them an opportunity to address the specific T/TA needs of their agency. Other identified specific training opportunities are made available at the national level to provide the Illinois network with comprehensive training in those specific areas of need.

**8.2. Organizational Standards Technical Assistance: Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate?  Yes  No**

*Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.*

**8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The States on-line assessment tool identifies all unmet standards and creates a TAP for each individual Eligible Entity. The TAP is reviewed by the State grant managers and the management staff to determine the need to move in the direction of an official TAP or if providing T/TA would be more appropriate to work with the eligible entity through resolution of the unmet standard (s). If it is determined there is no need to move the eligible entity to TAP status the Grant Manager assigned works with the eligible entity to ensure the unmet standard(s) are met within a reasonably negotiated timeframe.**

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

- All T/TA is conducted by the state
- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

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

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

The State in collaboration with the State Association surveyed the network to hear from them what they identified as critical training needs, the State grant managers held quarterly peer to peer meetings with the eligible entities to capture potential focused training , and finally through both desk and on-site review the State was able to analyze the results of all components and determine the training needs for both the network and also the State staff to ensure appropriate training opportunities were made available to increase the knowledge and in results ensure all communities in Illinois are effectively and efficiently served. Also, the State increased the capacity of the training and technical assistance plan by hiring an internal Lead Trainer. This will

allow T/TA needs of the network which directly focuses on the T/TA requirements of the State office. (i.e. required Equal Opportunity trainings and monitoring training, etc.)

## Section 9: State Linkages and Communication

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

Form Approved  
OMB No:0970-0382  
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### SECTION 9 State Linkages and Communication

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

**9.1. State Linkages and Coordination at the State Level:**

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

*Describe additional information as needed.*

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

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

The State is a participating member of the committee for Targeted Violence Prevention (TVP) The Deputy Director of Office of Community Assistance (OCA) (programs: LIHEAP, LIWAP, WX, and CSBG) currently sits as an appointed board member for the 211. This ensures all community action network's service are listed with 211. It also allows for collaborative partnerships throughout the state with other human and social services. The 211 is a 24 hour service that connects residents to a wide variety of human services or social services across the state.

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

Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) - (6))

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

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

**9.3. Eligible Entity Linkages and Coordination**

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

*Note: This response will link to the corresponding CSBG assurance, item 14.5.and pre-populates the Annual Report, Module 1, Item G.3a.*

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

<p><b>9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:</b> Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.</p>
<p><i>Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.</i></p>
<p>Each eligible entity is required to conduct needs assessments and data analysis to determine the service gaps and success of existing services. The eligible entities participate in a host of group meetings, community outreach events, townhall meetings, etc. establishing linkages and collaborations to address the gaps in services. Through participation in the various arenas the eligible entities work with their partners to provide information, referrals, case management, and follow up consultations for the individuals, families, and communities which they serve. Outreach and referrals are crucial program components to servicing the customers. Eligible entities and their partners continue to host and participate in events/workshops at Head Start centers, public housing, food pantries, health fairs, and other sites to increase knowledge of community services available. Eligible entities prepare informational material that are distributed at workshops, delegate agencies, and informational meetings. Most eligible entities have created a detailed snapshot booklet of services or resource guide which is available to the public, elected officials, and other non-profit agencies. In summary, many of the respondents used technological systems to gauge the benefits of their services in certain areas. Some of this technology included IRIS (allows agencies to see what services other agencies offer), HMIS, internal directories, Charity Tracker (communication system between charitable resources), etc. There are eligible entities that focus their linkages on a specific category of economic need, like homelessness. While other eligible entities take a holistic path and encompass various areas of need in the low-income community. Some eligible entities have chosen to build off existing linkages in the community, while others have focused attention on establishing relationships with non-profits and charitable organizations like United Way, National Food banks, Freedom House, Big Brothers/Big Sisters, etc. Many eligible entities work with local government agencies to establish linkages, and at least one entity developed a working group or response team with a host of government agencies to tackle homelessness during the COVID pandemic. This response team is currently active today.</p>
<p><b>9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:</b> Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p><i>Note: This response will link to the corresponding CSBG assurance, item 14.5.</i></p>
<p><b>9.4a. WIOA Combined Plan:</b> If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.</p>
<p><b>9.4b. Employment and Training Activities:</b> If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.</p> <p>As CSBG is a required partner with WIOA, all eligible entities have an established MOU with WIOA. The eligible entities are now co-enrolling customers in CSBG and WIOA programs when appropriate. In some instances, the directors serve on the WIOA boards and chair subcommittees within their regions. Some entities also have a very strong partnerships and a well-defined referral process within WIOA. Several eligible entities have supplemental programs through their CSBG work programs to compliment WIOA activities. Other eligible entities have in-house WIOA programs that work in tandem with CSBG. Eligible entities collaborate through real time referrals with the WIOA local offices. Alternately, eligible entities work with their local colleges and other state agencies to address Career Readiness and job placement activities. All eligible entities participate in scholarship programs which provides opportunity for trade skills training and expansion into high demand fields, beyond the typical job prep approaches, and other described trainings. Other entities have developed programs to address resume writing, interview skill development, and other supportive services. Finally, several of the eligible entities have a paid internship position that provides on the job training for eligible individuals throughout the program year.</p>
<p><b>9.5. Emergency Energy Crisis Intervention:</b> Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).</p>
<p><i>Note: This response will link to the corresponding CSBG assurance, item 14.6.</i></p>
<p>The Department of Commerce and Economic Opportunity consolidated the LIHEAP, Weatherization and CSBG programs which allows for direct collaboration of services within all programs to initiate emergency energy assistance when state of emergency is declared by the State. The eligible entities provide LIHEAP services on-site and have the ability to coordinate with other anti-poverty programs within the entity and through established partnerships. This leads to effective delivery of emergency crisis intervention services for individuals, families and communities that are in need.</p>
<p><b>9.6. Faith-based Organizations, Charitable Groups, Community Organizations:</b> Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.</p>
<p><i>Note: this response will link to the corresponding assurance, item 14.9.</i></p>
<p>The State will assure that the eligible entities will continue to coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations through review of the entities Community Action Plan and on-site monitoring of the eligible entities. Also, the eligible entities are required to provide supporting documentation of their partnerships when completing the Organizational Standards self - assessment monitoring tool in the statewide database system.</p>
<p><b>9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:</b> Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.</p>
<p><i>Note: this response will link to the corresponding assurance, item 14.3c.</i></p>
<p>CSBG funds are used to leverage public and private dollars received by partners. Eligible entity funds are used to supplement services provided by partnering with agencies who also receive other public and private resources to address needs. Also, the eligible entities seek funding from other public, private, and donor sources in order to maximize CSBG funds coordination in comprehensive solutions to individuals, families and community needs.</p>
<p><b>9.8. Coordination among Eligible Entities and State Community Action Association:</b> Describe state activities for supporting coordination among the eligible entities and the state community action association.</p>
<p><i>Note: This information will pre-populate the Annual Report, Module 1, Item G.5.</i></p>
<p>The Illinois Association and the State collaborate to provide targeted training to the Illinois network. Training is based on survey needs and monitoring results on specific areas. Training facilitates support for eligible entities working towards compliance with the Standards, as noted in IM 138. The</p>

Association has provided eligible entities with helpful technical support, training opportunities, and needed advocacy. The State works with the Association to coordinate and promote participation from the network. Training and learning opportunities include but are not limited to: targeted training subjects, ROMA, board training, organizational standards, targeted eligible entities assistance, fiscal training, capacity building, etc. The trainings are provided via roundtables, workshops, classroom settings, in-person, and webinars. The trainings are funded through a contract between the Illinois Association and the State.

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

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	As needed	Public Notice	
State Plan Development	Quarterly		Meetings/presentations, Emails, working group, Website, webinar, and Public Notice as required
Organizational Standards Progress	Annually		The Organizational Standards are reviewed, and communication established via the States database system. Grant Managers also contact the entity via phone calls, email and text messages. The State provides Organizational Standards Training webinars and will establish a new Organizational Standards working group to ensure the voices of the network are represented
State Accountability Measures Progress	Annually	Meetings/Presentation	
Community Needs Assessments/ Community Action Plans	Annually		Meetings, webinars, social media, phone calls, letters/ hard copies, 1:1 and other
State Monitoring Plans and Policies	Annually		Emails, meetings, and presentations when appropriate, Phone calls, emails, 1.1, and letters/hard copies
Training and Technical Assistance (T/TA) Plans	As needed		internal and external training
ROMA and Performance Management	As needed	Meetings/Presentation	
State Interagency Coordination	As needed	Meetings/Presentation	
CSBG Legislative/Programmatic Updates	As needed	Email	
Tripartite Board Requirements	As needed	Email	

**9.10. Feedback to Eligible Entities and State Community Action Association:**  
**Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.**

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

During the annual pre-application workshop held each year in June the results of the State Accountability measures are shared with the network.

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

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

The re-establishment of the CSBG State Plan Working Group (represented by the eligible entities) allows the State to hear the voice of the network regarding effective approaches of communication. The working group provided the State with ideas, suggestions and/or recommendations regarding how often and what form the network would like the State to communicate subject matters. The State established an internal TAP process to address the eligible entity as a whole; including the fiscal concerns, LIHEAP, and Weatherization programs when applicable to ensure the health of the entity is being addressed. A monthly meeting is held with the eligible entity on a TAP to discuss the status of the plan and work with the entity to determine successful approaches to meet the requirements of the open action items. Also, the State holds monthly meetings with all appropriate internal staff to determine if additional training and technical assistance is needed to ensure the eligible entity is on track to meeting the goals and requirements of all programs. The State provided the network with the Tripartite Board vacancy policy. The GMs also conduct Quarterly network peer-to-peer meetings with their assigned Eligible Entities. This process has also been instrumental in timely communication.





**Section 10: Monitoring, Corrective Action, and Fiscal Controls**

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

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

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

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

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	BCMW Community Action	Full On-site	Onsite Review	FY1 Q4	02/06/2023	02/07/2023	
2	CEFS Economic Opportunity Corporation	Full On-site	Onsite Review	FY1 Q4	04/26/2023	04/27/2023	
3	Champaign County Regional Planning Commission	Full On-site	Onsite Review	FY1 Q2	11/01/2022	11/02/2022	
4	City of Chicago	Full On-site	Onsite Review	FY1 Q4	08/14/2023	09/08/2023	
5	Community Action Partnership of Lake County	Other	Desk Review	FY1 Q1	06/13/2023	06/16/2023	Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
6	Community Action Partnership of Central Illinois	Full On-site	Desk Review	FY1 Q1	11/02/2022	11/03/2022	
7	Community and Economic Development Association of Cook County, Inc.	Full On-site	Onsite Review	FY1 Q1	07/26/2021	12/31/2021	
8	Crosswalk Community Action Agency	Full On-site	Onsite Review	FY1 Q3	09/13/2022	09/15/2022	
9	Decatur-Macon County Opportunities Corporation	Full On-site	Onsite Review	FY1 Q4	12/01/2022	12/05/2022	
10	DuPage County	Full On-site	Onsite Review	FY1 Q2	12/19/2019	12/20/2019	
11	East Central Illinois Community Action Agency	Other	Desk Review	FY1 Q1	08/29/2022	09/02/2022	The eligible entity has been placed on a QIP. Due to their status the State will be conducting continuous desk and on-site reviews.
12	Embarras River Basin Agency	Full On-site	Onsite Review	FY1 Q3	09/28/2022	09/30/2022	
13	Illinois Valley Economic Development Corporation	Other	Desk Review	FY1 Q1	02/28/2023	03/01/2023	Quarterly desktop reviews will be conducted throughout utilizing the State's

							database system.
14	Kankakee County Community Services	Full On-site	Onsite Review	FY1 Q2	12/01/2022	12/06/2022	
15	Kendall County Health Department	Full On-site	Onsite Review	FY1 Q1	09/14/2021	09/17/2021	
16	Madison County Community Department	Other	Desk Review	FY1 Q1	05/17/2023	05/18/2023	Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
17	McHenry County Housing Authority	Other	Desk Review	FY1 Q1	05/23/2023	05/25/2023	Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
18	MCS Community Services	Other	Desk Review	FY1 Q1	06/22/2022	06/23/2022	Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
19	Mid-Central Community Action	Full On-site	Onsite Review	FY1 Q1	12/15/2021	12/16/2021	
20	Northwestern Illinois Community Action Agency	Full On-site	Onsite Review	FY1 Q2	12/06/2022	12/07/2022	
21	Peoria Citizens Committee for Economic Opportunity	Full On-site	Onsite Review	FY1 Q4	12/01/2022	12/02/2022	
22	Project NOW	Full On-site	Onsite Review	FY1 Q4	06/29/2023	06/30/2023	
23	Rockford Human Services Department	Full On-site	Onsite Review	FY1 Q1	09/13/2021	09/15/2021	
24	Sangamon County Department of Community Resources	Other	Desk Review	FY1 Q1	09/05/2023	09/06/2023	Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
25	Shawnee Development Council	Full On-site	Onsite Review	FY1 Q4	03/14/2022	03/15/2022	
26	St. Clair County Community Action Agency	Full On-site	Onsite Review	FY1 Q4	08/01/2023	08/02/2023	
27	Tazwood Community Services	Full On-site	Onsite Review	FY1 Q1	09/15/2021	09/16/2021	
28	Tri County Opportunities Council	Full On-site	Onsite Review	FY1 Q2	02/07/2022	02/10/2022	
29	Two Rivers Head Start Agency	Full On-site	Onsite Review	FY1 Q2	02/21/2023	02/27/2023	
30	Two Rivers Regional Council of Public Officials	Other	Desk Review	FY1 Q1	03/21/2023	03/23/2023	Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
31	Wabash Area Development Inc.	Full On-site	Onsite Review	FY1 Q1	10/04/2021	10/07/2021	
32	Western Egyptian Economic	Full On-site	Onsite Review	FY1 Q3	03/30/2023	03/30/2023	

	Opportunity Council						
33	Western Illinois Regional Council	Full On-site	Onsite Review	FY1 Q1	10/20/2020	10/22/2020	
34	Will County Center for Community Concerns	Other	Desk Review	FY1 Q1	07/18/2023	07/20/2023	Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
35	Family Services Agency of Dekalb County	Full On-site	Onsite Review	FY1 Q3	03/21/2023	03/24/2023	
	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
1	BCMW Community Action	Full On-site	Onsite Review	FY2 Q4			
2	CEFS Economic Opportunity Corporation	Full On-site	Onsite Review	FY2 Q4			
3	Champaign County Regional Planning Commission	Full On-site	Onsite Review	FY2 Q2			
4	City of Chicago	Full On-site	Onsite Review	FY2 Q4			
5	Community Action Partnership of Lake County	Full On-site	Onsite Review	FY2 Q2			
6	Community Action Partnership of Central Illinois	Full On-site	Onsite Review	FY2 Q4			
7	Community and Economic Development Association of Cook County, Inc.	Full On-site	Onsite Review	FY2 Q2			
8	Crosswalk Community Action Agency	Full On-site	Onsite Review	FY2 Q3			
9	Decatur-Macon County Opportunities Corporation	Other	Desk Review	FY2 Q1			Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
10	DuPage County	Other	Desk Review	FY2 Q1			Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
11	East Central Illinois Community Action Agency	Other	Desk Review	FY2 Q1			The eligible entity has been placed on a QIP. Due to their status the will, be conduct continuous desk and on-site visits
12	Embarras River Basin Agency	Full On-site	Onsite Review	FY2 Q3			
13	Illinois Valley Economic Development Corporation	Full On-site	Onsite Review	FY2 Q3			
14	Kankakee County Community Services	Full On-site	Onsite Review	FY2 Q2			
15	Kendall County Health Department	Full On-site	Onsite Review	FY2 Q2			
16	Madison County Community Department	Full On-site	Onsite Review	FY2 Q1			

17	McHenry County Housing Authority	Full On-site	Onsite Review	FY2 Q2			
18	MCS Community Services	Full On-site	Onsite Review	FY2 Q1			
19	Mid-Central Community Action	Full On-site	Onsite Review	FY2 Q1			
20	Northwestern Illinois Community Action Agency	Full On-site	Onsite Review	FY2 Q1			
21	Peoria Citizens Committee for Economic Opportunity	Full On-site	Onsite Review	FY2 Q3			
22	Project NOW	Full On-site	Onsite Review	FY2 Q4			
23	Rockford Human Services Department	Full On-site	Onsite Review	FY2 Q4			
24	Sangamon County Department of Community Resources	Full On-site	Onsite Review	FY2 Q2			
25	Shawnee Development Council	Full On-site	Onsite Review	FY2 Q4			
26	St. Clair County Community Action Agency	Full On-site	Onsite Review	FY2 Q4			
27	Tazwood Community Services	Full On-site	Onsite Review	FY2 Q2			
28	Tri County Opportunities Council	Full On-site	Onsite Review	FY2 Q2			
29	Two Rivers Head Start Agency	Full On-site	Onsite Review	FY2 Q2			
30	Two Rivers Regional Council of Public Officials	Full On-site	Onsite Review	FY2 Q1			
31	Wabash Area Development Inc.	Other	Desk Review	FY2 Q1			Quarterly desktop reviews will be conducted throughout utilizing the State's database system.
32	Western Egyptian Economic Opportunity Council	Full On-site	Onsite Review	FY2 Q4			
33	Western Illinois Regional Council	Full On-site	Onsite Review	FY2 Q1			
34	Will County Center for Community Concerns	Full On-site	Onsite Review	FY2 Q1			
35	Family Services Agency of Dekalb County	Full On-site	Onsite Review	FY2 Q1			

**10.2. Monitoring Policies:**

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

**10.3. Initial Monitoring Reports:**

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

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

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

**10.4. Closing Findings:**

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

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

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

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

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

1

**10.6. Reporting of QIPs:**

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

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

Refer to the Standard Operating Procedures. The State follows the instructions described in the IM#116 The States process for reporting eligible entities on QIPs to the Office of Community Services (OCS) is to email an official letter sent to the eligible entity. The State will make themselves available to discuss in detail with OCS upon request.

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

The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8).  Yes  No

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

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

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

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

<http://www.ilga.gov/commission/jcar/admincode/047/047000120sections.html> See section 120.60

**10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public**

**10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities**  Yes  No

**10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.**

<http://www.ilga.gov/commission/jcar/admincode/047/047000120sections.html> See section 120.55

**10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public**

**10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity?**  Yes  No

**10.10a. If Yes, provide the citation(s) of the law and/or regulation.**

<http://www.ilga.gov/commission/jcar/admincode/047/047000120sections.html> See section 120.60

**10.10b. If No, describe State procedures for re-designation of existing eligible entities.**

**Fiscal Controls and Audits and Cooperation Assurance**

**10.11. Fiscal Controls and Accounting:**

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

The State of Illinois ensures that fiscal control and fund accounting procedures are established and maintained as necessary to ensure the proper receipt and disbursement of federal funds paid by the State. This included procedures for regular monitoring the assistance provided under the Title and providing that the State shall have a single audit conducted according to Uniform Administrative Requirement of its expenditures of amounts received under this title and amounts transferred to carry out the purposes of the Title. All eligible entities are required to maintain an integrated accounting system that provides for accountability of public funds and meets the requirements of the new Uniform guidance 2 CFR 200. In addition to the ongoing financial review by staff accountants, the Illinois Department of Commerce and Economic Opportunity's grant management staff in the Division of Community Assistance closely monitors the programmatic and fiscal activities of all eligible entities. The DCEO Office of Financial Management is available to provide training and technical assistance to the eligible entities in the structuring and implementation of their fiscal management systems. This includes ongoing assistance in establishing integrated accounting and cost allocation systems. The auditor General of the State of Illinois conducts an annual statewide single audit in accordance with auditing standards generally accepted in the United States of America. Government Auditing Standards, Single Audit Amendments of 1996, and Uniform Administrative Requirements. The OAG submits the annual statewide single audit to the Federal Audit Clearinghouse and to the Illinois Legislative Audit Commission.

**10.12. Single Audit Management Decisions:**

**Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.**

**Note: This information is associated with State Accountability Measure 4Sd.**

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

**10.13. Assurance on Federal Investigations:**

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

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

**10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?**  Yes  No

**10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations.**

**10.14. Monitoring Procedures Performance Management Adjustment:**

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

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

The State will continue the of process adjusting the monitoring procedures. With the hiring of new grant managers within the last two years, lessons learned during/post the pandemic, and the goal to continue moving in the direction of consistency in monitoring it was imperative that the State update the monitoring procedures to reflect the way we do business today. In March 2023, the contracted with NASCSP to rewrite the monitoring procedures. The revised procedures are currently in draft form and is on track to be completed and shared with the State grant managers. Internal training will also be provided to ensure the clarity and importance of following the procedures are enforced. Ensuring compliance requires the approach of monitoring is consistent.

## Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
<b>SECTION 11</b> <b>Eligible Entity Tripartite Board</b>	
<b>11.1. Tripartite Board Verification:</b> Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[ <i>Check all that applies and narrative where applicable</i> ]	
<input checked="" type="checkbox"/> Attend Board meetings	
<input checked="" type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input checked="" type="checkbox"/> Other Interview/meet with board members as appropriate	
<b>11.2. Tripartite Board Updates:</b> Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc., [ <i>Select one and narrative where applicable</i> ]	
<input type="radio"/> Annually	
<input type="radio"/> Semiannually	
<input checked="" type="radio"/> Quarterly	
<input type="radio"/> Monthly	
<input type="radio"/> As it Occurs	
<input type="radio"/> Other	
<b>11.3. Tripartite Board Representation Assurance:</b> Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
The State requires that each eligible entities Bylaws include a process/procedure by which individuals or organizations can petition for adequate representation on the entities Tripartite Board. Bylaws are reviewed annually by the State office.	
<b>11.4. Tripartite Board Alternative Representation:</b> Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>11.4a. Tripartite Board Alternative Mechanism:</b> If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.	



## Section 12: Individual and Community Eligibility Requirements

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:08/30/2024
<b>SECTION 12</b> <b>Individual and Community Income Eligibility Requirements</b>	
<b>12.1. Required Income Eligibility:</b> Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input checked="" type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
<b>12.1a. Income Eligibility Policy and Procedures:</b> Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
The State issues revised income guidelines to the eligible entities on an annual basis usually in the first quarter of the program year. The revised income guidelines are also entered in the States database system. The entities are required to use the guidelines as part of their intake process for each family that applies for services.	
<b>12.2. Income Eligibility for General/Short-Term Services:</b> Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.	
In cases where income verification is not possible or practical, entities are required to have sign in sheets and/or self-attestation forms of each customer.	
<b>12.3. Community-targeted Services:</b> Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).	
The State requires all eligible entities to provide a work program for all services including community-wide benefits. Eligible entities are tasked with conducting a Community Needs Assessment (CNA) to determine the relevant need within the community. The CNA directly correlates to the development of necessary work programs. The work programs must identify projected targets (i.e., population, outcome measures, and methods of tracking). Each program is monitored by the State to determine success.	

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

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

Form Approved  
OMB No: 0970-0382  
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### SECTION 13 Results Oriented Management and Accountability (ROMA) System

**13.1. Performance Measurement System:**

Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

*Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module I, Item I.1.*

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

**13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

The State adheres to the job description for the ROMA professionals within the network. The State Association tracks and maintains the written policies, procedures, and/or guidance documents on ROMA.

**13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

**13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

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

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

Eligible entities are required to track customer performance on the statewide single tracking system (STARS). The outcomes for each of the set program services should reflect the use of ROMA and the National Performance Indicators (NPIs). Utilizing these components is a continuous process that supports the States analysis of measurement of the eligible entities performance in an unbiased way.

**13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.

*Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.*

The State supports the eligible entities use of ROMA by allocating funds for certification. Also, each eligible entity receives additional funding of \$2500 per each ROMA professional up to 3 professionals at a maximum of \$7500 to assist in ensuring the performance management ROMA cycle is incorporated in the daily functions of the eligible entities to reinforce the importance of impactful servicing within each designated service areas.

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

Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?

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

The State validates the eligible entities are using data to improve service delivery by reviewing each eligible entities through the review of the CNA and CAP which must include satisfaction surveys, along with the routine monitoring process including on-site monitoring; and reviewing of quarterly reports to ensure the use of ROMA is utilized to determine the effectiveness of the services being provided. The State will also engage in regular conversations with the eligible entities on utilizing data for informed practices.

#### Community Action Plans and Needs Assessments

**13.5. Community Action Plan:** Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.

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

All eligible entities are required to submit a Community Action Plan as a part of the annual application process.

**13.6. Community Needs Assessment:**

Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

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

The State requires all eligible entities to submit their needs assessment with their annual Community Action Plan. The eligible entities are required to include a summarized assessment with supporting data referenced in their Community Action Plan. The State introduced revised needs assessment templates that are required to be utilized by all entities to allow the State to analyze and focus on pointed statewide needs and address them in a more holistic approach.



## Section 14: CSBG Programmatic Assurances and Information Narrative

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

Form Approved  
OMB No: 0970-0382  
Expires:08/30/2024

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

#### 14.1 Use of Funds Supporting Local Activities

#### CSBG Services

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

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

- (i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
- (ii) to secure and retain meaningful employment;
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- (iv) to make better use of available income;
- (v) to obtain and maintain adequate housing and a suitable living environment;
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -
  - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
  - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Several of the Illinois Eligible entities operate Head Start and/or Early Head Start programs. The Eligible entities through partnerships work to provide after school care, tutoring, and food for eligible youth. Also, CSBG funds are utilized to provide life skills training for at-risk teens.

#### Needs of Youth

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

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

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

Eligible entities are required annually to submit a Community Action Plan that includes an assessment of the needs of the community served. The plan must include a narrative that addresses the identified needs, particularly the needs of the youth. The data analysis results drive the development of appropriate work programs.

#### Coordination of Other Programs

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

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

Eligible entities are required to describe in their Community Action Plans how they make effective use of, and coordinate with, other programs related to the purposes of the CSBG Act. The State CSBG Program encourages formal memoranda of understanding (MOUs) with State and local entities when appropriate. The eligible entities work in partnership with local state agencies, nonprofits, private business, the faith-based community, and others to coordinate other programs. The state will assure coordination through the approval of the Community Action Plan and regular monitoring review process.

#### State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described

in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

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

### **Eligible Entity Service Delivery, Coordination, and Innovation**

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

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

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

### **Eligible Entity Linkages - Approach to Filling Service Gaps**

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

*Note: The state describes this assurance in the state linkages and communication section, item 9.3b.*

Each eligible entity is required to conduct needs assessments and data analysis to determine the service gaps and success of existing services. The eligible entities participate in a host of group meetings, community outreach events, townhall meetings, etc. establishing linkages and collaborations to address the gaps in services. Through participation in the various arenas the eligible entities work with their partners to provide information, referrals, case management, and follow up consultations for the individuals, families, and communities which they serve. Outreach and referrals are crucial program components to servicing the customers. Eligible entities and their partners continue to host and participate in events/workshops at Head Start centers, public housing, food pantries, health fairs, and other sites to increase knowledge of community services available. Eligible entities prepare informational material that are distributed at workshops, delegate agencies, and informational meetings. Most eligible entities have created a detailed snapshot booklet of services or resource guide which is available to the public, elected officials, and other non-profit agencies. In summary, many of the respondents used technological systems to gauge the benefits of their services in certain areas. Some of this technology included IRIS (allows agencies to see what services other agencies offer), HMIS, internal directories, Charity Tracker (communication system between charitable resources), etc. There are eligible entities that focus their linkages on a specific category of economic need, like homelessness. While other eligible entities take a holistic path and encompass various areas of need in the low-income community. Some eligible entities have chosen to build off existing linkages in the community, while others have focused attention on establishing relationships with non-profits and charitable organizations like United Way, National Food banks, Freedom House, Big Brothers/Big Sisters, etc. Many eligible entities work with local government agencies to establish linkages, and at least one entity developed a working group or response team with a host of government agencies to tackle homelessness during the COVID pandemic. This response team is currently active today.

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

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

*Note: The state describes this assurance in the state linkages and communication section, item 9.7.*

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

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

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

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

The Eligible entities play an integral role in the delivery and coordination of services. They lead the charge to reduce poverty by providing resources and support the most vulnerable citizens by delivering social services to residents directly and through partnerships with local community-based agencies, provide information and referral, emergency food, client intervention and stabilization, case work, case management, childcare, head start, workforce development, youth programming and senior services. Eligible entities work to provide veterans with access to a variety of benefits programs. A variety of Senior Services are provided, including but not limited to: Home Delivered Meals, Respite Care, Life Enrichment Activities, Employment and Housekeeping Services

### **Eligible Entity Emergency Food and Nutrition Services**

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

Eligible entities offer for the provision of such supplies and services, nutritious foods, and related services directly and/or through partnership with

organizations that offer these services. The services include supported or coordinated food pantries or food banks, food vouchers, and providing food baskets and meal programs for seniors and youths. These services counteract conditions of starvation and malnutrition among low-income individuals and families. Eligible entities also aid with housing needs including rental assistance, transitional housing, etc. In the case of natural disaster or other disaster emergencies, eligible entities also provide appropriate services including assistance with clean-up related services, referrals, and other necessary services to assist the individuals/ families to reach a level of stabilization. Eligible entities provide emergency response to victims of disasters, such as fires, and people experiencing homelessness, hunger, and weather-related problems.

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

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

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

### **State Coordination/Linkages and Low-income Home Energy Assistance**

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

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

### **Federal Investigations**

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

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

### **Funding Reduction or Termination**

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

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

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

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

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

### **Eligible Entity Tripartite Board Representation**

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

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

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

### **Eligible Entity Community Action Plans and Community Needs Assessments**

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

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

### **State and Eligible Entity Performance Measurement: ROMA or Alternate system**

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

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

**Validation for CSBG Eligible Entity Programmatic Narrative Sections**

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

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



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

Section 15: Federal Certifications

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

Form Approved  
OMB No:0970-0382  
Expires:08/30/2024

**SECTION 15**  
**Federal Certifications**

**15.1. CERTIFICATION REGARDING LOBBYING**

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

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

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

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

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

**Statement for Loan Guarantees and Loan Insurance**

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

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

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

15.1. Lobbying

After assurance select a check box:



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



## 15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

### **Certification Regarding Drug-Free Workplace Requirements**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Alternate II. (Grantees Who Are Individuals)**

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

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

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

**15.2. Drug-Free Workplace Requirements**

After assurance select a check box:



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

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

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

**Instructions for Certification**

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

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

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

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

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

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

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

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

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

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

#### **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

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

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

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

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

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

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

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from

participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

**15.3. Debarment**

After assurance select a check box:



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

**15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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

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

**15.4. Environmental Tobacco Smoke**

After assurance select a check box:



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

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

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