COMMUNITY SERVICES BLOCK GRANT

STATE PLAN & APPLICATION FISCAL YEARS 2021-2022

64 NEW YORK AVENUE, NE SIXTH FLOOR WASHINGTON, DC 20002
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SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

1.1. LEAD AGENCY DESIGNATED TO ADMINISTER CSBG IN THE STATE
As required by Section 676(a) of the Act. The following information should mirror the information provided in the SF-424M.

1.1a Agency Name
Government of the District of Columbia

1.1b Identify the cabinet or administrative department of this Agency
Department of Human Services

1.1c Name the division, bureau, or office of the CSBG Authorized Official
Family Services Administration

1.1d Authorized Official of Lead Agency
LAURA GREEN ZEILINGER, Director

1.1e Street Address
64 New York Avenue, NE, Sixth Floor

1.1f City
Washington

1.1g State
D.C.

1.1h Zip
20002

1.1i Telephone Number and Extension
(202) 671-4200

1.1j Fax Number
(202) 671-4326

1.1k Email Address
laura.zeilinger@dc.gov

1.1l Website
https://dhs.dc.gov/

1.2 DESIGNATED STATE CSBG CONTACT

1.2a Agency Name
DC Department of Human Services

1.2b Point of Contact
TUNDE EBODA, PHD,
State CSBG Administrator

1.2c Street Address
64 New York Avenue, N.E

1.2d City
Washington,

1.2e State
D.C.

1.2f Zip
20002

1.2g Point of Contact Telephone
(202) 671-4339

1.2h Point of Contact Fax Number
(202) 671-4326

1.2i Point of Contact Email Address
tunde.eboda@dc.gov

1.2j Point of Contact agency website
https://dhs.dc.gov/

1.3 Please attach the State’s official designation letter.
See Attachment 1. Designation Letter
SECTION 2  State Legislation and Regulation

2.1  **CSBG State Legislation** Does the State have a statute authorizing CSBG?  ☐ Yes ☒ No

2.2  **CSBG State Regulation** Does the State have regulations for CSBG?  ☐ Yes ☒ No

2.3  **N/A**

2.4  **State Authority**: Please select a response for each question about the State statute and/or regulations authorizing CSBG:

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

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

2.4c  Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency?  ☐ Yes ☒ No
3.1. **CSBG Lead Agency Mission and Responsibilities:**

*(Narrative)*

The mission of the D.C. Department of Human Services is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and supportive services. The mission of DHS is achieved via the following agency programs:

**Family Services**
The Family Services Administration (FSA) provides protection, intervention and social services to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency. FSA administers the following social service programs and grants:
- Adult Protective Services
- American Recovery and Reinvestment Act - Stimulus Funds
- Community Services Block Grant
- DC Fatherhood Initiative
- Emergency Rental Assistance Program
- Emergency Shelter
- Family Violence Prevention Service Grants
- Homelessness Prevention and Rapid Re-housing Program
- Homeless Services
- Hypothermia Program
- Office of Refugee Resettlement
- Parent and Adolescent Support Services (PASS)
- Permanent Supportive Housing Program
- Shelter Monitoring and Quality Assurance
- Social Services Block Grant
- Strong Families
- Teen Parent Assessment Project
- Temporary Shelter
- Transitional Shelter
- Veterans Administration Supportive Housing Program

**Economic Security**
The Economic Security Administration (ESA) (formerly known as IMA) determines eligibility for benefits under the following programs
- Temporary Cash Assistance for Needy Families (TANF),
- Medical Assistance,
- Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps),
- Child Care Subsidy, Burial Assistance, Interim Disability Assistance,
- Parent and Adolescent Support Services (PASS) and
- Refugee Cash Assistance
In addition, ESA’s Food Stamp Employment and Training Program (FSET) provides employment and training services to able-bodied adults without dependents who receive food stamps. ESA also performs monitoring, quality control and reporting functions required by federal law and court orders.

3.2. State Plan Goals:

Goal 1.
The CSBG Program will be administered in compliance with the applicable federal and District statutes, rules and regulations.

Objective 1: CSBG funds will be distributed in accordance with applicable federal and state statutes.
   • Funds will be made available to the CAA within 30 calendar days after Federal and State authority is provided.
   • Payments will be made as provided by the contract agreement.

Objective 2: Programs will be monitored in compliance with the requirements of the CSBG Act.
   • A comprehensive on-site review will be conducted at least every three years to include the organizational standards. Assessment of the organizational standards will be conducted annually through desk review, on-site visit and eligible entity self-assessment.
   • A written report will be provided to the CAA within 30 days of completion.
   • Training and technical assistance will be provided, as needed, to address identified deficiencies/needs.

Goal 2.
The CSBG office will secure continuation of funds and ensure the delivery of comprehensive services and activities to assist low-income individuals, children and families to move out of poverty.

Objective 1: The CSBG office will complete and submit the application for Federal funds, and in the event of the unavailability of Federal funds, will initiate requests for alternative funding to secure the goal of assisting individuals and families living in poverty in the District of Columbia.

Objective 2: The CSBG office will perform activities to promote the successful results of CSBG funded program.
   • The State will partner with governmental and public and private organizations to coordinate and promote the effective delivery of services to low-income residence of the District of Columbia.
   • The State will provide training and technical assistance to the CAA, as needed, to support its achievement in meeting 100% of the organizational standards to strengthen its capacity to provide services.
Objective 3: The CSBG office will ensure documentation of the use and impact of
CSBG funds.
• The CAA will prepare and submit an annual report documenting use
of funds and the outcomes achieved
• The CSBG State office will document and maintain the use of funds
and the outcomes achieved for at least (5) years for future audit
request.

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

3.3a. Analysis of [Check all that applies and add narrative where applicable]
☑ State National Performance Indicators (NPIs)
☑ U.S. Census data
☐ State performance management data (e.g., accountability measures, other information
from annual reports)
☑ Other data Annual Information Survey Report, Monitoring Reports
☑ Eligible entity community assessments
☑ Eligible entity plans
☐ Other information from eligible entities, e.g., State required reports (please describe)

3.3b. Consultation with [Check all that applies and add narrative where applicable]
☑ Eligible entities (e.g., meetings, conferences, webinars; not including the public
hearing)
☑ State community action association and regional CSBG T & TA providers.
  • Work with the Maryland State Association to develop a regional T & TA plan
  with Maryland and Delaware.
☑ State partners and/or stakeholders (please describe)
  • Department of Employment Services – Collaborated in developing the
    Workforce Innovation and Opportunity Act Combined State Plan. (See 14.5.)
☐ National organizations (please describe)
  • NASCSP Regional Conference Calls and State Plan Development Webinars
☐ Federal Office of Community Services
☐ Other (please describe) ____________________

3.4. Eligible Entity Involvement

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

(Narrative)
The State conducted meetings and phone consultations with the eligible entity to discuss
the development of the State Plan, and the use of funds. The State provided to the
eligible entity an outline of the State Plan. A meeting was held to receive input from the
eligible entity. A draft was also provided to the eligible entity.
3.4b. **Performance Management Adjustment:** How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order 1) to encourage eligible entity participation and 2) to ensure the State plan reflects input from eligible entities? Any adjustment should be based on the State’s analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources. If the State is not making any adjustments, please explain.

(Narrative)
The State office is not making any adjustments to our State Plan development procedures. Our process provides opportunities for several methods of collaborations between the State office and the eligible entity. Input from the community, clients and service providers are incorporated in the development of this State Plan and feedback is provided throughout.

3.5. **Eligible Entity Overall Satisfaction:** Provide the State’s target for eligible entity Overall Satisfaction during the performance period: 100%.

(Narrative)
In that the District of Columbia has only one CAA, we did not receive direct feedback on the results of the most recent ACSI survey. However, the State has quarterly meetings with the eligible entity executive staff and regular communication with performance management and monitoring staff.
SECTION 4  CSBG Hearing Requirements

4.1. Public Inspection:

(Narrative)
The State Plan was made available for public inspection and comment virtually on October 23, 2020 through November 20, 2020. The electronic publication was posted on the DC Department of Human Services webpage and the CSBG Eligible Entity webpage, the United Planning Organization, (UPO).

4.2. Public Notice/Hearing

[Narrative]
Notice of the availability for public inspection and comment was posted on the frontpage of both DHS and UPO websites and published in the DC Register, (DCR). The DCR is the weekly official legal bulletin published by the DC government available at https://www.dcregs.dc.gov/

4.3. Public and Legislative Hearings:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Type of Hearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10, 2019</td>
<td>John A. Wilson building 1350 Pennsylvania Avenue, NW Room 123, Washington, DC 20004</td>
<td>Public Hearing</td>
</tr>
</tbody>
</table>

4.4. Attach supporting documentation for the public and legislative hearings.

(Narrative)

SECTION 5  CSBG Eligible Entities

5.1.  CSBG Eligible Entities:

<table>
<thead>
<tr>
<th>CSBG Eligible Entity</th>
<th>Public or Nonprofit</th>
<th>Type of Entity (choose all that apply)</th>
<th>Geographical Area Served by county (Provide all counties)</th>
<th>Brief Description of “Other”</th>
</tr>
</thead>
<tbody>
<tr>
<td>The United Planning Organization</td>
<td>Nonprofit</td>
<td>Community Action Agency</td>
<td>City-Wide</td>
<td></td>
</tr>
</tbody>
</table>

5.2  Total number of CSBG eligible entities: __1__

5.3  Changes to Eligible Entities list: Has the list of eligible entities under item 5.1 changed since the State’s last State Plan submission? If yes, please briefly describe the changes.

☐ Yes
☒ No
SECTION 6 Organizational Standards for Eligible Entities

6.1. Choice of Standards:

☑ The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)
☐ The State will use an alternative set of organizational standards [Provide supporting documentation if this option is selected]

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

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

6.3. How will/has the State officially adopt(ed) organizational standards for eligible entities in the State? If “Other” is selected, please provide a timeline and additional information, as necessary. [Check all that apply]

☐ Regulation
☐ Policy
☑ Contracts with eligible entities
☐ Other, describe

6.4. How will the State assess eligible entities against organizational standards, as described in IM 138? [Check all that applies]

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

6.4a. Describe the assessment process.

(Narrative)
If the eligible entity is scheduled for triennial monitoring, the assessment will be a component of this exercise. For interim years, an annual assessment will be conducted using two approaches, State on-site assessment and eligible entity self-assessment with State verification.

Reports will be submitted to the eligible entity within 30 days of completion of the assessment. If a standard or standards has/have not been met, the State will clearly communicate the specific deficiency and the requirement for correction action. Where determined appropriate, to support the eligible entity in meeting the standard(s), the State will offer training and technical assistance or require the eligible entity to submit a
Quality Improvement Plan (QIP). The State will monitor the eligible entity’s progress toward meeting the standard(s). As long as progress is being made, the State lead agency will continue to monitor and support the eligible entity in meeting the standard(s). Within 30 days of receiving documentation that the standard(s) has/have been met, the State will provide written notification of closure of finding(s).

Where significant deficiencies are not corrected within a designated timeline or there are serious systemic issues, the State will make a determination of the necessity to pursue reduction or termination of funding per 678C of the CSBG Act and guidance provided by CSBG IM 116.

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

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

6.6 Performance Target: What percentage of assessed eligible entities in the State does the State expect will meet the State-adopted organizational standards in the next year?
[Insert a percentage] 100%
SECTION 7  State Use of Funds

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

7.1  **Formula:** Please select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. [Dropdown options]

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

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities?

- ☐ Yes
- ☒ No

[Narrative]

The State complies with the requirements of the CSBG Act "SEC. 675C.

7.2. **Planned Allocation:** Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act. The estimated allocations may be in dollars or percentages. For each eligible entity receiving funds, provide the Funding Amount in either dollars (columns 2 and 4) or percentage (columns 3 and 5) for the fiscal years covered by this plan.

<table>
<thead>
<tr>
<th>Planned CSBG 90 Percent Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSBG Eligible Entity</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Will be auto-populated from Section 5, Table 5.1, Column 1</td>
</tr>
<tr>
<td>United Planning Organization</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

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).

[Narrative]

The District of Columbia, unlike most states, has only one eligible entity. Therefore, the allocation of funds applies only to this entity.

The eligible entity shall receive payment(s) for its approved budget in accordance with the following payment procedures:
• Upon receipt of the Notice of Grant Award (NOGA) from DHHS and completion of the grant agreement and approval process, CSBG funding is made available to the eligible entity.

• Using a monthly payment methodology, financial statements, showing actual expenditures during the billing period are submitted by the eligible entity to the DSH/FSA/CSBG Grant Administrator within thirty (30) days of closing of the said monthly billing period.

• Financial statements and expenditures, other supporting grant agreement performance reports also due as scheduled are reviewed and processed. A completed invoice form (DHS-1713) should be submitted to the DHS Office of the Chief Financial Officer with enough time and detail to allow for certification and processing within 3 – 5 days of receipt.

• The eligible entity shall receive payment for services to be rendered in the stated upcoming billing period. Payment will be issued within seven (7) business days of the inception of such billing period.

7.4. **Distribution Timeframe:** Does the State plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the Federal award?

☑ Yes

No

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

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

[Narrative]
The State Office will not be making changes in its grant/contract administration procedures. The current operations processes/systems are working well.

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

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

[Numeric response, specify $ or %] 5%
7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan?  
[Insert a number between 0 – 99]  6

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan?  
[Insert a number between 0 – 99]  6

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

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

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

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

<table>
<thead>
<tr>
<th>Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)</th>
<th>Year One</th>
<th>Year Two</th>
<th>Brief description of services/activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Training/technical assistance to eligible entities</td>
<td>-0-</td>
<td>-0-</td>
<td>[Not Fillable] These planned services/activities will be described in State Plan item 8.1</td>
</tr>
<tr>
<td>b. Coordination of State-operated programs and/or local programs</td>
<td>-0-</td>
<td>-0-</td>
<td>[Optional Narrative, 2500 characters] These planned services/activities will be described in State Plan section 9, State Linkages and Communication.</td>
</tr>
<tr>
<td>c. Statewide coordination and communication among eligible entities</td>
<td>-0-</td>
<td>-0-</td>
<td>[Optional Narrative, 2500 characters] These planned services/activities will be described in State Plan section 9, State Linkages and Communication.</td>
</tr>
<tr>
<td>d. Analysis of distribution of CSBG funds to determine if targeting greatest need</td>
<td>-0-</td>
<td>-0-</td>
<td>[Narrative, 2500 characters]</td>
</tr>
<tr>
<td>e. Asset-building programs</td>
<td>-0-</td>
<td>-0-</td>
<td>[Narrative, 2500 characters]</td>
</tr>
</tbody>
</table>
7.10. What types of organizations, if any, does the State plan to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. 

[Check all that apply and narrative where applicable]

☒ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds)

[Narrative.] The District of Columbia has only one eligible entity.

☒ 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
☐ None (the State will carry out activities directly)

7.11. Performance Management Adjustment: How is the State adjusting the use of remainder/discretionary funds under this State Plan as compared to past plans? Any adjustment should be based on the State’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail. [Narrative, 2500 Characters]

CSBG continues to make adjustment to the use of discretionary funds as a result of needs identified by the eligible entity and ongoing review of available data. Priorities can change based on input from the executive of the state and other elected stake holders. We also review annually state and customer priorities.
**SECTION 8  State Training and Technical Assistance Plan**

8.1. Describe the State’s plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding **used for this activity is referenced under item 7.9(a), Use of Remainder/Discretionary Funds.**)

<table>
<thead>
<tr>
<th>Dropdown options:</th>
<th>Fiscal Year (Y) / Quarter (Q) / Timeframe</th>
<th>Training, Technical Assistance, or Both</th>
<th>Topic</th>
<th>Brief Description of “Other”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Training, Technical Assistance, or Both</td>
<td></td>
<td>[Narrative, 2500 characters]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Training</td>
<td></td>
<td>If “Other” is selected in column 3, describe in this column</td>
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<tr>
<td></td>
<td></td>
<td>□ Technical Assistance</td>
<td></td>
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<td></td>
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<td>□ Both</td>
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<tr>
<th>Dropdown Options:</th>
<th>Topic</th>
<th>Brief Description of “Other”</th>
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<td>□ Fiscal</td>
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<td>□ Governance/Tripartite Boards</td>
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<tr>
<td>□ Organizational Standards – General</td>
<td></td>
<td></td>
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<tr>
<td>□ Organizational Standards – for eligible entities with unmet standards on Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs)</td>
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<tr>
<td>□ Correcting Significant Deficiencies Among Eligible Entities</td>
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<td>□ Reporting</td>
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<td>□ ROMA</td>
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<td>□ Community Assessment</td>
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<td>□ Strategic Planning</td>
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<td>□ Technology</td>
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<tr>
<td>□ Other</td>
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<thead>
<tr>
<th>Ongoing / Multiple Quarters</th>
<th>Training</th>
<th>Fiscal</th>
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<tbody>
<tr>
<td>□ Ongoing / Multiple Quarters</td>
<td>□ Training</td>
<td>□ Fiscal</td>
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<thead>
<tr>
<th>Fiscal Year (Y)</th>
<th>Training</th>
<th>Technology</th>
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<tbody>
<tr>
<td>□ FY 1 Q2</td>
<td>□ Training</td>
<td>□ Technology</td>
</tr>
<tr>
<td>□ FY 1 Q2</td>
<td>□ Training</td>
<td>□ Strategic Planning</td>
</tr>
<tr>
<td>□ FY 1 Q3</td>
<td>□ Training</td>
<td>□ ROMA</td>
</tr>
<tr>
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<td>□ Training</td>
<td>□ Reporting</td>
</tr>
<tr>
<td>□ FY2 Q1</td>
<td>□ Training</td>
<td>□ Technology</td>
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<td>□ FY2 Q2</td>
<td>□ Training</td>
<td>□ Strategic Planning</td>
</tr>
<tr>
<td>□ FY 2 Q3</td>
<td>□ Training</td>
<td>□ ROMA</td>
</tr>
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Training and Technical Assistance

<table>
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<tr>
<th>Fiscal Year (Y) Quarter (Q) / Timeframe</th>
<th>Training, Technical Assistance, or Both</th>
<th>Topic</th>
<th>Brief Description of “Other”</th>
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<tr>
<td>☒ FY 2 Q4</td>
<td>☒ Training</td>
<td>☒ Reporting</td>
<td></td>
</tr>
</tbody>
</table>

**a.** The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9): _____ [Prepopulated with the budget allocation for years one and two under 7.9a]

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

8.2. Does the State have in place Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) for all eligible entities with unmet organizational standards, if appropriate?

☐ Yes  
☒ No  

(Narrative) 

The organizational standards are component of the Comprehensive Monitoring exercise completed in FY 2020. A Technical Assistance Plan or Quality Improvement Plan will be implemented as appropriate.

8.3. Indicate the types of organizations through which the State plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement? (Check all that apply.)

[Check all that applies and narrative where applicable]

☒ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [Narrative] *The one (1) eligible entity will receive funds*

☐ Other community-based organizations

☐ State Community Action association

☒ Regional CSBG technical assistance provider(s)

☒ National technical assistance provider(s)

☐ Individual consultant(s)

☐ Tribes and Tribal Organizations

☐ Other

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

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

[Narrative] 

The state remains open to revising training and technical assistance plans as data and other information demands.
SECTION 9  State Linkages and Communication

9.1. **State-level Linkages and Coordination**: Indicate the linkages and coordination at the State level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State plan and avoid duplication of services, as described under 675C(b)(1)(B) and as required by the assurance under Section 676(b)(5) of the CSBG Act. Please attach additional information as needed. (CSBG funding used for this activity is referenced under Item 7.9(b), Use of Remainder/Discretionary Funds). [Check all that apply]

**Note**: This response will pre-populate the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa; this response may pre-populate the State’s annual report form.

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

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

[Narrative]

The District of Columbia operates as both a State and local system of government. Planned linkages at the governmental level are referenced in 9.1.

9.3. **Eligible Entity Linkages and Coordination**

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

SERVICE DELIVERY LINKAGES

The eligible entity and its citywide network of organizations have maintained a successful approach of working in tandem and developing linkages with other local organizations in order to increase community service accomplishments. The plan is to continue this approach during fiscal years 2021 and 2022. Following is an extensive list of some of the key organizations with whom the eligible entity partners:

- A Clown 4-U, Inc.
- A Wider Circle
- Advocacy for Justice and Education
- AFC Scholarship Foundation, Inc.
- AFL-CIO
- African Women's Cancer Awareness Association
- Age Friendly DC
- Age Friendly DC (Block by Block Walk)
- America Works of Washington, DC
- American Federation of Teachers
- American Kidney Foundation
- American University
- AmeriCorps
- AMTRAK
- Anacostia Coordinating Council
- Anacostia Econ. Dev. Corp
- Anacostia Economic Development Corporation
- Anacostia Museum
- Andrews Federal Credit Union
- Andromeda Transcultural Health
- Asian American Leadership Empowerment & Dev Youth and Families
- Assembly at Petworth
- Association for Financial Counseling & Planning Education (AFCPE)
- AU Campus Kitchen
- AU Community Service Project
- Azeze Bates Early Learning Center
- Ballou High School Early Learning Center
- Ballou Stay
- Berean Baptist Church
- Bernice Fonteneau Senior Wellness Center
- Blue Cross Blue Shield
- Bowie State
- Bowie State University
- Boys and girls Clubs of Greater Washington
- Bread for the City
- Bread for the World
- Calvary Health Care
- Capital Area Asset Builders
- Capital Area Food Bank
- Capital Entertainment Services
- Capital Guardian Youth Challenge
- Capital Wesley Church
- Care First Blue Cross
- Career Gear
- Career Transition Services
- CareFirst Blue Cross Blue Shield
- Caribbean Coach LLC
- Caribbean Tours
- Center for Non Profit Advancement
- CentroNia School
- Central Union Mission, DC
- CentroSync
- Cesar Chavez Public Charter High School
- Charity Work
- Cheltenham Warehouse
- Child and Family Services Agency
- Children’s’ Hospital
- Children of Mine Center
- Children’s Health Project
- City of Greenbelt Maryland
• Clay Apartments
• Coca Cola Inc.
• Comcast
• Community Action Partnership (Nat. Assoc. of Wash. DC) -April
• Community of Hope
• Community Tax Aid
• Compass DC
• Competitive Innovations
• Concerned Black Men
• Congress Heights Community Association
• Congresswoman Eleanor Holmes Norton
• Congresswoman Norton Office
• Connect DC
• Convention Center
• Costco
• Councilman Marion Barry
• Court Services and Offender Supervision Agency
• Covenant House DC
• CSOSA
• Ctr. for Nonprofit - April
• DC Building Industry Association
• DC Coalition Against Domestic Violence
• DC Department of Transportation
• DC Department of Youth Rehab Services
• DC for Democracy
• DC Green Festival
• DC health Link
• DC Healthy Families
• DC Housing Authority
• DC Humanities Council of Washington DC
• DC Hunger Solutions
• DC Library
• DC Prevention Center-Ward7 and 8
• DC Public Library

• DC Rape Crisis Center
• DC Strong Start
• DC Superior Court
• DC Therapeutic Senior Center
• DC TV
• DC United
• DCBIA Annual Share and care Event
• DCPS Office of Early Childhood Education
• Delta Sigma My Sister Keeper
• Democracy Builders
• Democracy Prep
• Denison Landscaping
• Department of Human Services
• Digital Connect
• Disney, Inc.
• DOES Project Empowerment
• Domestic Violence Wears Many tags
• Dorothy Height Library
• Dress for Success
• Drexel University of Public Health
• Dunbar High School
• Dusk to Dawn
• Eagle Academy
• Early Stages
• East River Family Strengthening Collaborative
• Edgewood/Brookland Family Support Collaborative
• Educare of Washington DC
• Elevation DC
• Empower DC
• Fairlawn Citizens Association
• Family Medical Counseling Service
• Fair Southeast Family Strengthening Collaborative
• Federal Pest Control
• Feeding the Soul of the City
• Fort Lincoln New Town Corporation
• Fort Stanton Civic Association
• Frederick Douglas Early Learning Center
• Friendship Public Charter School
• Frugal Socialite
• Ft. Lincoln New Town Corp
• Gate Way Pavilion
• Gateway DC
• Georgetown Law
• Giant Food Corporation
• Gonzaga--Omega Men for the Homeless
• Good Jobs First
• Great Wayne Production
• Greater Help Ministries
• Greater Washington Urban League
• Grubbs Pharmacy
• H Street Community Development
• H.O.P.E. Project
• Harriet Tubman Elementary School
• Harris Teeter
• Health Disparities Research
• Health Services for Children with Special Needs
• Healthy Babies Project
• Healthy Families/Thriving Communities
• Helping Hands, Inc.
• Hendley Elementary School
• Higher Development Academy
• Hope Foundation
• Hope Project
• Howard University Hospital
• Howard University law Clinic
• Howard University School of Dentistry
• Hoya Clinic
• HP Planet Partners
• Human Needs Coalition
• Ideal Life
• Imagine Public Charter School
• Industrial Bank
• Inner Thoughts, Inc.
• Inter. Brotherhood of Teamsters Loc. Union No 639
• Interfaith Conference of Met. Wash.
• Islamic Relief Fund
• JobCorbs
• Kappa Alpha Psi Fraternity, Inc. - April
• Ketchum Elementary School
• Keystone Grand Order Eastern Star
• Kids Enjoy Exercise Now (Keen)
• Latin American Youth Center
• Laura Atkins
• League of Woman Voters
• Learning World
• Leukemia & Lymphoma Society
• Lockheed Martin
• Love & Carrots
• M & T Bank
• Macedonia Baptist Church
• Main Street Congress Heights
• Malcolm X
• Marshall Heights Community Development
• Martha's Table - Joyful Food Market
• Martin Luther King, Jr. Library
• Martins Food
• Mayor Office of Community Relations
• Mayor's office on Talent and Appointments
• McDonald's- FEC Management
• Med Star Community Outreach
• Metropolitan Police Department
• Metropolitan Wash. Council AFL-CIO
• Mid Atlantic Area Gleaning Network
• Midtown Lion Club
• Miller Farm
• Momma's Safe Haven
• My Fairy Palace
• National Building Museum
• Nationals
• Neighborhood Legal Services
• Neighborhood Watch Inc.
• New Commandment Baptist Church
• New Endeavors by Women
• News Channel 8/ABC 7 News T.V.
• Noah's Ark Ministry, Inc.
• Noyes Elementary School
• OAR Arlington County
• DC OCTO
• Office Catering
• Office of Congresswoman Eleanor Holmes Norton
• Office of Latino Affairs
• Office of Mayor Bowser
• Office, Deputy Mayor for Planning and Economic Development
• OIC DC
• One DC Freedom School
• Operation Hope
• Our Lady of Perpetual Help Church
• Papa John’s Pizza
• Parents with Partners
• PEPCO
• Pepco Edison Place Gallery
• Petworth Library
• PG County Oral Health
• Pinpoints
• Pizza Hut
• Policy Link
• Prevention Burn & Winter Safety
• Pro- Tax
• Project Empowerment
• Providence Hospital
• R. Emmanuelle Bell Consulting
• R.I.S.E. Center
• Reading Partners
• River East Emerging Leaders
• Rocket Ship Education
• Roses Stores
• Safe Link
• Safeway Inc.
• Sam Ford
• Samaritan Ministries
• Save the Children
• Secrets of Nature
• Skyland Town Center
• SNAP / Hunger Solutions
• South Hill Apartments
• Spanish Education Development Center
• St Elizabeth Hospital
• St. Thomas Moore Catholic Church
• Street wise partnerships
• Strong Families
• Subway
• Summit Health Institute for Research and Education (SHIRE)
• Sunshine Early Learning Center
• T Mobile
• Taiwanese American Fellows
• TD Bank
• Terrific
• The American Pharmacists Association
• The Brooks Group, LLC
• The Children's Center
• The Federal City Alumnae Chapter of Delta Sigma Theta Sorority Inc.,
• The Future Foundation
• The lawyers Committee for Civil Rights
• The National Caucus & Center on Black Aging (NCBA)
• The Washington Center (TWC)
• The Washington Informer
• The William Penn House - Brad Ogilvie
• The Women’s Collective
• Therapeutic Rec. Ctr.
• Toastmasters International
• Toys for Tots
• Transitional Housing Corporation (THC)
• Trinity University Nursing School
• Trusted Health Plan
• UDC College of Agriculture, Urban Sustainability and Environmental Sciences
• UDC Student Outreach
• United Bank
• United Food & Commercial Workers
• United Medical Center
• United State Attorney Office for District of Columbia (DOJ)
• United Way of National Capital Area
• Unity Health Care
• University of District of Columbia
• US Marine Corporation
• US Postal Service
• Variety Wholesalers, Inc.
• Verizon
• Viacom
• Virginia Merrick Center
• Walden University
• Walmart
• Ward 7 & 8 Drug Prevention
• Ward 7 & 8 Prevention Center
• Ward 7 & 8 School Board Representatives
• Ward 7 & 8 DC Prevention Center
• Ward 8 Arts & Cultural Council
• Ward 8 Community Leaders
• Ward 8 Democrats
• Ward 8 Faith Leaders
• Ward 8 Neighborhood Planning
• Ward 8 Workforce Development Council
• Washington Bar Association Young Lawyers Division (WBAYLD)
• Washington Capitals (Hockey)
• Washington Clinic for the homeless
• Washington Gas
• Washington Highland
• Washington Highlands Atlantic Gardens
• Washington Highlands Atlantic Terrace
• Washington Informer
• Washington Legal Clinic for the Homeless
• Washington Valor Football Arena Team
• Washington Wizards (Basketball)
• Watha T. Daniels Library
• WDC Job Corps
• We Serve DC
• Wingman’s
• Wells Fargo
• Westwood College
• Wheeler Creek CDC
• WHUR Radio
• Wider Circle
• William O. Lockridge Foundation
• Winn Residential
• Winrock International
• WJLA TV Channel 7
• WMATA
• YMCA
• 11th Street Bridge Project
Public and Private Resources
In fiscal years 2021 and 2022, funding for the eligible entity community action programs is anticipated from a variety of private and public funding sources including the following:

- Bainum Family Foundation
- Child Care Food-Centers
- Community Partnership for the Prevention of Homelessness
- Corporation for National Service
- DC Department of Behavioral Health
- DC Department of Human Services
- DC Department of Small & Local Business Dev. (DSLBD)
- DC Department of Housing and Community Development
- DC Trust
- Department of Employment Services
- Department of Justice
- District Department of the Environment (DDOE)
- FIS Global
- Health and Human Services
- Office of the State Superintendent of Education
- TD Bank
- US Department of Agriculture
- Wollenberg Foundation

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

(Narrative)
All customers receiving services through the eligible entity’s community service programs determined to need assistance to overcome the barriers to self-sufficiency will be offered the opportunity to receive case-management services. Upon accepting the offer, customers will receive assistance in creating self-sufficiency related objectives along with plans to help them reach those objectives. Subsequently staff will assist customers to achieve their goals through monitoring and advocacy.

Further, through its extensive network with both private and public organizations, a variety of services are made available to customers. In FY 2021 and 2022, these partnerships will be expanded to fill identified gaps in services.

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

(Narrative)
The Community Services Block Grant (CSBG): CSBG, through its designated Community Action Agency, United Planning Organization (UPO), has developed Building Careers Academy in a 10,000 sq. ft. training facility that trains participants in the area of Building Careers/ Green Technology, with the purpose of preparing individuals for occupations that meet the needs of employers in today's labor market. In doing so, UPO now provides training that encompasses Professional Building Maintenance, Broadband and Telecommunications, and Plumbing and Weatherization. The course period has been expanded to 16-weeks for a full array of training that provides for more in-depth education into the subject matter.

The goal of the program is to provide training in construction trades that builds twenty-first century skills and work experience of students/trainees to enable them to obtain higher wages, sustainable employment, and enhanced skills for higher degrees of self-sufficiency and independence. Students now learn, in addition to trade skills, effective jobsite communication, problem solving, professional behavior, and organizational skills necessary for successful careers.

Building Careers Academy program participants enroll in the DC Networks at the American Job Center with the support of a Job Readiness Coach. As the participants acquire new skills during the training, the Job Readiness Coach will assist them with updating their profile thus increasing their employability. The Coach will also assist with connection First Source Employment Agreement employers to the Academy graduates to meet their hiring needs.

Through CSBG, UPO also provides Culinary Arts Training (ServSafe Certifications), Commercial Driver's License (CDL), training and IT Training (Comp TIA Certification) to low-income residents of the District of Columbia.

UPO will utilize their partnership and collaboration with the AJCs to continue activities such as job search and placement assistance, career counseling, job recruitment, providing job vacancy listings, providing information regarding filing of claims for unemployment compensation, assistance in establishing eligibility for programs providing financial aid for training and education programs.

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. [Narrative, 2500 Characters]
9.5. **Emergency Energy Crisis Intervention:**

*(Narrative)*
The Low-Income Heating Assistance Program (LIHEAP) is managed by the District of Columbia Department of Environment, District Office or Energy, and services are available city-wide. The eligible entity has an established partnership with the LIHEAP program and uses this to link low-income customers with the LIHEAP provider serving their community. In addition, the eligible entity provides non-emergency LIHEAP energy assistance by connecting low-income customers with opportunities to have their homes weatherized.

9.6. **State Assurance: Faith-based Organizations, Charitable Groups, and Community Organizations:**

*(Narrative)*
As part of the Community Action Plan, the eligible entity provides an extensive list of linkages and partnerships which includes faith-based organizations, charitable groups, and community organizations.

During the comprehensive monitoring exercise, the State will test the validity of these linkages and partnerships through review of documentation. This is also a component of the Organizational Standards which are assessed annually.

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

*(Narrative)*
The eligible entity is multi-funded receiving grants and contracts for more than twenty (20) specific activities and services. CSBG funding represents about a quarter of total agency resources. The balance of the agency's resources includes funding for programs such as Head Start, day care, initiatives for homeless individuals and families, energy conservation, welfare to work, substance abuse, and affordable housing initiatives.

**Public Sector Involvement** - Agency funds are utilized in a variety of ways to accomplish the mission of having a meaningful impact on ameliorating poverty. In addition to its comprehensive network of community based agencies, the eligible entity funds and administers a number of special emphasis programs. Most of these programs are funded by public agencies. A listing of major grantors and programs follow

[See Attachment 3 Service Delivery Network](#)

**Private Sector Involvement** - In fiscal years 2021 and 2022, the eligible entity and its citywide service network will continue to expand its resources in the private sector to augment CSBG service activities. Examples of relationships with the community appear below.
• Agreements with home improvement contractors to provide services below their regular established prices
• Agreements/commitments with wholesale and retail food chains for donations of food
• Agreements/commitments with private employers and businesses for commitments to hire the untrained
• Agreements/commitments from rental management companies to provide housing for the homeless
• Commitments from area banks to provide workshops on how to get loans and/or maintain good credit
• Commitments from volunteers to donate their time and expertise
• Commitments from hospitals, universities, HMOs, and other private health institutions and facilities to conduct workshops focusing on health issues

Additionally, memberships on various boards and business associations will continue during fiscal years 2021 and 2022. UPO has been able to develop and maintain working relationships with representatives from the private sector, which have proven invaluable.

| Federal: US Department of Health and Human Services | District of Columbia: DC Department of Employment Services Youth Tech |
| Head Start Programs Early Head Start Community Services Block Grant Temporary Assistance to Needy Families | Summer Youth |
| US Dept. of Justice | DC Dept. of the Environment Weatherization Assistance Program |
| US Department of Agriculture | Low Income Home Energy Assistance Program Sustainable Energy Trust Fund |
| US Dept. of Veteran Affairs | Heating System Repair, Replacement, and Tune-up Program Sustainable Energy Trust Fund Appliances Program |

Northeast Energy Efficiency Partnerships
American Recovery and Reinvestment Act Small Business energy Efficiency Program American Recovery and Reinvestment Act
DC Dept. of Housing and Community Dev.
DC Housing Finance Agency DC Office of the State Superintendent of Education DC Office of the Deputy Mayor for Planning and Economic Dev. DC Addiction Prevention and Recovery Administration
9.8. **Coordination among Eligible Entities and State Community Action Association:** Describe State activities for supporting coordination among the eligible entities and the State Community Action Association.

The District of Columbia does not have a State Community Action Association.

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Expected Frequency</th>
<th>Format (drop down)</th>
<th>Brief Description of “Other”</th>
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| [Narrative, 2500 characters] | Dropdown Options:  
- Daily  
- Weekly  
- Twice-Monthly  
- Monthly  
- Quarterly  
- Semi-Annually  
- Annually  
- Other | Dropdown Options:  
- Newsletter  
- Mailing  
- Meetings/Presentation  
- Blog  
- Email  
- Website  
- Social Media  
- Other | [Narrative, 2500 characters]  
If “Other" is selected in columns 2 and/or 3, describe in this column |
| The quarterly meetings are held with the eligible entity to provide updates on pertinent information, Training and Technical assistance needs community action planning, strategic planning, community needs assessments, General Information on Programs | Quarterly | Meetings, |
| State Plan and Hearings | Annually | Meetings/Presentations |

9.10. **Feedback to Eligible Entities and State Community Action Association:** Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.
(Narrative)
Within 60 days of receiving feedback from OCS on the state accountability measures, the state will prepare and submit a written report to the eligible entity. This report may also be discussed during the quarterly meeting.

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

[Narrative]
No changes are being made at this time. There are regularly scheduled meetings, and ongoing contact by telephone/e-mail, etc. is made as needed.
SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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

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

This is an estimated schedule to assist States in planning. States may indicate “no review” for entities the State does not plan to monitor in the performance period. For States that have a monitoring approach that does not fit within the table parameters, attach the State’s proposed monitoring schedule.

<table>
<thead>
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<th>CSBG Eligible Entity</th>
<th>Review Type</th>
<th>Target Date</th>
<th>Date of Last Full Onsite Review (if applicable)</th>
<th>Brief Description of “Other”</th>
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<td>Dropdown Options: FY1 Q3</td>
<td>Select a date</td>
<td>[Narrative, 2500 characters]</td>
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<tr>
<td>United Planning Organization</td>
<td>Full onsite</td>
<td>FY1 Q3</td>
<td>July 2020</td>
<td>If “Other” is selected in column 2, describe in this column</td>
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</table>

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

(Narrative)
See Attachment 4. Monitoring Procedures

10.3. Initial Monitoring Reports: According to the State’s procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?
[Insert a number from 1 – 100] 60

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 the documenting of closure of findings included in the State monitoring protocols attached above? [Narrative] Yes
10.4a. If you selected “no,” please describe State procedures for addressing eligible entity deficiencies and documenting closure of findings. [Narrative Response, 2500 characters]

10.5. **Quality Improvement Plans (QIPs):** How many eligible entities are currently on Quality Improvement Plans? (Narrative) [Numeric, 3 digits] -0-

10.6. **Reporting of QIPs:** Describe the State’s process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

[Narrative]
Within 30 days of receiving documentation that the standard(s) has/have been met, the State will provide written notification of closure of finding(s) to the Office of Community Services by email or other written correspondence

10.7. **Assurance on Funding Reduction or Termination:** Does the State assure, according to Section 676(b)(8), that “any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b).”
☑ Yes
☐ No

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

10.8. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities?
☐ Yes
☒ No

[Narrative]
The State follows the requirements of the CSBG Act.

10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities. [Narrative, 2500 Characters]

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

[Narrative]
The State follows the requirements of the CSBG Act.

10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of new eligible entities. [Narrative, 2500 Characters]
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

[Narrative]
The State follows the requirements of the CSBG Act.

10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities. [Narrative, 2500 Characters]

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).

(Narrative)
As in the classic grant scheme, the sub-grantee, operates under an approved budget and submits documentation of its grant expenditures for approval by the granting agency, D.C. Department of Human Services. Where documentation is unclear, the granting agency, DHS, will provide the sub-grantee, with an opportunity to address the Agency's concerns and support its assertion that the expenditures are allowable under the grant.

To ensure funds have been used appropriately the Eligible Entity must submit financial reports to the DHS FSA CSBG Grant Administrator as follows:

1. Quarterly report of funds passed through to community service centers and other subcontractors. Include the amount and percentage of indirect costs charged on these pass-through funds.


3. Two (2) copies of the independent auditor’s report, OMB Circular A-133, and Management Letter shall be submitted to DHS FSA CSBG Grant Administrator no later than nine months following the end of the fiscal year.

4. Prior year’s finding in the independent audit report must be corrected within a reasonable time frame to be approved by the DHS FSA CSBG Grant Administrator. A viable solution shall be presented to the DHS FSA CSBG Grant Administrator within sixty (60) days of the Final Report.
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. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number.

[Narrative]
Following receipt and review of the audit report, a letter is sent to the eligible entity acknowledging receipt, and where there are findings, requesting that a corrective action plan be submitted to the state office within 30 days. If approved, the eligible entity will be given 60 days to implement the plan and correct the findings. Should the eligible entity require additional time, the state office may grant an extension of up to 30 days. Within 30 days of receiving a report that all the findings have been corrected, the state office will schedule a follow up site visit, if needed, to verify that the deficiencies identified in the original auditor’s report have been satisfactorily addressed. Upon verification that the deficiencies have been resolved, a letter will be issued to the eligible entity.

10.13. **Assurance on Federal Investigations:** Will the State “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

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

[Narrative]
The monitoring procedures are being adjusted to incorporate Organizational Standards and revised monitoring tools.
SECTION 11 Eligible Entity Tripartite Board

11.1. Which of the following measures are taken to ensure that the State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act? [Check all that applies and narrative where applicable]
- Attend Board meetings
- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other [Narrative, 2500 characters]

11.2. How often does the State require eligible entities (which are not on TAPs or QIPs) to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards? [Check all that applies and narrative where applicable]
- Annually
- Semiannually
- Quarterly
- Monthly
- Other [Narrative] Bylaws are provided as updated. Board minutes are provided 30 days after board approval. Low-income member selection process and Board roster are submitted annually.

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

[Narrative]
The eligible entity has Democratic Selection Procedures for low-income representatives through which income-eligible individuals can apply to be a candidate or recommend an individual as a candidate for a low-income representative on the board. The eligible entity is required to submit this document as part of the grant application process.

11.4. Does the State permit public eligible entities to use, as an alternative to a Tripartite Board, “another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs” as allowed under Section 676B(b)(2) of the CSBG Act.
- Yes
- No N/A

11.4a. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. [Narrative, 2500 Characters]
SECTION 12 Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: What is the income eligibility threshold for services in the State? [Check one item below.]
   ☑ 125% of the HHS poverty line
   ☐ ___% of the HHS poverty line (fill in the threshold):_____% [insert up to a 3 digit percentage]
   ☐ Varies by eligible entity

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

   [Narrative]
   The eligible entity is required to have written procedures for the documentation of eligibility – income and residency – for services.

12.2. Income Eligibility for General/Short Term Services: For services with limited intake procedures (where individual income verification is not possible or practical), how does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.

   [Narrative,]
   Participants are required to fill out an income eligibility forms and/or to provide verification of residence as documentation that they reside in a community identified as an area of high need.

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

   [Narrative]
   The Community Needs Assessment serves to identify those communities of greatest need and the demographics of the residents, which include income.
SECTION 13    Results Oriented Management and Accountability (ROMA) System

13.1.  ROMA Participation: In which performance measurement system will the State and all eligible entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act? [Check one]

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

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

[Narrative]
The eligible entity is required to participate in a performance management system for measuring performance in meeting established goals. The approach used by the CSBG State office is the Results Oriented Management and Accountability (ROMA). This approach is designed to promote ongoing evaluation and efficiency through assessment of needs, development of a plan to respond to the assessment, implementation of services to carry out the plan and measurement of outcomes to determine effectiveness and to inform future planning.

The eligible entity is required to maintain a data management system for collecting information for tracking and reporting goal achievement, performance outcomes, demographics and other information as needed to complete the annual report or other requested reports.

In compliance with the CSBG Act, every three years, the eligible entity will conduct and submit to the CSBG State office a comprehensive Community Needs Assessment. The data gathered will be used to develop the Community Action Plan. This plan, which covers not less than one fiscal year and not more than two fiscal years, shall describe how the funds will be used to address the needs of the target population to mobilize resources, provide innovative solutions, and increase their own capacity to achieve results and guide the development and implementation of services.

The CAA shall submit to the CSBG office the required performance data for the CSBG/IS Annual report by the deadline provided.

13.1b. If ROMA was not selected in item 13.1; describe the system the State will use for performance measurement.

13.2. Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act?
13.3. How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?

[Narrative]
The State has provided discretionary funding for updating the data collection and reporting system. Discretionary funding for training is also available upon request.

13.4. **Eligible Entity Use of Data**: How is the State validating that the eligible entities are using data to improve service delivery?

[Narrative]
The eligible entity completes a Comprehensive Needs Assessment documenting the source of the information which includes US Census data, assessments from other agencies, focus groups, surveys, etc. The information gathered is then used in the development of the Community Action Plan. In addition, board minutes submitted contain program reports which reflect the use of data to improve service delivery. This is further discussed with the eligible entity at quarterly meetings. During monitoring exercises, the system and process for analyzing data to improve services is discussed and reviewed.

**Community Action Plans and Needs Assessments**

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

[Narrative] The State includes the requirement for the Community Action Plan as part of the grant agreement.

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

[Narrative] The State includes the requirement for the Community Needs Assessment as part of the grant agreement.
SECTION 14        CSBG Programmatic Assurances and Information  Narrative

(Section 676(b) of the CSBG Act)

14.1 Use of Funds Supporting Local Activities

CSBG Services
14.1a. 676(b)(1)(A):
  Describe how the State will assure “that funds made available through grant or
  allotment will be used –
  (A) to support activities that are designed to assist low-income families and
  individuals, including families and individuals receiving assistance under title IV
  of the Social Security Act, homeless families and individuals, migrant or seasonal
  farmworkers, 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);

(Narrative)
To meet the goals outlined in the CSBG statute, UPO and its CSBG Service Delivery Network
will continue offering a variety of programs that serve low-income children, families and
seniors. The network will provide job and educational training, coordinate emergency
assistance, provide weatherization services, sponsor youth programs, operate senior programs
and provide transportation to increase access to community services and resources by low-
income people. Also, UPO will serve customers at the individual and community levels with
employment services, education services, asset building, housing services, income
management services, health services and civic engagement.

Among the strategies that UPO will adopt are the following:

- Addressing truancy and disconnectedness for high school students
- College and Career readiness for older youth
- Communities of Practice
- Community partnerships
- Comprehensive services for the residents of the Washington Highlands Community
- Evening retention workshops dubbed “Don’t Get Fired”
- Family Strengthening
- Home visits (for no shows and non-compliant customers)
- Increased use of social media to engage customers
- Intensive monitoring and evaluation of programs
• Intensive retention and follow-up
• Interdepartmental collaboration for customer outcomes
• Job Search Development
• Life Skills Training
• Parenting education and counseling
• Professional Development
• Program ingenuity
• Restorative justice program for youth ages 12-18
• STEM Programming
• Wellness
• Work Readiness Skill Training
• Wraparound Case Management
• Year round youth engagement

UPO will also work with a total of eight community services organizations located in the District of Columbia. Seven of these organizations will serve as CSBG sub grantees whose primary focus will be on vocational skills training and on job placements as well as job retention. One of the eight sub grantees will focus on senior services for DC residents. UPO will continue to focus on long-term training in high-demand occupations. In FY 2021 and 2022 UPO will continue to revamp its training programs, implementing new training initiatives in high-demand occupations, to more closely align with the DC Dept. of Employment Services. The focus of this move is to better prepare participants for high-demand careers and occupations. According to the DC Department of Employment Services, the top twenty-five (25) high-demand occupations for the period 2009-2021 are:

Lawyers
General and Operations Managers
Security Guards
Home Health Aides
Management Analysts
Waiters and Waitresses
Accountant and Auditors
Customer Service Representatives
General Office Clerks
Receptionists and Information Clerks
Maids and Housekeeping Cleaners
Executive Secretaries & Administrative Assistants
Cashiers
Paralegal and Legal Assistants
Registered Nurses
Legal Secretaries
Food Preparation and Service Workers
Network and Computer Administrators
Network and Computer Analysts
Computer System Analysts
Computer Software Engineers, Applications
Financial Managers
Retail Sales Workers
Public Relations Specialists-Managers
Computer Support Specialist

(ii) to secure and retain meaningful employment;

(Narrative)
UPO works diligently to create a system of service delivery that maximizes customer success. This system engages customers who seek career training and placement through UPO’s Workforce Institute. UPO’s Workforce Institute will offer a suite of vocational skills
enrichment and job readiness services to income eligible customers. With nearly a dozen course offerings, UPO’s clients will be able to become certified to attain careers within the hospitality, food service, emergency management, IT, construction, and apprentices as electricians or carpenters. After customers have gainful employment, UPO’s Workforce Institute will provide case management aimed at assisting them to retain employment. The goal is to help them maintain employment for a year or more.

In FY 2021 and 2022 the eligible entity and its citywide CSBG supported service network will provide an increased focus on training and employment. This will be addressed through a myriad of UPO-operated programs along with a number of subcontracted agencies operating in areas where the highest numbers of unemployed persons reside. The Workforce Development division is committed to assisting the underemployed and unemployed with Job Readiness training that prepares individuals for in-demand careers in today’s highly competitive workplace. Customers will receive on the job training (OJT) and work-based learning opportunities, while strengthening industry and employer connections to ensure that training programs directly align with the skills and credential needed to secure employment.

Further, the Workforce Development division utilizes workforce development strategies derived from the “Five Workplace Competencies” developed by the Secretary of Labor’s Commission on Achieving Necessary Skills (SCANS). SCANS core competencies are integrated into the framework of the program’s job readiness/Life Skills curriculums. Therefore ensuring these essential skills are taught to individuals enabling them to develop those high performance abilities needed to succeed in the high performance workplace in the District of Columbia.

The Competencies are as follows:

1. Resources: Identifies, organizes, plans, and allocates resources
2. Interpersonal: Works with others
3. Information: Acquires and uses Information
4. Systems: Understands complex inter-relationships
5. Technology: Works with a variety of technologies

The Workforce Development Division also partners with UPO’s Youth Services, Building Careers Academy and Adult Education and Training Divisions to provide youth ages 17 - 24 with the opportunity to develop marketable employment skills through a series of thoughtfully designed, sequential programmatic components in high demand occupations. UPO offers youth participants training to develop employable skills, to gain work experience while participating in career-focused summer internships, which will aid in the path to gainful and meaningful employment. In partnership with Adult Training programs, the Workforce Development division offers training in “soft skills” and access to industry-recognized certificate programs that puts youth on the path to full-time 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;
The United Planning Organization is committed to providing high quality, high demand education and training leading to long-term career development and growth for its customers. The organization will continue to expand its portfolio of training services through the formalization of the UPO Workforce Institute (WFI). The WFI will formally take each customer through a pre-assessment, coursework, certification, job placement and follow-up phase that is standardized across all programs to improve program efficacy and clear pathways out of poverty. Current programmatic offerings through the Building Careers Academy will be modified to increase the number of customers enrolling in evening and weekend coursework opportunities to reduce income loss for those with day jobs or who are enrolled in GED programs during the day. The Building Careers Academy coursework includes Cabling, Plumbing, Electrical and Professional Building Maintenance. UPO will expand its Commercial Driver’s License (CDL), Hospitality and Emergency Medical Transport (EMT) trainings to enroll more customers. The CDL training has proven to be a rapid path to employment for customers earning CDL A and/or CDL B certifications. Annual review of high demand occupations will guide the agency in adding to its current portfolio of trainings and UPO will launch an Adult Education and Training Division Advisory Council with membership from individuals from high demand industries. The role of the Advisory Council will be to validate training models and aid in creating pipelines to employers for education and training program graduates. Additionally, UPO will continue through its subgrantee network to provide GED preparation services for customers

(iv) to make better use of available income;

The UPO Community Reinvestment (CRI) Division provides a range of services to customers leading to increased financial literacy, short- and long-term financial goal setting, housing support and tax services. In FY 2021-2022 UPO will continue its IDA program providing an 8:1 match for customers who save $500 towards education, entrepreneurship or home ownership. Customers in this program will be supported in the development of small businesses, preparing for homeownership and the exploration of viable higher education options leading to high demand career options. The CRI plans to explore the feasibility of an e-commerce business incubator to teach graduates of literacy programs to build a website and earn revenue through affiliate marketing. UPO will actively seek funding to continue the IDA program into 2018 to add an additional 10 IDA accounts. The CRI will expand its tax preparation services to reach 800 customers and continue to provide tax counseling and avenues to avoid large tax penalties to customers with long-term IRS issues. As part of a bundled services approach, the CRI will deliver financial literacy workshops linked to each agency program to prepare future wage earners to make sound financial decisions and to address credit and savings issues prior to their entrance into employment

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

UPO will meet the needs of low-income residents facing housing needs through the rental of properties owned by UPO on Sheriff Road and Montello Avenue, providing 5 units of housing for low-income residents. The Community Reinvestment (CRI) Division will educate
customers facing displacement on their rights to work as a collective to purchase their residence. The CRI will also provide mortgage default and foreclosure prevention services and home ownership classes. Partnerships with organizations that specialize in creating home-ownership and identifying affordable homes for low- to moderate-income earners will be expanded. UPO’s Advocacy Division will continue to aid residents who desire to develop tenant associations. Assistance articulating tenant needs and working collaboratively with management and city agencies to have their needs heard and addressed will also be provided. UPO will partner with a legal service pro-bono project to provide advice to tenants on housing concerns.

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

(Narrative)
Emergency housing assistance needs will be addressed by UPO through the Emergency Rental Assistance Program (ERAP) operated through the Community Reinvestment Division. ERAP provides rental assistance to customers facing the threat of eviction. Emergency clothing and nutrition needs will be addressed through the UPO Advocacy Division. UPO will continue its monthly Grocery Plus program operated at the Petey Greene Community Services Center that provides groceries to senior citizens and those with disabilities. Partnerships with the Mid-Atlantic Gleaning Network will provide food distribution at a minimum of three times per year in food desserts at the end of the month when most low-income families begin to run out of food. Finally, UPO has a healthy network of partners in legal aid, food assistance and shelter transport and temporary shelter to guide customers to needed services and barriers to family stability.

(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;

[Narrative]
UPO will continue its community revitalization effort in the Washington Highlands area of Ward 8 through the Washington Highlands Community Advancement Network (WH CAN) in collaboration with community businesses, local law enforcement, residents, ANCs and other stakeholders. UPO will convene community meetings and coordinate with residents to address concerns related to neighborhood safety, employment and other identified issues. To increase community safety, UPO will expand the current neighborhood watch online application to enroll at least 100 additional WH residents. The application allows smart phone users to learn of where crimes have been committed in the community, report crimes and to send out notices of community meetings and alerts.
Through future funding, UPO anticipates delivering a health and wellness project in the WH community to address family health concerns and to identify needed resources to aid the community in improving access to and use of health facilities and organizations. Community Leadership Academies were developed by UPO to empower residents to be advocates within their communities and to understand how to engage civic and elected leaders to address neighborhood concerns. Fifteen (15) WH residents will participate in the leadership academy and participate in local hearings that address an area of personal or community interest in 2017 and 2018. In the spring of 2017, UPO, in partnership with Winn Management and Kaboom!, will build three new playgrounds in the Washington Highlands community for ages 0-3; 4-12 and 12-17.

In addition to WH, UPO will begin engaging Ward 7 community members replicating successes and utilizing lessons learned from the WH CAN model. Strategic coordination of UPO resources to address community needs will be employed and measured to effectively contribute to a community revitalization effort. Duplicating its initial entrance into the WH neighborhood as a strategic partner, UPO will provide early learning services in Ward 7 to address the pressing childcare needs and to partner with families to articulate the goals for a thriving community.

**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;

[Narrative]

UPO’s Office of Early Learning (OEL) will serve 700 early Head Start children through direct services to provide educational, social-emotional and health needs to ensure school readiness. Another 200 children will be impacted through Hub services. UPO has been designated as a training and technical assistance provider for seven (7) early learning centers throughout the City to ensure quality services for children and families in these centers. The UPO OEL will seek additional financial resources to support families in Ward 7 where there is currently a need for more early learning services. OEL is also poised to introduce a reading literacy program to parents that will provide books and reading circles to increase child and parent literacy.
The UPO Providing Opportunities With Educational Readiness (POWER) program currently operates a Science, Technology, Engineering and Math (STEM) program. Moving forward in FY 2017, plans are underway to enhance this program by incorporating the arts using a Science, Technology, Arts and Math (STEAM) curriculum and engaging additional universities, arts and STEM professionals to support this effort. It will also partner with Destination Imagination to provide youth with year-long critical thinking projects. In its mission, the program states it provides “a fun, hands-on system of learning that fosters students’ creativity, courage and curiosity through open-ended academic Challenges in the fields of STEM (science, technology, engineering and mathematics), fine arts and service learning.”

POWER students will also receive intensified social-emotional, coping and life skills support. Greater emphasis will also be placed on parent involvement in the POWER program and in the local schools as education advocates for their children. The Beavers Scholarship will be expanded through partnerships with local businesses interested in developing scholarships for local youth. Beavers scholars, along with college enrolled POWER program participants, will receive support from a College Outreach Coordinator to aid students and their families in the college transition process including enrollment and financial aid issues, time management, social-emotional issues and self-advocacy in their educational pursuits.

UPO Freedom Schools participants will continue to be supported with reading literacy through after-school and summer programming. The Youth Services Division will align program services with the Raise DC initiative to reengage disconnected youth with school; coordinate a partnership with the Latin American Youth Center to develop two restorative justice programs for 50 youth ages 12–18; Establish partnerships with Serve DC, Coalition of Black Trade Unionists, Hands-on Greater DC Cares, and the Capital Area Food Bank for the coordination of meaningful initiatives that afford opportunities for youth to give back to their communities; and establish partnerships with the Alliance of Concerned Black Men and the Department of Youth Rehabilitation Services.

**Coordination of Other Programs (Updates needed for FY 17-18)**

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)

[Narrative]
The eligible entity will expand opportunities for its customers in 2017 and 2018 through strategic partnerships with businesses interested in civic engagement and volunteerism to seek new revenue streams, volunteers, and audiences to aid in the diversification of funding to better respond to the varying needs of the customer base. Twenty new active business supporters will be courted. UPO will continue its partnership expansion and add to the nearly 1000 partners including volunteer and intern organizations, emergency services agencies, parent support organizations and literacy partners to name a few.
UPO will continue its membership on various boards and will establish neighborhood liaisons who will work with the Advocacy Division to provide support with outreach to the community and neighborhood partners, business associations, other CBOs and community stakeholders.

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.”

[No response; links to 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… Eligible Entity Service Delivery System

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;

[Narrative]
The eligible entity’s Service Delivery Network is comprehensive both in its program activities and its coverage of those communities and neighborhoods in which the targeted client population resides. A listing of the Service Delivery Network which includes program information and ward(s) served is provided.

See Attachment 3 Service Delivery Network

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 follow up consultations.”

[No response; links to 9.3b.]

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

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

[No response; links to 9.7]

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

14.3d. 676(b)(3)(D) Describe “how the local entity will use the funds [made available under 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.”

See Attachment 5: Innovative Community & Neighborhood Initiatives

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.”

[Narrative] The eligible entity participates in the gleaning activities through which food is made available to customers and referrals are made for emergency needs. In addition, the eligible entity has been approved as a site for the Capital Food Bank and will become a provider for emergency food. In addition, the eligible entity will continue to serve customers in dire need of food assistance by issuing Electronic Benefit Transfer (EBT) card to 1,800 new customers referred from the Department of Human Services. The eligible entity also provides emergency rental assistance support to ensure housing for eligible customers and monthly grocery items for seniors and disabled individuals.

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.”

[No response; links to 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.”

[No response; links to 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.”
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).”

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.”

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.”

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 State, as a condition to receipt of funding by the entity through a community 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.”

[No response; links to 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 section 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.”

[No response; links to 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.”

[No response for this item]

☒ By checking this box, the State CSBG authorized official is certifying the assurances set out above.
SECTION 15 Federal Certifications

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

15.1 Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements
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.
By checking this box, the State CSBG authorized official is providing the certification set out above.

15.2 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 eligible entity 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 eligible entity 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 eligible entities other than individuals, Alternate I applies.

4. For eligible entities who are individuals, Alternate II applies.

5. Workplaces under grants, for eligible entities other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the eligible entity does not identify the workplaces at the time of application, or upon award, if there is no application, the eligible entity 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 eligible entity’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 eligible entity 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. Eligible entities’ 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 an eligible entity 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 eligible entity’s payroll. This definition does not include workers not on the payroll of the eligible entity (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the eligible entity’s payroll; or employees of sub recipients or subcontractors in covered workplaces).

**Certification Regarding Drug-Free Workplace Requirements**

Alternate I. (Eligible entity Other Than Individuals)

The eligible entity 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 eligible entity’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 eligible entity’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 eligible entity 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) *Narrative, 2500 characters*

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

Alternate II. (Eligible entities Who Are Individuals)

(a) The eligible entity 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]

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

15.3 Debarment

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

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

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

(5) The prospective lower tier participant agrees by submitting this proposal that, 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.

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

15.4 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/eligible entity certifies that it will comply with the requirements of the Act.
The applicant/eligible entity 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 sub eligible entities shall certify accordingly.

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

August 15, 2015

Jeanie Chaffin
Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L’Enfant Promenade, S.W., Room 509
Washington, DC 20447

Dear Ms. Chaffin:

I am writing to advise the Office of Community Services that, for purposes of state activities under the Community Services Block Grant (CSBG) program, I hereby re-designate the DC Department of Human Services (DHS) as the appropriate District agency that will comply with and carry out the requirements of the related sections of the CSBG Act in the District of Columbia.

DHS will be responsible for planning and providing direction for the implementation of CSBG activities in the District. All financial assistance awards should be forwarded to:

Laura Green Zeilinger
Director
Department of Human Services
64 New York Avenue, N.E.
Washington, DC 20002
Phone: (202) 671-4200
Fax: (202) 671-4326
Email address: laura.zeilinger@dc.gov

As the designated agency, DHS will be responsible for:

- The development of the State Plan and Application to be submitted to the Secretary, U.S. Department of Health and Human Services, for funding;
- Conducting monitoring, evaluation and other oversight reviews of the eligible entity and its network of sub-grantee service providers; and
Holding at least one (1) legislative hearing in the District every three (3) years to allow an opportunity to receive testimonies from interested individuals and groups on the administration and use of CSBG funds in the District.

Should you have any questions, or require additional information, please do not hesitate to contact Laura Green Zeilinger, Director, Department of Human Services, by telephone at (202) 671-4200.

Sincerely,

Muriel Bowser
Mayor

cc: Laura Green Zeilinger, Director, DHS
COUNCILMEMBER BRIANNE K. NADEAU, CHAIRPERSON
COMMITTEE ON HUMAN SERVICES
ANNOUNCES A PUBLIC OVERSIGHT ROUNDTABLE ON
THE DISTRICT OF COLUMBIA’S COMMUNITY SERVICES BLOCK GRANT PROGRAM

Wednesday, July 10, 2019, 11:00 a.m.
Room 123, John A. Wilson Building
1350 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

On Wednesday, July 10th, 2019, Councilmember Brianne K. Nadeau, Chairperson of the Committee on Human Services, will hold a Public Oversight Roundtable on the “District of Columbia’s Community Services Block Grant Program.” The roundtable will take place in Room 123 of the John A. Wilson Building, 1350 Pennsylvania Avenue, NW, at 11:00 a.m.

The Community Services Block Grant Program provides funds to alleviate the causes and conditions of poverty in the District of Columbia. In accordance with the federal Community Services Block Grant Act, approved October 27, 1998 (112 Stat. 2728; 42 USC §§9901 et seq.), the Committee convenes this roundtable to receive public comment on the District’s plan for Community Services Block Grant activities. The Committee will hear from the Department of Human Services, as well as the United Planning Organization in its capacity as a community action agency.

The Committee invites the public to testify or to submit written testimony. Anyone wishing to testify at the roundtable should contact the Committee via email at humanservices@dccouncil.us or at (202) 724-8170, and provide their name, telephone number, organizational affiliation, and title (if any), by close of business Monday, July 8, 2019. Representatives of organizations will be allowed a maximum of five minutes for oral testimony, and individuals will be allowed a maximum of three minutes. Witnesses are encouraged to bring fifteen single-sided copies of their written testimony.

For witnesses who are unable to testify at the hearing, written statements will be made part of the official record. Copies of written statements should be submitted either to the Committee at humanservices@dccouncil.us or to Nyasha Smith, Secretary to the Council, 1350 Pennsylvania Avenue, N.W., Suite 5, Washington, D.C. 20004. The record will close at the end of the business day on July 12, 2019.
## CSBG Service Delivery Network Listing

### Direct Client Services

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<th>Program/Center/Site Name</th>
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<td><strong>YouthTech</strong></td>
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<td>1649 Good Hope Rd SE, Washington, DC, 20020</td>
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<tr>
<td>Contact</td>
<td>Contact</td>
</tr>
<tr>
<td>Natasha Gilmore</td>
<td>Reginald Glenn</td>
</tr>
<tr>
<td>Phone</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>DC 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Ayana Bias</td>
</tr>
<tr>
<td>Phone</td>
<td>202 231-7946</td>
</tr>
<tr>
<td>Fax</td>
<td>202 562-3801</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:abias@upo.org">abias@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Promote people's rights, social inclusion, and raise</td>
</tr>
<tr>
<td></td>
<td>awareness of the obstacles faced by low income</td>
</tr>
<tr>
<td></td>
<td>residents. To support and empower individuals and</td>
</tr>
<tr>
<td></td>
<td>groups to be involved of issues impacting their day</td>
</tr>
<tr>
<td></td>
<td>to day living.</td>
</tr>
<tr>
<td>Ward(s) / Service</td>
<td>ALL WARDS</td>
</tr>
<tr>
<td>Area(s)</td>
<td></td>
</tr>
<tr>
<td>Program/Center/Site</td>
<td>UPO/Volunteer Services</td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>2907 Martin Luther King, Jr. Avenue, SE, Washington,</td>
</tr>
<tr>
<td></td>
<td>DC 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Ayana Bias</td>
</tr>
<tr>
<td>Phone</td>
<td>202 231-7946</td>
</tr>
<tr>
<td>Fax</td>
<td>202 562-3801</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:abias@upo.org">abias@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Manages Volunteer Recruitment, placement, &amp; reporting</td>
</tr>
<tr>
<td></td>
<td>for all non-UPO employees (Community Service,</td>
</tr>
<tr>
<td></td>
<td>Internships, Fellowships, NCBA, Summer Youth</td>
</tr>
<tr>
<td></td>
<td>Employment, etc.)</td>
</tr>
<tr>
<td>Ward(s) / Service</td>
<td>ALL WARDS</td>
</tr>
<tr>
<td>Area(s)</td>
<td></td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>UPO Community Leaders Toastmasters Club</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Address</td>
<td>2907 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Ayana Bias</td>
</tr>
<tr>
<td>Phone</td>
<td>202 231-7946</td>
</tr>
<tr>
<td>Fax</td>
<td>202 562-3801</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:abias@upo.org">abias@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>To help community members improve their communication, public speaking, and leadership skills to gain confidence in advocating, testifying, and presenting their needs and wants to decision makers. A friendly atmosphere to gain speaking experience.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Community Leadership Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>2907 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Ayana Bias</td>
</tr>
<tr>
<td>Phone</td>
<td>202 231-7946</td>
</tr>
<tr>
<td>Fax</td>
<td>202 562-3801</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:abias@upo.org">abias@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Train and develop community residents into civic minded leaders to be empowered and engaged in community decision making, and involved in community advocacy efforts.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Healthy Living Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1649 Good Hope Rd SE, Washington, DC, 20020</td>
</tr>
<tr>
<td>Contact</td>
<td>Janie Boyd</td>
</tr>
<tr>
<td>Phone</td>
<td>202 610-5900</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jboyd@upo.org">jboyd@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>To promote and encourage a healthy living lifestyle through fresh produce drops, gleaning activities, and growing edible gardens.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Opportunities Ambassadors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1649 Good Hope Rd SE, Washington, DC, 20020</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Contact</td>
<td>Shirley Price</td>
</tr>
<tr>
<td>Phone</td>
<td>202 610-5900</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:sprice@upo.org">sprice@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Serves as a liaison for community members, and advocates on their behalf to address the needs of their communities.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Comprehensive Treatment Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1900 Massachusetts Avenue, SE, Building #13, Washington, DC 20003</td>
</tr>
<tr>
<td>Contact</td>
<td>Agnes Venson</td>
</tr>
<tr>
<td>Phone</td>
<td>202 682-6599</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:avenson@upo.org">avenson@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Outpatient medically managed opioid treatment program</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Shelter Hotline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>301 Rhode Island Avenue, NW, Washington, DC 20001-1826</td>
</tr>
<tr>
<td>Contact</td>
<td>Allison Smith</td>
</tr>
<tr>
<td>Phone</td>
<td>800 535-7252</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:asmith@upo.org">asmith@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Focus on preventing homelessness and providing emergency assistance to single adults and families that have become homeless.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>EBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1649 Good Hope Rd SE, WDC, 20020 and 611 H St NE, Washington, DC, 20002</td>
</tr>
<tr>
<td>Contact</td>
<td>Sherolyn Holmes</td>
</tr>
<tr>
<td>Phone</td>
<td>202 543-6680</td>
</tr>
<tr>
<td>Fax</td>
<td>202 543-7360</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:sholmes@upo.org">sholmes@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Electronic Benefits</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>UPO/Providing Opportunities with Educational Readiness (P.O.W.E.R.)</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Address</td>
<td>1649 Good Hope Rd., SE Washington, DC 20020</td>
</tr>
<tr>
<td>Contact</td>
<td>Kenneth Carroll, Program Coordinator</td>
</tr>
<tr>
<td>Phone</td>
<td>202 610-0466, x127</td>
</tr>
<tr>
<td>Fax</td>
<td>202 610-2666</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:kcarroll@upo.org">kcarroll@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>College/Career Readiness</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Annual College Tour Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1649 Good Hope Rd, SE Washington, DC 20020</td>
</tr>
<tr>
<td>Contact</td>
<td>De Angelo Rorie, YSD Director</td>
</tr>
<tr>
<td>Phone</td>
<td>202 610-0466, x127</td>
</tr>
<tr>
<td>Fax</td>
<td>202 610-2666</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:drorie@upo.org">drorie@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>College/Career Readiness</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Annual Back to School Imitative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1649 Good Hope Rd, SE Washington, DC 20020</td>
</tr>
<tr>
<td>Contact</td>
<td>De Angelo Rorie, YSD Director</td>
</tr>
<tr>
<td>Phone</td>
<td>202 610-0466, x127</td>
</tr>
<tr>
<td>Fax</td>
<td>202 610-2666</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:drorie@upo.org">drorie@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>School Year Start Up Support</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Ward 7 and Ward 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Joseph A. Beavers Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1649 Good Hope Rd, SE Washington, DC 20020</td>
</tr>
<tr>
<td>Contact</td>
<td>De Angelo Rorie, YSD Director</td>
</tr>
<tr>
<td>Phone</td>
<td>202 610-0166, x127</td>
</tr>
<tr>
<td>Fax</td>
<td>202 610-2666</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:drorie@upo.org">drorie@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>College Readiness and Support</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>UPO/Financial Literacy</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Address</td>
<td>2907 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Kathryn Pierson, Director</td>
</tr>
<tr>
<td>Phone</td>
<td>202 231-7926</td>
</tr>
<tr>
<td>Fax</td>
<td>202 562-3801</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:kpierson@upo.org">kpierson@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Teach the importance of good credit, budgeting and goal setting.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Housing Counseling Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>2907 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Kathryn Pierson, Director</td>
</tr>
<tr>
<td>Phone</td>
<td>202 231-7926</td>
</tr>
<tr>
<td>Fax</td>
<td>202 562-3801</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:kpierson@upo.org">kpierson@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Provide comprehensive assistance to persons who want to rent, buy or already own a home, and who seek to be responsible renters, buyers and owners.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Individual Development Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>2907 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Kathryn Pierson, Director</td>
</tr>
<tr>
<td>Phone</td>
<td>202 231-7926</td>
</tr>
<tr>
<td>Fax</td>
<td>202 562-3801</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:kpierson@upo.org">kpierson@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Help individuals build savings related to their goals for homeownership, higher education, and small business ownership.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>ALL WARDS</td>
</tr>
</tbody>
</table>

<p>| Program/Center/Site Name | UPO/Income Tax Assistance |</p>
<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Address</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Purpose of Program</th>
<th>Ward(s) / Service Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPO/Shelter Plus Care</td>
<td>3640 MLK Jr. Avenue, SE Washington, DC 20032</td>
<td>Carlton Brown, Coordinator</td>
<td>202 231-7926</td>
<td>202 562-3801</td>
<td><a href="mailto:cbrown@upo.org">cbrown@upo.org</a></td>
<td>Provides supportive services to families recovering from substance abuse and families with a diagnosis of HIV/AIDS.</td>
<td>ALL WARDS</td>
</tr>
<tr>
<td>UPO/Building Careers Academy</td>
<td>915 Girard Street, NE, Washington, DC, 20017</td>
<td>Steven Johnson, PhD</td>
<td>202 526-2646</td>
<td>202 526-2643</td>
<td><a href="mailto:sjohnson@upo.org">sjohnson@upo.org</a></td>
<td>Offers a full range of fee-based and free training courses, designed for individuals interested in developing the technical skills necessary to secure employment in the growing fields of weatherization and &quot;green&quot; construction.</td>
<td>ALL WARDS</td>
</tr>
<tr>
<td>UPO/Weatherization Services</td>
<td>915 Girard Street, NE, Washington, DC, 20017</td>
<td>Steven Johnson, PhD</td>
<td>202 526-2646</td>
<td>202 526-2643</td>
<td><a href="mailto:sjohnson@upo.org">sjohnson@upo.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>Purpose of Program</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>UPO/Green Capital</td>
<td>Offers low-cost home improvements to income eligible customers with the goal of saving energy.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>ALL WARDS</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Purpose of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPO/Anacostia High School</td>
<td>Early Head Start and OSSE Subsidy</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Ward 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Purpose of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPO/Edgewood Center</td>
<td>Early Head Start, Pre-K Program and OSSE Subsidy</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Ward 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Purpose of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPO/Azeeze Bates</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>Purpose of Program</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td><strong>Ward 6</strong></td>
<td>Early Head Start, Pre-K Program and OSSE Subsidy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Purpose of Program</th>
<th>Ward(s) / Service Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ward 1</strong></td>
<td>Early Head Start and OSSE Subsidy</td>
<td>Ward 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Purpose of Program</th>
<th>Ward(s) / Service Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ward 7</strong></td>
<td>Early Head Start and OSSE Subsidy</td>
<td>Ward 7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Purpose of Program</th>
<th>Ward(s) / Service Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ward 8</strong></td>
<td>Early Head Start and OSSE Subsidy</td>
<td>Ward 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Purpose of Program</th>
<th>Ward(s) / Service Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ward 8</strong></td>
<td>Early Head Start and OSSE Subsidy</td>
<td>Ward 8</td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>UPO/Dunbar Senior High School</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------------</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>1301 New Jersey Ave., NW, Washington, D.C., 20001</td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td>Victorine Fonge</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>202 238-0748</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:vfonge@upo.org">vfonge@upo.org</a></td>
<td></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Early Head Start and OSSE Subsidy</td>
<td></td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Ward 5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/Ballou Senior High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>3401 4th Street, SE, Washington, D.C., 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Royace Hagler</td>
</tr>
<tr>
<td>Phone</td>
<td>202 645-6689</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:rhatler@upo.org">rhatler@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Early Head Start and OSSE Subsidy</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Ward 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>UPO/H. D. Woodson High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>540 55th Street, NE, Washington, D.C., 20019</td>
</tr>
<tr>
<td>Contact</td>
<td>Lisa Greene</td>
</tr>
<tr>
<td>Phone</td>
<td>202 939-2030</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:lgreene@upo.org">lgreene@upo.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Early Head Start and OSSE Subsidy</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Ward 7</td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>VIDA Senior Centers</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Address</td>
<td>1842 Calvert Street, NW, Washington, DC 20009</td>
</tr>
<tr>
<td>Contact</td>
<td>Rosa Pizzi</td>
</tr>
<tr>
<td>Phone</td>
<td>202 483-6141</td>
</tr>
<tr>
<td>Fax</td>
<td>202 483-5801</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:rpizzi@vidaseniorcenters.org">rpizzi@vidaseniorcenters.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Serves as a multi-service center for Latino and other elders. Its Safety Net for Latino Seniors and Other Elders in the District of Columbia Program helps to improve the quality of life and promote independence for its target population. Among its services are: recreation and socialization; health promotion; counseling; nutrition education; commodity food distribution; meals; medication monitoring; and senior companion</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Wards 1 and 4.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Collaborative Solutions for Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1816 12th Street N.W., Suite 201, Washington, D.C. 20009</td>
</tr>
<tr>
<td>Contact</td>
<td>Penelope Griffith</td>
</tr>
<tr>
<td>Phone</td>
<td>202 518-6737</td>
</tr>
<tr>
<td>Fax</td>
<td>202 518-6742</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:pgriffith@wearecsc.org">pgriffith@wearecsc.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Mission is to build strong sustainable family and neighborhood systems through family support services, training, advocacy, community capacity building and economic development. Although geographically located in the Columbia Heights/Shaw community, it will provide workforce development services to persons residing throughout the District.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Wards 1, 2, 4 and 5.</td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>Community Services Agency of Metropolitan Washington AFL/CIO</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>888 16th Street NW, Suite 520, Washington, DC 20006</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Kathleen McKirchy</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>202 974-8221</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>202 974-8152</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:kmckirchy@dclabor.org">kmckirchy@dclabor.org</a></td>
</tr>
<tr>
<td><strong>Purpose of Program</strong></td>
<td>Coordinates workforce development initiatives to help move low-income persons into family-sustaining jobs. CSA’s Building Futures Construction Pre-Apprenticeship Training and Placement Program has operated since 2006.</td>
</tr>
<tr>
<td><strong>Ward(s) / Service Area(s)</strong></td>
<td>Wards 1, 5, 6, 7 and 8.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Edgewood/Brookland Family Support Collaborative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>200 K Street, NW, Washington DC 20001</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Sharon Crytzer</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>202 832-9400</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>202 216-9263</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:scrytzer@ebfsc.org">scrytzer@ebfsc.org</a></td>
</tr>
<tr>
<td><strong>Purpose of Program</strong></td>
<td>Is one of the District’s five Health Families/Thriving Communities Collaboratives. Founded in 1996, its mission to strengthen families and build vibrant communities. RISE uP (Readiness Individualized Support Employment Program) provides comprehensive case management, job readiness training and job placement assistance. Activities to help youth avoid risk-taking behavior are also provided.</td>
</tr>
<tr>
<td><strong>Ward(s) / Service Area(s)</strong></td>
<td>Wards 5 and 6.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>DC Central Kitchen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>2625 Evarts Street, NE, Washington, DC 20018</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Michael Curtin</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>202 234-0707</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>202 269-0663</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:mcurtin@dccentralkitchen.org">mcurtin@dccentralkitchen.org</a></td>
</tr>
<tr>
<td><strong>Purpose of Program</strong></td>
<td>Provides healthy food, vocational training and nutritional education to low-income persons in the District. DCCK’s culinary job training program prepares unemployed men and women for jobs in the food industry.</td>
</tr>
<tr>
<td><strong>Ward(s) / Service Area(s)</strong></td>
<td>Wards 5, 7 and 8.</td>
</tr>
<tr>
<td>Program/Center/Site Name</td>
<td>Southeast Ministry</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Address</td>
<td>3111 Martin Luther King Jr. Avenue, SE, Washington, DC 20032</td>
</tr>
<tr>
<td>Contact</td>
<td>Valarie Ashley</td>
</tr>
<tr>
<td>Phone</td>
<td>(202) 562-2636</td>
</tr>
<tr>
<td>Fax</td>
<td>Email <a href="mailto:yashley@southeastministrydc.org">yashley@southeastministrydc.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>SEM provides: (1) adult basic education classes; (2) GED preparation classes; and (3) job readiness activities</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Wards 7 &amp; 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Thrive DC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1525 Newton Street, NW, Suite G-1, Washington, DC 20010</td>
</tr>
<tr>
<td>Contact</td>
<td>Alicia Horton</td>
</tr>
<tr>
<td>Phone</td>
<td>(202) 503-1522</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:Alicia@thrivedc.org">Alicia@thrivedc.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Its mission is to prevent and end homelessness by providing services to stabilize individuals’ lives. The target population includes homeless persons throughout the city, although Thrive DC is located in Ward 1, it also operates at Skyland Workforce Center in Ward 8. Thrive DC provides vocational training in culinary arts and job placement assistance.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>Wards 1 &amp; 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program/Center/Site Name</th>
<th>Catholic charities of the Archdiocese of Washington, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>924 G Street, NW, Washington, DC 20001</td>
</tr>
<tr>
<td>Contact</td>
<td>Monsignor John J. Enzler, President &amp; CEO</td>
</tr>
<tr>
<td>Phone</td>
<td>(202) 772-4300</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:Communications@cc-dc.org">Communications@cc-dc.org</a></td>
</tr>
<tr>
<td>Purpose of Program</td>
<td>Provided employment services to the District’s Latino community and others who are of low-income. The Pre-Apprenticeship Green Construction program will provide employment placement and employment retention services using CSBG funding.</td>
</tr>
<tr>
<td>Ward(s) / Service Area(s)</td>
<td>City-wide</td>
</tr>
</tbody>
</table>
Attachment 4 – Monitoring Procedures

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN SERVICES
COMMUNITY SERVICES BLOCK GRANT PROGRAM
MONITORING PROCEDURES

Purpose

The Community Services Block Grant (CSBG) Legislation requires the State to conduct a full on-site review of the Community Action Agency (CAA) at least once during each three-year period. The goal of monitoring is to determine if the CAA is meeting the performance goals, administrative standards and financial management requirements in compliance with the federal and local statutes and grant requirement governing the CSBG program.

While a full on-site review is required every three years, monitoring is an ongoing process to assess the CAA’s performance and to support the CAA in building capacity to meet program goals. The CSBG State office conducts on-site monitoring annually, with the comprehensive monitoring exercise occurring every three years. Effective 2017, the comprehensive monitoring exercise will be inclusive of the organizational standards.

Monitoring Activity

Monitoring of the CAA is accomplished through activities which include:

- **Desk Review of documents/reports** – During the program year, as documents are received, the CSBG State office staff will conduct a desk review of Board Minutes, Board member listing/status, monthly reports, fiscal reports, and monitoring reports by other funders.

- **Assessment of Organizational Standards** – If the CAA is scheduled for triennial monitoring, the assessment will be a component of this exercise. For interim years, an annual assessment will be conducted using one of two approaches, State on-site assessment or CAA self-assessment with State or third-party verification.

- **On-Site Visits** – A comprehensive, on-site monitoring of the CAA will be conducted at least every three years in compliance with the CSBG legislation. However, monitoring may occur more frequently, as appropriate, to include cases in which the CAA has had other grants, Federal or local terminated for cause.
• **Newly Designated CAA** – The CSBG State office shall conduct an on-site review of a newly designated eligible entity/CAA upon completion of the first year of receiving CSBG funding.

**Monitoring Process**

• **Scheduling On-Site Visit** – State staff will contact the CAA’s Executive Director to identify a timeframe for the Comprehensive Monitoring Exercise. Once this is confirmed, a letter will be sent to the Executive Director, outlining the specifics of the visit, including the areas to be monitored, specific documents to be reviewed, tentative schedule for the period of the exercise, board/staff to be interviewed and any other pertinent information that will aid in facilitating the process.

• **Entrance Conference** - On the first day of the On-Site visit, the State CSBG staff will conduct an entrance conference which will cover the purpose of the visit (legislative mandate for assessment of compliance and performance), how it will be conducted (areas to be covered) and the plan/purpose of the exit interview. This is also an opportunity to address any concerns.

• **Monitoring Tool** – The monitoring tool will cover the following areas:

  - Board Governance
  - Administrative/Program Operations
  - Fiscal Operations
  - Organizational Structure
  - Case Record Reviews
  - Community Partnerships
  - Customer Surveys

• **Exit Conference** – At the conclusion of the on-site monitoring, an exit conference will be held with the CAA’s Executive Director and/or designated staff to provide feedback on the agency’s strengths and those areas tentatively identified as out of compliance. All discussions of strengths and/or findings should be supported by reference to specific documents reviewed or observations made. The conference also provides an opportunity for the CAA to comment on or provide additional information or documentation available to verify compliance regarding a potential finding.
It is important for the State CSBG staff to note that the findings discussed at the conference are not final and that follow up communication and visits may be required to obtain additional documentation or verify information. The CAA should be informed that the official findings will be provided in the written report once it has been reviewed and approved by the State CSBG Administrator.

Preparing the Report

- **Findings and Required Corrective Action** – Each deficiency and/or area of noncompliance should be identified by a topic line, include a brief statement of why the grantee is out of compliance with a program requirement and cite the source of the requirement. A general narrative description should be provided for each finding.

- **Observations and Recommendations** – In reviewing policies, procedures or other activity, observations made may not meet the criteria as a reportable finding but may provide the opportunity for potential improvement in the CAA’s effectiveness and/or efficiency. These should be included in the report as “Observations” and should be presented in a cause-effect format, providing a clear statement of the observation and the effect it is having on the agency’s operation. This should be followed by specific suggestions or recommendations for change. It is important to note that “observations” should not only address those areas for improvement but also commend the CAA for those areas in which they have excelled.

- **Report** – A report including findings, observations and recommendations, where indicated, will be submitted to the CAA within 30 days of the review. The CAA will have 30 days from initial receipt to provide comments to the State CSBG office.

Within 30 days of receipt of the CAA’s comments, the State will issue a report. This report will re-state relevant information from the initial report, include comments received from the CAA and an explanation for changes made or not made based on the information received from the CAA.

Corrective Action

- **Grantee Response** – The CAA is required to respond in writing to each of the findings and observations listed in the report, providing a detailed plan for corrective action – action to be taken, person responsible and timeline for completion. The plan is due to the State within 60 days of receiving the report.

- **State’s Response** - Within 30 days of receipt of the CAA’s corrective action plan, the State will review and provide a written response to the CAA approving the plan or
stating why the plan cannot be approved. If not approved, the State will make a
determination of how to proceed which may include a resubmission of the corrective
action plan or moving toward termination or reduction in funding pursuant to the CSBG
Act, (42 USC 9915.Sec.678C) and guidance provided by CSBG IM 116.

- **Follow-Up Review** – If the corrective action plan is approved, the State CSBG program
  staff will monitor the CAA’s progress towards compliance. As deemed necessary, on-site
  follow-up reviews will be conducted. During the follow-up review, each finding listed in
  the original report will be addressed and documented as being “corrected,” “not
corrected,” or “in progress.” Any findings not corrected will continue to be documented
  in subsequent site visit reports until satisfactorily corrected and closed as a result of
  providing verification of compliance. Throughout the process, training and technical
  assistance will be made available to assist the CAA in achieving resolution of all finding
  in a timely manner.

**Close Out of Findings**

- **Findings Resolution** – Within 30 days of receiving documentation that the finding(s)
  have been resolved, the State will provide to the CAA written notification of closure of
  finding(s).

**Conclusion**

Monitoring process is a means of assessing whether the overall objectives of CSBG are being
met. Through this process, the State is able to determine the CAA’s strengths and target
training and technical assistance to those areas in need of improvement. Overall, the ultimate
goal is to ensure that the Community Action Agency, through the use of the CSBG is having the
optimal impact on the lives of the low-income residence in the District of Columbia.
INNOVATIVE COMMUNITY AND NEIGHBORHOOD-BASED INITIATIVES

In FY 2021-2022 UPO will continue to revamp its training programs, implementing new training initiatives in high-demand occupations, to more closely align with the DC Dept. of Employment Services. The focus of this move is to better prepare participants for high-demand careers and occupations. According to the DC Department of Employment Services, the top twenty-five (25) high-demand occupations for the period 2009-2019 are:

- Lawyers
- General and Operations Managers
- Security Guards
- Home Health Aides
- Management Analysts
- Waiters and Waitresses
- Accountant and Auditors
- Customer Service Representatives
- General Office Clerks
- Receptionists and Information Clerks
- Maids and Housekeeping Cleaners
- Executive Secretaries & Administrative Assistants
- Paralegal and Legal Assistants
- Registered Nurses
- Legal Secretaries
- Food Preparation and Service Workers
- Network and Computer Administrators
- Network and Computer Analysts
- Computer System Analysts
- Computer Software Engineers, Applications
- Financial Managers
- Retail Sales Workers
- Public Relations Specialists/Managers
- Computer Support Specialist

Building Careers Academy

UPO has developed a Building Careers Academy in a 10,000 sq. ft. training space that trains participants in the area of Building Careers/Green Technology, with the purpose of preparing individuals for occupations that meet the needs of employers in today’s marketplace. In doing so, UPO now provides training that encompasses Professional Building Maintenance, Broadband & Telecommunications, Plumbing and Weatherization. The program has been expanded with programmatic instruction extended to 16-weeks for a full array of training that provides for more in-depth education delving deeper into the subject matter. All of the courses are approved by the Office of the State Superintendent of Education.

Courses Include:
- Diagnostic Approaches to Weatherization
- Advanced Diagnostics
- Basic Residential Electricity
- Introduction to Residential Heating Systems
- Combustion Analysis and Retrofit (Gas)
- Combustion Analysis and Retrofit (Oil)
- Lead Safe Work Practices
- OSHA 10
The goal of the program is to provide training in construction trades that builds 21st century skills and work experience of student/trainees to enable them to obtain higher wages, sustainable employment and enhanced skills for higher degrees of self-sufficiency and independence. Students now learn, in addition to trade skills, effective jobsite communication, problem solving, professional behavior, and organizational skills necessary for successful careers.

**IT Help Desk and Desktop Support Training**

UPO has partnered with The H.O.P.E. Project (THP) to provide rigorous and demanding Information Technology (IT) Help Desk training to disadvantaged youth in the District of Columbia, most of whom are unemployed or underemployed, thereby providing them with marketable skills and helping them create a pathway to self-sufficiency.

The custom designed IT training program, includes help desk training, CompTIA A+ certification training, technical professional development, and career and social coaching. The training is conducted in three phases. During Phase I, each trainee spends 10 weeks learning occupational skills, and preparing for the CompTIA A+ certification and Windows Administration. In Phase II, trainees spend 4 days each week in Work Readiness workshops and the remaining day at a structured career exploration activity including guest lectures and site visits. Finally, Phase III provides trainees with invaluable on-the-job training at Help Desk internships prior to graduating and earning full time employment in the IT industry.

Program participants are mentored by successful graduates of the Help Desk program who work for the Federal and District government and major corporations throughout the region. Additionally, participants are introduced to the Help Desk Institute (HDI), the professional association and certification body for the technical service and support industry. HDI advances the technical service and support industry by providing high-quality professional development opportunities for individuals and support centers. UPO in partnership with The HOPE Project has become the official supported career training program of the HDI National Capital Region Chapter. Program participants attend HDI monthly meetings to learn from industry experts, Help Desk managers and to network with IT professionals.
The program has attracted more than 500 youth and young adults to information sessions to educate and enlighten potential applicants about the unique training. Over 74% of graduates are employed full-time and earning an average of $38,000 annually. Forty percent (40%) of the graduates have successfully passed the CompTIA exam. To address the low rate of CompTIA certificate holders, the Help Desk training program has instituted a new policy requiring graduates to complete the certification exam. In the past, students were obtaining employment offers prior to graduation and forgoing the certification exam to instead take full-time employment opportunities. The Help Desk training program has produced graduates with salaries as high as $53,000.

A testament to the rigorous training and emphasis on reliability and accountability the training provides is the astounding employment retention rate (96%). Nearly all of training graduates have continued to advance in the IT field after their initial job placement. This program has garnered local and national attention and has been profiled by CompTIA, BET News, National Journal, The Washington Post, WJLA News Channel 7, WUSA News Channel 9, and many other media outlets.

**Hospitality Training**

UPO began its training in hospitality in 2016 to meet the expanding needs of the Hospitality/Tourism arena in the District of Columbia. In doing so, UPO has partnered with the Brooks Group, LLC to provide premier Hospitality training. The training is taught by an instructional team with combined experience in excess of 25 years in the employ of leading hospitality organizations. The training encompasses a six-week Hospitality Boot Camp that includes 180 hours of Hospitality & Soft Skills instruction. Students successfully passing this training will receive the American Hotel Lodging Association, START Certification. Through the training process, students will gain the fundamentals to complete the program and enter into the hospitality industry. The curriculum includes:

- Hospitality Orientation
- Hospitality and Careers
- Guest Service
- Professionalism
- Safety and Security
- Rooms Orientation:
- Rooms Division Overview
- Front Desk Representative
- Reservationist
- PBX Operator
- Bell Services Attendant
- Guestroom Attendant
- Maintenance Attendant
- Laundry Attendant
- Public Space Cleaner
- Food & Beverage Orientation:
- Food & Beverage Division Overview
- Restaurant Server
Banquet Setup Employee
Banquet Server
Bus Person

The Brooks Group LLC provides information in a contextualized format whereby students are able to participate in reality classroom settings and create networks to connect with other professional industry experts.
Attachment 6  FY 2021 and 2022 Planned Outcomes  TBA

Document to be updated