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GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION

**COMMUNITY SERVICES BLOCK GRANT
STATE PLAN & APPLICATION
FISCAL YEARS 2027-2028**



64 NEW YORK AVENUE, NE
SIXTH FLOOR
WASHINGTON, DC 20002



THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 2 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is 08/31/2024. If you have any comments on this collection of information, please contact M. Monique Alcantara at melania.alcantara@acf.hhs.gov.

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ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services

Community Services Block Grant (CSBG) State Plan

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The Community Services Block Grant, (CSBG) is a funding stream administered by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, (DHHS, ACF, OCS). The DC Department of Human Services, (DHS) is the designated state lead agency for the purposes of carrying out the District’s CSBG Activities and ensuring program compliance, pursuant to the CSBG Act (42 U.S.C. § 9901 et seq.)

The CSBG State Plan is the District’s application for funding and serves as a two-year roadmap detailing how DHS will administer the grant funds in the District of Columbia. To secure CSBG Funding, every two years DHS is required to submit a State Plan to the Office of Community Services. Topics covered in the plan include plan development, statewide goals, public hearing requirement, use of funds, state training and technical assistance, state linkages, monitoring, and the agencies’ tripartite boards. Pursuant to the CSBG Act, DHS must also certify compliance with CSBG Programmatic Assurances and Federal Certifications. The draft 2027 – 2028 CSBG State Plan is made available for public comment for 30 days. DHS will consider and incorporate, where appropriate, and feedback received from the public prior to submitting the final State Plan to the Office of Community Services by September 1, 2026.

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SECTION 1: CSBG Administrative Information

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

1.1a. Provide the federal fiscal years this plan covers: Year One 2027 Year Two 2028

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”.

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

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

If yes, select the fields that have changed. [\[Check all the apply\]](#)

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

1.2a. Lead agency [\[Government of the District of Columbia\]](#)

GUIDANCE: Please only provide the exact name of the CSBG state lead agency as designated within the designation letter and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

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

- Community Affairs Department
- Community Services Department
- Governor’s Office
- Health Department
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe: [Narrative, 100 characters]

1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official [\[DC Department of Human Services, Family Services Administration\]](#)

1.2d. Authorized Official of the Lead Agency: The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements. [Narrative, 50 characters each]

Name: A.D. Rachel Pierre Title: Director

1.2e. Street Address [64 New York Avenue, NE, Sixth Floor]

1.2f. City [Washington]

1.2g. State [DC]

1.2h. Zip Code [20002]

1.2i. Telephone Number [202-671-4200]

1.2j. Fax Number [202-671-4326]

1.2k. Email Address [rachel.pierre@dc.gov]

1.2l. Lead Agency Website [www.dhs.dc.gov]

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

1.3. Designation Letter: Attach the state’s official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed. [See Attachment 1.]

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

INSTRUCTIONAL NOTE: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

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

Has information regarding the state point of contact changed since the last submission of the State Plan? Yes No

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

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

1.4a. Agency Name [DC Department of Human Services, Family Services Administration]

1.4b. Point of Contact Name [Narrative, 50 characters each]

Name: Tunde Eboda, PhD Title: State CSBG Administrator

1.4c. Street Address [64 New York Avenue, NE, Sixth Floor]

1.4d. City [Washington]

1.4e. State [DC]

1.4f. Zip Code [20002]

1.4g. Telephone Number [202-671-4339]

1.4h. Fax Number [202-671-4326]

1.4i. Email Address [tunde.eboda@dc.gov]

1.4j. Agency Website [www.dhs.dc.gov]

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

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

Has information regarding the state Community Action Association changed since the last submission of the State Plan? Yes No

If yes, select the fields that have changed. [N/A]

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

1.5a. Agency name [Narrative, 150 characters]

1.5b. Executive Director or Point of Contact [Narrative, 50 characters each]

Name _____ Title _____

1.5c. Street Address [Narrative, 200 characters]

1.5d. City [Narrative, 50 characters]

1.5e. State [Dropdown]

1.5f. Zip Code [Numerical Response, 5 digits]

1.5g. Telephone Number [Numerical Response, 10 – 15 digits to include extensions]

1.5h. Fax Number [Numerical Response, 10 digits]

1.5i. Email Address [Narrative, 150 characters]

1.5j. State Association Website [Narrative, 200 characters]

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

SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. Yes No
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. Yes No
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. [N/A]

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year. Yes No
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year. Yes No

SECTION 3: State Plan Development and Statewide Goals

3.1. **CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency.

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

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 residents 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 requests.

GUIDANCE: States should consider feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their State Plan goals.

Instructional Note: For examples of “goals,” see State Accountability Measure 1Sa(i).

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

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

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

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census data
- State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- Monitoring Visits/Assessments
- Tools Not Identified Above (specify) [Narrative, 500 characters]

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

- Eligible Entity Community Needs Assessments
- Eligible Entity Community Action Plans
- Public Hearings/Workshops
- Tools Not Identified Above (e.g., state required reports) [specify] [Narrative, 500 characters]

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

- Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- State Association
- National Association for State Community Services Programs (NASCSPP)
- Community Action Partnership (NCAP)
- Community Action Program Legal Services (CAPLAW)
- CSBG Tribal Training and Technical Assistance (T/TA) provider
- Regional Performance Innovation Consortium (RPIC)
- Association for Nationally Certified ROMA Trainers (ANCRT)
- Federal CSBG Office
- Organizations not identified above (specify) [Narrative, 500 characters]

3.4. Eligible Entity Involvement

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

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.

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

3.4b. Performance Management Adjustment: Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state’s analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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.

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

3.5. Eligible Entity Overall Satisfaction: Provide the state’s target for eligible entity Overall Satisfaction during the performance period. Year One 100% Year Two 100%
[Numerical, 3 digits]

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.

Instructional Note: The state’s target score will indicate improvement or maintenance of the states’ Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state’s eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state’s annual report form.

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

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SECTION 4: CSBG Hearing Requirements

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

The State Plan was made available for public inspection and comment on July 3, 2026, through August 3, 2026. Hard copies of the state plan were made available for public inspection and comment in several locations including the DC Department of Human Services (DHS) headquarters, the Public Library, and the eligible entity’s main headquarters. An electronic copy was available on the DHS and eligible entities’ websites.

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g. via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

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

A notice announcing the date of the public forum to notify the development of the State Plan and to welcome inspection and comments was published in the DC Register on July 3, 2026. Notices were also posted on the DHS electronic news feeds such as Twitter, Facebook, the DHS webpage, and the eligible entity’s website.

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

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date	Location	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirm that the public was invited.
July 28, 2026	The True Reformer Building 1200 U Street, NW Washington, DC 20009	Public	Notice inviting the public was posted on the DHS and eligible entity website, and in the District Register

NOTE: ADD-A-ROW function – States can add rows as needed for each hearing as needed

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

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

hearings. [See Attachment 2: Please see the supporting attachments, Notice of Public Forum, and the Public Forum Agenda.

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE NAMING CONVENTION: 4.4. Public and Legislative Hearings Agenda 062117

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SECTION 5: CSBG Eligible Entities

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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
[The United Planning Organization]	District of Columbia	[Nonprofit]	[Community Action Agency] <ul style="list-style-type: none"> • Community Action Agency • Limited Purpose Agency • Migrant or Seasonal Farmworker Organization • Tribe or Tribal Organization

NOTE: THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST PRIOR TO INITIALIZING A NEW CSBG STATE PLAN.

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

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

NOTE: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

INSTRUCTIONAL NOTE: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

INSTRUCTIONAL NOTE: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state under Section 675A or 675B.

5.2. Total number of CSBG eligible entities 1 **[This will automatically update based on Table 5.1.]**

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

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

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

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3.

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
[Narrative, 150 characters] NONE	[Dropdown: <ul style="list-style-type: none"> • Designation • Permanent Re-Designation • Interim Re-Designation 	[Date Picker]	[Narrative, 550 characters]

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

5.3b. De-Designations and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

CSBG Eligible Entity	Reason
[Narrative, 150 characters] NONE	[Dropdown: <ul style="list-style-type: none"> • Termination/De-designation • Voluntary Relinquished]

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

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

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
[Narrative, 500 characters] <i>List and number all entities involved.</i> NONE	[Narrative, 150 characters]	[Narrative, 150 characters]	[Narrative, 150 characters]

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed.

GUIDANCE: This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.

SECTION 6: Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period. [\[Select one\]](#)

- COE CSBG Organizational Standards
- Modified Version of COE CSBG Organizational Standards
- Alternative Set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale. [\[Narrative, 2500 characters\]](#)

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. [\[Attachment \(as applicable\)\]](#)

6.1c. Alternative Organizational Standards: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards.

There were no changes from the previous State Plan submission [\[If not selected, provide a narrative, 2500 characters\]](#)

Provide reason for using alternative standards [\[Narrative, 2500 characters\]](#)

Describe rigor compared to COE-developed Standards [\[Narrative, 2500 characters\]](#)

6.2. Implementation: Check the box that best describes how the state officially adopted organizational standards for eligible entities in a manner consistent with the state’s administrative procedures act. If “Other” is selected, provide a timeline and additional information, as necessary. [\[Check all that applies and provide a narrative \(as applicable\)\]](#)

- Regulation
- Policy
- Contracts with Eligible Entities
- Other, describe: [\[Narrative, 4000 characters\]](#)

6.3. Organizational Standards Assessment: Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s). [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

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

[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.]

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

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

GUIDANCE: You will only need to respond to the following question if you responded "yes" to 6.4.

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards and provide a description and a justification for each exemption. Total Number of Exempt Entities: [0]

CSBG Eligible Entity

Description/Justification

[Narrative, 150 characters]

[If Yes is selected, provide a narrative, 2500 characters]

NOTE: ADD-A-ROW FUNCTION – states can add rows for each additional exception.

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [Insert a percentage] **Year One 100% Year Two 100%**

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets

SECTION 7: State Use of Funds

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

7.1. Formula: Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. [Check one]

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

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

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

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

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance with the “not less than 90 percent funds” requirement as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. **Year One 90% Year Two 90%**

Planned CSBG 90 Percent Funds – Year One

CSBG Eligible Entity	Funding Amount (\$)
Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the first FFY covered by this CSBG State Plan:
[THE UNITED PLANNING ORGANIZATION]	90%
Total	\$11,226,688

Planned CSBG 90 Percent Funds – Year Two

CSBG Eligible Entity	Funding Amount (\$)
[READ-ONLY] Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the second FFY covered by this CSBG State Plan.
[THE UNITED PLANNING ORGANIZATION]	90%
Total	\$11,226,688

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

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

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 sufficient 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.

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

- Reimbursement
- Advance
- Hybrid
- Other [Narrative, 4000 characters]

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

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption. [Narrative, 4000 characters]

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

7.5. Distribution of Funds Performance Management Adjustment: Describe the state's strategy for improving grant and/or contract administration procedures under this State

Plan as compared to past plans. Any improvements should be based on analysis of past performance and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

The State operates a quasi-autonomous financial and contract agencies with no direct reporting to the chief executive of the state. Consequently, increased communication and collaboration is essential to advance processes that impact the administration of grants and the structure of contracts and procurement. The State CSBG Office has evolved an adept practice of building relationships, interactions and communications with counterparts in sister agencies so as to assure a continued seamless grant and financial delivery processes.

Note: This information is associated with State Accountability Measure 2Sb and may pre-populate the state’s annual report form.

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

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

Year One 5 % Year Two 5 % [Numeric response, specify %]

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

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

Year One 5 Year Two 5 [Numeric response, 0.00 – 99.99]

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

Year One 5 Year Two 5 [Numeric response, 0.00 – 99.99]

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

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

GUIDANCE: “No” should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. Year One 5% Year Two 5%

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

INSTRUCTIONAL NOTE: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

If a funded activity fits under more than one category in the table, allocate the funds among the

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

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

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$85,000	Conferences and workshops
7.9b. Coordination of state-operated programs and/or local programs		These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication among eligible entities		These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)		[Narrative, 4000 characters]
7.9e. Asset-building programs (Briefly describe under Column 4)		[Narrative, 4000 characters]
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$538,704.	Homelessness prevention services
7.9g. State Charity tax credits (Briefly describe under Column 4)		[Narrative, 4000 characters]
7.9h. Other activities (Specify these other activities under Column 4)		[Narrative, 4000 characters]
Totals	Auto-calculated	

Use of Remainder/Discretionary Funds – Year Two

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	\$85,000	Conferences and workshops
7.9b. Coordination of state-operated programs and/or local programs		These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication among eligible entities		These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)		[Narrative, 4000 characters]
7.9e. Asset-building programs (Briefly describe under Column 4)		[Narrative, 4000 characters]
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$538,704.00	Homelessness prevention services
7.9g. State Charity tax credits (Briefly describe under Column 4)		[Narrative, 4000 characters]
7.9h. Other activities (Specify these other activities under Column 4)		[Narrative, 4000 characters]
Totals	Auto-calculated	

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9. [Check all that applies and narrative where applicable]

- The State Directly Carries Out All Activities (No Partnerships)
- The State Partially Carries Out Some Activities
- CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) [1]
- 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 [Narrative, 2500 characters]

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

7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State 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.

[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.]

Note: This information is associated with State Accountability Measures 3Sb and may pre-populate the state’s annual report form.

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SECTION 8: State Training and Technical Assistance

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

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

Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
<p>Dropdown Options:</p> <ul style="list-style-type: none"> • FY1 Q1 • FY1 Q2 • FY1 Q3 • FY1 Q4 • Ongoing/Multiple Quarters • All quarters 	<p>Dropdown Options:</p> <ul style="list-style-type: none"> • Training • Technical Assistance • Both 	<p>Dropdown Options:</p> <ul style="list-style-type: none"> • Fiscal • Governance/Tripartite Boards • Organizational Standards – General • Organizational Standards – for eligible entities with unmet TAPs or QIPs • Correcting Significant Deficiencies Among Eligible Entities • Reporting • ROMA • Community Assessment • Strategic Planning • Monitoring • Communication • Technology • Other 	<p>If other is selected in Column 3, describe in this column</p>
<p><i>[Select one dropdown per row]</i></p>	<p><i>[Select one dropdown per row]</i></p>	<p><i>[Select one dropdown per row]</i></p>	<p><i>[Narrative, 500 characters]</i></p>
<p>•Ongoing/Multiple Quarters</p>	<p>•Both</p>	<p>•Governance/Tripartite Boards</p>	

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Dropdown Options: <ul style="list-style-type: none"> • FY2 Q1 • FY2 Q2 • FY2 Q3 • FY2 Q4 • Ongoing/Multiple Quarters • All quarters 	Dropdown Options: <ul style="list-style-type: none"> • Training • Technical Assistance • Both 	Dropdown Options: <ul style="list-style-type: none"> • Fiscal • Governance/Tripartite Boards • Organizational Standards – General • Organizational Standards – for eligible entities with unmet TAPs or QIPs • Correcting Significant Deficiencies Among Eligible Entities • Reporting • ROMA • Community Assessment • Strategic Planning • Monitoring • Communication • Technology • Other 	If other is selected in Column 3, describe in this column
<i>[Select one dropdown per row]</i>	<i>[Select one dropdown per row]</i>	<i>[Select one dropdown per row]</i>	<i>[Narrative, 500 characters]</i>
• FY2 Q2	• Both	• Technology	

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training

8.1a. Training and Technical Assistance Budget: The planned budget for all training and technical assistance:

Year One \$85,000 Year Two \$85,000

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance.

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

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

8.2a. Address Unmet Organizational Standards: Describe the state’s plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards.

[The organizational standards served as a 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. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state intends 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]

- All T/TA is conducted by the state
- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [Numeric response, 1]
- 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 [Narrative, 1000 characters]

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

[The state remains open to revising training and technical assistance plans as data and other information demands. No adjustment done.]

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

SECTION 9: State Linkages and Communication

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

9.1. State Linkages and Coordination at the State Level: Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [\[Check all that apply from the list below and provide a Narrative, 4000 characters\]](#)

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

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

9.2. State Linkages and Coordination at the Local Level: Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)).

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

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

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of

CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

[SERVICE DELIVERY LINKAGES

As a catalyst for economic security and growth for all Washington, D.C. residents, the eligible entity will continue to lay the groundwork for innovative social service programs in Workforce Development and Training. In this role, the eligible entity will annually identify qualified Community-Based Organizations (CBOs) to serve as CSBG Service Providers under an outcome-focused, performance-based agreement. Community-Based Organizations that have served as CSBG Service Providers for the eligible entity include Jubilee Jobs, Vida Senior Centers, DC Central Kitchen (DCKK), IONA, and Collaborative Solutions for Communities.

Collectively, these Community-Based Organizations help extend community action into neighborhoods where the eligible entity is not physically located. Through education, vocational skills training, employment readiness, and employment retention services, these programs help DC residents with low incomes move toward self-sufficiency.

The eligible entity and its citywide network of organizations have maintained a successful approach of working in tandem with, and developing linkages with, other local organizations to increase community service accomplishments. It is the plan of the eligible entity and its CSBG Service Providers to continue this approach during fiscal years 2027 and 2028. The following is an extensive list of key organizations with whom the eligible entity will partner:

[See Attachment 3 Service Delivery Network](#)

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

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

[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 2027 and 2028, these partnerships will be expanded to fill identified gaps in services.]

Conduct an annual update to the triennial Community Needs Assessment, focusing on where the service delivery gaps are and using the updated data as a basis for identifying and filling any service gaps that may exist.

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

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

Activities: Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

Yes No

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

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

[The Community Services Block Grant (CSBG): CSBG, through its designated Community Action Agency, United Planning Organization the eligible entity, 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, the eligible entity 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, the eligible 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.

The eligible entity 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.]

9.4b. Employment and Training Activities: If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system. [Narrative, 4000 characters]

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

[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.]

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

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

[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.]

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

- 9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:** Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

The eligible entity is multi-funded receiving grants and contracts for more than twenty (20) specific activities and services. CSBG funding represents a leveraging tool to attract other resources for the benefit of low-income customers. For example, the eligible entity operates programs such as **Head Start, day care**, initiatives for homelessness prevention for individuals and families, energy conservation, welfare to work, substance abuse, and affordable housing initiatives.

Note: This response will link to the corresponding assurance, Item 14.3c.

- 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.

Historically, the District of Columbia only has one designated eligible entity. Consequently, traditional collaboration with counterpart eligible entities within the state do not apply. Voluntarily, the eligible entity for the District of Columbia has elected to participate in training and development activities organized by the community action association of the contiguous jurisdiction of the state of Maryland.

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

- 9.9. Communication with Eligible Entities and the State Community Action Association:** In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
Upcoming Public and/or Legislative Hearings	<ul style="list-style-type: none"> • Triennial 	<ul style="list-style-type: none"> • Meetings/Presentation • Email • Phone Calls • Public Notice 	
State Plan Development	<ul style="list-style-type: none"> • Biannual 	<ul style="list-style-type: none"> • Meetings/Presentation • Email • Phone Calls • Public Notice 	
Organizational Standards Progress	<ul style="list-style-type: none"> • Annually 	<ul style="list-style-type: none"> • Meetings/Presentation • Emails • 1:1 • Phone Calls 	
State Accountability Measures Progress	<ul style="list-style-type: none"> • Quarterly 	<ul style="list-style-type: none"> • Meetings/Presentation • Email • Phone Calls 	
Community Needs Assessments/Community Action Plans	<ul style="list-style-type: none"> • Triennial 	<ul style="list-style-type: none"> • Meetings/Presentation • Email • Website • 1:1 • Phone Calls 	
State Monitoring Plans and Policies	<ul style="list-style-type: none"> • Annually 	<ul style="list-style-type: none"> • Meetings/Presentation • Emails • 1:1 • Phone Calls 	
Training and Technical Assistance (T/TA)	<ul style="list-style-type: none"> • As needed 	<ul style="list-style-type: none"> • Meetings/Presentation • Emails • 1:1 • Phone Calls 	
ROMA and Performance Management	<ul style="list-style-type: none"> • As needed 	<ul style="list-style-type: none"> • Meetings/Presentation • Emails • 1:1 • Phone Calls 	
State Interagency Coordination	<ul style="list-style-type: none"> • As needed 	<ul style="list-style-type: none"> • Meetings/Presentation • Email • Phone Calls • Public Notice 	
CSBG Legislative/Programmatic Updates	<ul style="list-style-type: none"> • As needed 	<ul style="list-style-type: none"> • Meetings/Presentation • Emails • 1:1 • Phone Calls 	
Tripartite Board Requirements	<ul style="list-style-type: none"> • As needed 	<ul style="list-style-type: none"> • Meetings/Presentation • Emails • Letters/Hard Copies 	

NOTE: THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST PRIOR TO INITIALIZING A NEW CSBG STATE PLAN.

9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures.

[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.]

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

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

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

[No changes are being made currently. There are regularly scheduled meetings, and ongoing contact by telephone/e-mail, etc. is made as needed.]

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

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.

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

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
<i>READ ONLY</i>	[Dropdown Options: Full On-Site Newly Designated Follow-up Other No Review	[Dropdown Options: Onsite Review Desk Review]	[Dropdown Options: FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4]	<i>Select a Date</i>	<i>Select a Date</i>	<i>If “Other” is selected in Column 2, describe in this column</i> [Narrative, 500 characters]
<i>United Planning Organization]</i>	Full On-Site	Onsite Review	FY1 Q2	<i>03/23/2026</i>	<i>03/27/2026</i>	<i>The State CSBG office conducted its on-site triennial monitoring review of the Eligible Entity, effectively between March 23 through March 27, 2026. The need for follow-up document submissions and review extended this exercise by an additional three weeks culminating in an exit</i>

						conference with the Board Chair and the Executive Leadership Team of UPO Friday, April 17, 2026.
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Monitoring Schedule – Year Two

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
<i>READ ONLY</i>	[Dropdown Options: Full On-Site Newly Designated Follow-up Other No Review	[Dropdown Options: Onsite Review Desk Review]	[Dropdown Options: FY2 Q1 FY2 Q2 FY2 Q3 FY2 Q4]	<i>Select a Date</i>	<i>Select a Date</i>	<i>If "Other" is selected in Column 2, describe in this column</i> [Narrative, 500 characters]
<i>United Planning Organization</i>	Full On-Site	Onsite Review	FY2 Q2	<i>3/23/2026</i>	<i>3/27/2026</i>	<i>The purpose of monitoring is seen as an opportunity to assist the Eligible Entity to continually improve outcomes as they strive to adopt high-impact strategies to end poverty. It is an important part of a strong partnership between state CSBG offices and Eligible Entities helping to build capacity at the local level and providing training and technical assistance so they can excel in working to eliminate poverty.</i>

GUIDANCE: Comprehensive monitoring includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program, this can be listed under “Other.”

When providing the date of your last full onsite review – this could be for any type of review that took place **onsite**. No dates for desk reviews should be provided here.

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

[\[See Attachment 4. Monitoring Procedures\]](#)

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

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

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 closure of findings included in the state monitoring policies attached under 10.2? Yes No

10.4a. Closing Findings Procedures: If no, describe state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings. [\[Narrative, 2500 characters\]](#)

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. [\[Numeric Response, 0 – 100\]](#) 0

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

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?

[\[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.\]](#)

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

10.7. Assurance on Funding Reduction or Termination: The state assures that “any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in

the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)” per Section 676(b)(8) of the CSBG Act. Yes No

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

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

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

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public. [The District of Columbia, unlike most states, has only one eligible entity. Therefore, the allocation of funds applies only to this entity]

10.9. Eligible Entity Termination: Does the state CSBG statute and/or regulations provide for termination of eligible entities? Yes No

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 characters]

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

[The District of Columbia has only one eligible entity. If the District through monitoring determines its single eligible entity is not meeting the performance goals, administrative standards, or financial management requirements of the state plan it will follow the requirements of the CSBG Act (Section 678C).

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? Yes No

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

[The State follows the requirements of the CSBG]

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-

designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

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).

[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.
2. Monthly report of expenditures reflecting total budgeted, monthly expenditure, year-to-date expenditure and budget-to-date balance.
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.

[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.]

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

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

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

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

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

No. The state is not making any adjustments to its monitoring procedures in this State Plan. The decision to maintain the existing procedures is based on a thorough review of past performance, feedback from the eligible entity, and public hearings. The analysis indicated that the current monitoring procedures are effective and do not require modifications at this time.

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

SECTION 11: Eligible Entity Tripartite Board

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

- Attend Board meetings
- Organizational Standards Assessment
- Monitoring
- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other [\[Narrative, 2500 characters\]](#)

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

- Annually
- Semiannually
- Quarterly
- Monthly
- As It Occurs
- Other [\[Bylaws are provided as updated. Board minutes are provided 30 days after board approval. Low-income member selection process and Board roster are submitted annually.\]](#)

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

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

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

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

11.4a. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. [\[Narrative, 2500 Characters\]](#)

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SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. [Select one item below and numeric response where applicable.]

- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold): _____% [Numeric response]
- Varies by eligible entity [Narrative, 4000 characters]

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

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

[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: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

[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: Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

[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. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act. **[Select one]**

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

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

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 Annual report by the deadline provided.

- 13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement. **[Narrative, 4000 characters]**

- 13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act. [Select one and provide a narrative, 4000 characters]

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

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

The State will use the NPIs to assess the eligible entity's programs, services, and initiatives that ensure and promote stability for our customers and communities. The State provides feedback to the eligible entity to ensure compliance with Section 676(b)(12) of the CSBG Act.

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

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

The state has provided discretionary funding to update the data collection and reporting system. Discretionary funding for training is also available upon request.

- 13.4. Eligible Entity Use of Data:** Describe how the state intends to validate that the eligible entities are using data to improve service delivery.

[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.]

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

Community Action Plans and Needs Assessments

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

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

The State includes the requirement for the Community Action Plan as part of the grant agreement. It states the following in Article III Performance Measures A. Performance

Standards, In addition, in compliance with Section 676 (42 U.S.C. §9908 (b)(12)) of the CSBG Act, the Grantee shall use the Results-Oriented Management and accountability (ROMA) system for the annual reporting of outcomes. The Grantees Community Action Plan and Budget includes National Performance Indicators (NPI) with planned outcomes. The State shall use these projected outcomes to measure the Grantees performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676 (42 U.S.C. §9908 (b)(12)) of the CSBG Act.

- 13.6. Community Needs Assessment:** Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act. [The State includes the requirement for the Community Needs Assessment as part of the grant agreement.]

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

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

14.1a. 676(b)(1)(A):

Describe how the State will assure “that funds made available through grant or allotment will be used –

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

The state relies on publicly available data in conjunction with the community needs assessment conducted by the eligible entity to identify service areas and complimentary social services funded programs and population and communities of need. Consequently, these data driven approaches inform the design and implementation of programs and services assisting low-income individuals and families,

special populations facing challenges of housing shortages, employment, attaining adequate education with specific skills to meet employment demands, and other immediate and urgent needs of individuals, families and communities.

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 childcare programs;

A program focus identified through the community needs assessment points to the establishment of an after-school engagement interventions for youth grades 8-12 in Science Technology Engineering and Mathematics (STEM) fields. Consequently, intensive homework assistance centers are established and funded through the eligible entity program mechanism. The eligible entity's office on early learning will serve approximately 800 early Head Start children through direct services to provide educational, social, emotional and health needs to ensure grade school readiness.

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)

The State will work with the eligible entity to ensure coordination with delivery of services to customers receiving public benefits such as TANF, Food stamps, Medicare and Medicaid Services with a view of moving low-income individuals and families increasingly towards self-sufficiency.

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;

The eligible entity will utilize available data through the community needs assessment to match resources to communities of need, prioritize funding for services in high demand areas, strengthen weaknesses in the methods of service delivery driven by case management integration and response to customer needs.

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.]

Conduct an annual update to the triennial Community Needs Assessment, focusing on where the service delivery gaps are and using the updated data as a basis for identifying and filling any service gaps that may exist.

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]

The eligible entity is multi-funded receiving grants and contracts for more than twenty (20) specific activities and services. CSBG funding represents a leveraging tool to attract other resources for the benefit of low-income customers. For example, the eligible entity operate programs such as **Head Start, day care, initiatives for homelessness prevention for individuals and families, energy conservation, welfare to work, substance abuse, and affordable housing initiatives.**

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 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.”

For many low-income communities throughout DC, the lack of access to healthy food options will make it even more difficult to properly take care of themselves and their families. The eligible entity’s Electronic Benefits Transfer (EBT) program will be dedicated to increasing access to healthy food, combating DCs childhood hunger epidemic, and educating customers about health, nutrition, and proper eating. Like a debit card for grocery shopping, an EBT card will be usable in place of cash, checks, or food stamps to purchase household food items such as bread, fruit, vegetables, meat, fish, and dairy products. As DCs official issuer of EBT cards, the eligible entity will process more than 57,000 cards each year and provide training to eligible DC Department of Human Services clients on how to use them. The eligible entity will also provide 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.”

[No response; links to 10.13]

Funding Reduction or Termination

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

[No response; links to 10.7]

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

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

[No response; links to 9.6]

Eligible Entity Tripartite Board Representation

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

[No response; links to item 11.3]

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 must submit this document as part of the grant application process.

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.”

[No response; links to item 11.3]

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide “an assurance that the State will secure from each eligible entity in the 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.

DRAFT

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
 - (1) The dangers of drug abuse in the workplace.
 - (2) The grantee's policy of maintaining a drug-free workplace.
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

Place of Performance (Street address, city, county, state, zip code) [Narrative, 2500 characters]

- Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

- 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 Non procurement 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 Non procurement 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/grantee certifies that it will comply with the requirements of the Act.

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

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

Attachment 1–Designation Letter



MURIEL BOWSER
MAYOR

August 15, 2015

Jeannie 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

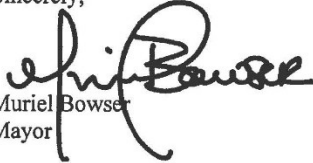
As the designated agency, DHS will be responsible for:

- 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



Office of the Director

SEP 17 2018

Clarence H. Carter
Acting 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 Mr. Carter:

The letter transmits the application for the Fiscal Years 2019 and 2020 Community Services Block Grant (CSBG) for the District of Columbia under provision of Section 671 of the CSBG Act (42 U.S.C. 9901 et seq.) This application contains:

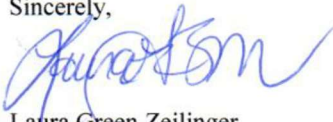
- Specific assurances certified by the designee of the Chief Executive of the District of Columbia;
- A narrative State Plan;
- Evidence that public roundtable requirements were met, and
- Several administrative certifications.

The District of Columbia CSBG allocation will be expended for the stated purposes that include assisting low-income and disadvantaged individuals and families to attain self-sufficiency. The designated State Lead Agency for the administration of the CSBG program in the District of Columbia is the Department of Human Services (DHS). Any award under this grant should be forwarded to:

Director
District of Columbia
Department of Human Services
64 New York Avenue, N.E., 6th Floor
Washington, DC 20002

Tunde Eboda, State CSBG Administrator shall continue to monitor the performance of the subrecipient agencies. He is also responsible for specific actions regarding the State Plan application and the Online Data Collection (OLDC) certification. He may be reached by email at tunde.eboda@dc.gov or by telephone at (202) 671-4339. Should you have any questions, or require additional information, please do not hesitate to contact me by email at laura.zeilinger@dc.gov or by telephone at (202) 671-4200

Sincerely,



Laura Green Zeilinger
Director

LGZ/te

Enclosures

Attachment 2– Supporting documentation for the Public and Legislative Hearings

**DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES
FAMILY SERVICES ADMINISTRATION
COMMUNITY SERVICES BLOCK GRANT**

NOTICE OF CSBG STATE PLAN FOR PUBLIC INSPECTION, REVIEW AND COMMENT

The Director of the District of Columbia (District) Department of Human Services (DHS), pursuant to the Community Services Block Grant (CSBG) Act of 1998, as amended (42 USC §9908 (e)(2)) announces for public inspection, review and comment, the District’s proposed CSBG State Plan for Fiscal Years 2027 and 2028. The draft State Plan presents an approach to reducing poverty within the District through the provision of a wide range of services and activities that assist low-income families and individuals to:

- Remove obstacles and solve problems which inhibit the attainment of self-sufficiency.
- Secure and retain meaningful employment.
- Attain an adequate education.
- Make better use of available income.
- Obtain and maintain adequate housing and a suitable living environment.
- Obtain emergency assistance to meet immediate or urgent needs; and,
- Achieve greater participation in the affairs of the communities in which they live.

The Draft State Plan will be available for inspection, review and comment from Friday, July 3, 2026, to Monday, August 3, 2026, on the DHS website, the United Planning Organization CSBG eligible entity website, and at the locations listed below:

Department of Human Services
Family Services Administration
Community Services Block Grant
64 New York Ave, N.E.,
5TH Floor
Washington, DC 20002
www.dhs.dc.gov

United Planning Organization
301 Rhode Island Avenue, N.W
Washington, DC 20001
www.upo.org

Martin Luther King, Jr. Memorial
Library
Public Comment Section,
3rd Floor.
901 G Street, N.W.
Washington, DC 20001

A Public Forum on the Draft State Plan will be held at 2:00 p.m. on Tuesday, July 28, 2026, at the True Reformer Building, 1200 U St NW, Washington, DC 20009.

Those who wish to testify in-person or submit written comments should contact Ms. Jeanesse St. Aubyn, Program Support Assistant, CSBG Office at: (202) 698-4301 or by email at: csbg.information@dc.gov no-later-than Friday, July 24, 2024. Please include the following information in your request to testify or comment: Full Name, Title, Ward (residence), Organizational affiliation or Interest Group. Witnesses should bring three (3) copies of their written testimony to the public forum. Those who testify will be allowed a maximum of three (3) minutes for individual presentations or five (5) minutes for group presentations.

Attachment 3 Service Delivery Network

The eligible entity and its citywide network of organizations have maintained a successful approach of working in tandem with, and developing linkages with, other local organizations to increase community service accomplishments. It is the plan of the eligible entity and its CSBG Service Providers to continue this approach during fiscal years 2027 and 2028. The following is an extensive list of key organizations with whom the eligible entity will partner:

- & Pizza
- 1789 Restaurant and Bar
- 22nd Century Technologies
- 2420/26 15th Place, LLC
- 2Connect2College
- 3500 East Cap Venture LLC
- 3G Logistics, LLC
- 7CS Maintenance Company
- 801 Men's Shelter
- A & D Physical Training
- A Greater Washington
- A W Industries, Inc.
- A W Mange, LLC
- AAA Club
- AARP
- ABA Home Health Care
- ABC Nannies
- Academy of Hope
- ACE Hardware
- ACE Temporaries, Inc.
- ACE Transport
- Adamsland, LLC
- ADC Management Solution
- ADM Security Solutions
- Admiral Security Service
- ADP Total Source, Inc.
- Advanced Auto Store
- Adventist Healthcare
- AFAC
- Affinitas, Inc.
- Agape Cabbage Patch
- Ahmad Iravini
- AimHire
- Aircraft Services International
- Albertsons Companies, Inc.
- ALBERTSONS COMPANIES, Inc.
- Aldridge Electric
- Alfa Home Care Service
- Align Staffing
- All Pro All Service
- Alliance Material
- Allied Drywall
- Allied Universal Security
- All N 1 Pro services
- Alpha Omega Properties, LLC
- Alpha Best Education
- Alternative Solutions for Youth
- Altro Janitorial and Maintenance
- Amazing Love Health Services
- Amazon
- American Detail Cleaning, Inc.
- American Girl Retail, Inc.
- American University
- Amerihealth
- AMF Bowling Center
- Amsterdam Falafel
- Amsterdam Falafel
- Ana Maria Espino

- Anacostia Coordinating Council
- Anacostia Manufacturing & Development, LLC
- ANC 7F
- Anchor Construction
- Anchovy Social
- Andrews Federal Credit Union
- Angel Loving Care
- Angel Transportation, LLC
- Anne Arundel Fire Protection
- Anne Beers Elementary School
- APMI Group, Inc.
- Aramark
- Archer Park Apartment
- Archer Western
- Architect of The Capitol
- Arlington Public Schools
- Army and Air Force
- Arthritis & Rheumatism Associates
- ASAB Investments, LLC
- Aspen of DC, Inc.
- Assembly
- Associated Community Services, Inc.
- At Your Service DC
- AT&T
- Athena Consulting
- Atlantic Refinishing & Restoration
- Autozone
- Available Hands, Inc.
- Avalon Communities, LLC
- B.F.Saul Property Company
- Bailey Real Estate Holdings, LLC
- Baker DC, LLC
- Baldwin Restoration
- Ballou Senior High School
- Bank of America
- Barcelona Restaurant
- Barlee Cooperative Association
- Bay Management Group
- Beacon Hill Staffing Group, LLC
- Beckert's Park
- Bed Bath & Beyond
- Behavioral Research Association
- Belfast, DC, LLC
- Bell Multicultural
- Bemore Staffing
- Bennett Career Institute
- Benning Heights Investors
- Benning Park Apartments
- Ben's Chili Bowl
- Bereded Dental PC
- Berkel Construction
- Berkel Foundations
- Best Buy
- Bethesda Bagels Navy Yard
- BG Personnel
- Big Bus
- Big City Foods
- Binbox, Inc.
- Black Student Fund
- Blackwood of DC
- Bluecrew, LLC
- Bluestone Lane Holdings, LLC
- BMA, Inc.
- Borger Management, LLC
- Bourbon Coffee Arlington Courthouse
- Bowling Green Apartments LP
- Boys and Girls Club
- Bozzuto
- Bradley Technologies, Inc.
- Bravo! Facility Services, Inc.
- Bread for the City
- Break Free Education
- Bridge Point
- Bridgeway Community Services
- Bright Beginnings, Inc.
- Bright Horizons
- Bright Start Early Care & Pre-School
- Broadband Connect

- Brookfield Properties
- Brookland Ridge Apartments
- Bruce Garden, LLC
- Bruegger Bagels
- Buca, Inc
- Buchanan's HVAC & Fireplace, LLC
- Buckley Cable Construction
- Burgers Apollo
- Burlington Coat Factory Warehouse
- Bus Boys and Poets
- Butler Security
- C&S, Inc.
- C2 Educational Systems, Inc.
- Cadia Healthcare Hyattsville
- Calpro Group, Inc.
- Calvary Womens Services
- Cambria Hotel
- Camden South Capitol
- Capital Ale House
- Capital Area Food Bank
- Capital Breast Cancer Center
- Capital Care Inc.
- Capital City Associates, Inc.
- Capital City Rehabilitation and Healthcare Center
- Capital Real Estate Developers
- Capital Restaurant Resources
- Capital Select
- Capitol Business Improvement District, Inc.
- Capitol Construction Enterprise, Inc.
- Capitol Hilton
- Capitol Home Rentals
- Capitol North Partners
- Capitol Security
- Capstone Logistics, LLC
- Care for All Home Services, LLC
- Career Path DC (JJ Prime Services)
- Career Strategies, Inc.
- CARES-SED Center
- CARES-THRIVE DC
- Caring Givers, LLC
- Carlos Rosario Public Charter School
- Carlye-Hotel-Riggs Group
- Carmines
- Carpenter's Local
- Carrie Care Facility
- Casa Ruby
- Catalyst Property Solutions
- Catholic Charities of the Archdiocese of Washington, Inc
- CATHOLIC UNIVERSITY
- Cavalier Cleaning & Environmental Mgmt.
- CCC Construction and Cleaning
- CCGI
- CD & A Cleaning Services, LLC
- Census Bureau
- Census Center
- Centerra Group, LLC
- Centoria
- Central American Resource Center (CARECEN)
- Central Union Mission
- Centro de Alfabetizacion en Espanol (CENAES)
- CES Security, Inc.
- CETAT (Center for Technology Access and Training)
- CHAAC Pizza Northeast, LLC
- Change Resource & Support Services
- Chantelle's Quality Child Care Center
- Chartwell
- Chase Bank
- Cherished Feet, Inc.
- CHI Centers, Inc.
- Chiaramonte Construction
- Chick Fil A
- Child and Family Services Agency
- Children and Charity
- Children Health Center Anacostia
- Children's Health Center
- Children's Health Project of DC
- Children's Hospital

- Children's Medical Care Center
- Children's National Health System
- Children's National Medical Center
- Children's Pediatricians & Associates
- Chimes Inc
- Chimes Inc / EPA Bldg.
- Chimes Inc / R.R. Bldg.
- Chipotle
- Christian Mechanical
- Christian Tabernacle Church of God
- Christopher Hang
- CHV Tenants Association
- Circuit Electric, Inc.
- City Care-Health Services
- City Club of Washington, Inc.
- City General, Inc.
- City OF Alexandria
- City of Bowie
- City Winery
- City Works Eatery
- Clark Construction
- Classic Concierge, Inc.
- CLEAN DECISIONS, LLC
- Clean Net
- Clifford Chance US, LLC
- Clydes of Gallery Place
- CMC Sheet Metal
- Coalition for Nonprofit Housing and Economic Development
- Code Black Security & Protection Division, Inc.
- Code Red Enterprises
- Code-4-Life
- Colada
- Collaborative Solutions for Communities
- College Tribe
- Colonial Commercial Cleaning
- Colonial Parking
- Colony South Properties, Inc.
- Columbia Heights Apartments LP
- Comcast
- Community Bridge
- Community Connections
- community housing coalition, LLC
- Community of Hope
- Community Services Agency of the Metropolitan Washington Council AFL-CIO (CSA)
- Compass Coffee
- COMPASS GROUP USA INC
- Concord Hospitality Enterprises Company
- Congress Heights – Arena
- Congress Park
- Connect DC, Digital Inclusion Initiative
- Connecting Famalay Agency
- Connolly Contracting
- Constellis Security
- Construction and Industrial Labor
- Consumer Direct Care Network
- Consumer Direct District of Columbia, LLC
- Consumer Direct Fiscal Vendor
- Contemporary Family Services, Inc.
- Contemporary Services Corporation (CSC)
- Core DC
- Corestaff Services
- Corinthian Contractors
- Cornerstone
- Cornerstone Montgomery, Inc.
- Costco Wholesale Corporation
- Covenant House
- Covenant House Greater Washington
- Craig London Hartford, LLC
- Creative Hairdressers, Inc.
- Cresnet Construction
- Crestline Hotels & Resorts, LLC
- Crothall Healthcare, Inc.
- CRP, Incorporated
- CS Security
- CSI Corporation

- CSOSA
- CSOSA- Monitor
- Cuba Libre Restaurant & Rum Bar
- Cultural Dance Center
- Curtis Property Management, Inc.
- CVS Pharmacy
- CW Resources, Inc.
- D Elliot, LLC
- D.E.S. Livingston 4010, LLC
- Dacore Investment Group
- DASH
- Dave and Busters
- Davenport and Son Construction, LLC
- Dawn to Dust Child Development Center
- Day & Zimmerman
- Daycom Products, Inc.
- DC Board of Elections
- DC Central Kitchen (DCKK)
- DC Credit Union
- DC Department of Aging and Community Living
- DC Department of Consumer and Regulatory Affairs
- DC Department of Education (Growing Up LLC)
- DC department of Employment Services
- DC Department of Housing and Community Development
- DC Department of Human Services
- DC Department of Transportation
- DC Dept. of Motor Vehicles
- DC Doctors, Inc.
- DC Election
- DC Fab Lab Library
- DC Government
- DC Greens, Inc.
- DC Health
- DC Homeland Security & Emergency Management Agency
- DC Housing Authority
- DC Housing Finance Agency
- DC Office of the People's Counsel
- DC Office of the Tenant Advocate
- DC Office on Aging
- DC Pancakes, LLC
- DC Prevention Center
- DC School District
- DC Superior Court
- DC Water
- DCHA
- DCHR
- DCI, Inc.
- DCMI Mid-Atlantic, Inc
- DCPS
- Deanwood Hills, LLC
- Define Staffing Service
- DEL Management Services, LLC
- Del Ray Glass
- Delta T. Group
- Delwin Realty
- Denang's Trucking
- Denny's
- Department of Behavioral Health
- Department Of Commerce
- Department of Defense
- Department of Justice
- Department of Public Works
- Department of Treasury
- Diamond Transportation Services
- District Cleaning, LLC
- District Department of Transportation
- DISTRICT HOSPITAL PARTNERS LP
- District of Columbia CVS
- District of Columbia Housing Authority
- District Photo, Inc.
- District Reality, LLC
- Divine Connect Care, Inc.
- DMV Computertman, LLC
- DMV Security
- Do The Write Thing
- Doctors Community Hospital
- Dogs R Us

- Dollar Tree, Inc.
- Domino's Pizza
- Door Dash
- Dos Gringos
- Douglas Knolls Apts.
- Dresden Condominium Association
- DS Event and Party Rental
- Dunbar High
- DWDC
- Dynalectric
- Dynamic Concepts, Inc.
- E&G Group - Meadow Green Court
- Eagle Concepts, LLC
- Eagle Crossing
- Eagle Protection Services
- Early Stages
- East Capitol Family Rental LP
- East of the River
- East Potomac Golf Course
- East River Family Strengthening Collaborative
- East Bance, Inc.
- Easterly Condo Association | Three Pedals, LLC.
- Eating Buddies
- Echelon Community Services, Inc.
- Edgewood Management Corp
- Edgewood/Brookland Family Support Collaborative (EBFSC)
- Edison Electric Institute
- EDS Service Solutions
- Edward C. Mazique Parent Child Center, Inc.
- eGuard Technology Services, Inc.
- EJP Real Estate Services Inc.
- El Progresso Market
- Elaine Ellis Center of Health
- Eleven 64 Apartments
- Elite Hauling
- Elite Interactions Inc
- Embassy of Bolivia
- Embassy of Ecuador
- Embassy of Mexico
- Embassy Suites
- EMCOR Government Services, Inc.
- Emergent Preparatory Academy
- EMJ Realty Company
- Employer Solutions Staffing Group
- Enterprise Security Solutions
- EPA Federal Government
- EPIC Consolidated Services, LLC
- EPIQ
- EPSI Recruiter Staffing Agency
- EQUUS Striping
- Erline Whitaker
- ETIS Corporation
- Euclid Community Partners
- Evergreene
- Excalibur Legal Staffing
- Executive Security Services, LLC
- Exelon / Pepco Co.
- Exhibit Management Service
- Express Employment Professionals
- F.S. Taylor & Associates
- F4L Transportation, LLC
- Fabrication Events, Inc.
- Fairfax County Public Schools
- Fairway Park Apartments
- Faith Mission International
- FALCK LifeStar Response
- Family Dollar Stores of MD
- Family First S&S
- Far Southeast Family Strengthening Collaborative
- Farmers Restaurant Group
- Fast Locksmith
- Fathers & Sons, LLC
- Faith and Associates Inc
- FCWS, Inc.
- FedEx
- Federal Bureau of Prisons
- Federal Democratic Republic of Ethiopia
- Federal Government

- Federal Painting
- FEMA
- FIELD DATA TECHNOLOGY, LLC
- Fiesta DC
- Finish Line
- First America
- First Class Workforce
- First Class Workforce Solutions
- First Transit, Inc.
- First Class WorkForce.Com
- Five Guys, LLC
- FJ Property Payroll, LLC
- Flagger Force
- Flash Point
- Flippo Construction
- Flower Child
- Food Authority
- Food Lion
- Food Service Corp
- Food Staff of Washington
- Foot and Ankle Specialists of Mid Atlantic, LLC
- Foot Locker
- Forest Ridge and The Vistas Apartments
- Forman Mills
- Fort Davis Dental Associates, LLC
- Fort Meyer Construction
- Foulger-Pratt Residential, LLC
- Foundation of Faith Ministries, Inc.
- The Hope Project
- Founding Farmers DC
- Framebridge
- Friendship Court Apts. LP
- Friendship Crossing
- Friendship Public Charter School - Tech Prep Academy
- Friendship Tech Prep
- Frito Lay
- Front Line Extermination
- FS Taylor
- Fusion Logistics
- G2 Secure Staff, LLC
- Gala Theater
- Galen Terrace Apartments
- Gallo Clothing
- Gastro Health
- Gate Gourmet
- Gates Hudson Community Management
- Gateway Property
- GBE Transport
- Gentle Touch Service Care, Inc.
- George Washington University
- Georgetown Gateway Condo
- Georgetown Home Care
- Geo-Technology Associates, Inc.
- Gerald Family Care
- Gerber Collision & Glass
- Get Shift Done/Shift Smart
- GHA SERVICES, Inc.
- Giant
- Giant of Maryland, LLC
- Gilbane Construction
- Gino
- Glebe Handyman, LLC
- Go2staffing
- GOEL DC
- Goldline, Inc.
- Good Neighbor
- Good Projects, Inc.
- Goode Companies Inc.
- Good Neighbor
- Goodwill of Greater Washington
- Goodwin House
- Government Employees Insurance Company
- Government Logistic Support Services
- Government of the District of Columbia
- Grads of Life
- Grant Associates-Job Fair
- Gravy Work App
- Greater DC Diaper Bank
- Green Jobworks, LLC
- Greenleaf Gardens

- Greenscape Environmental Services
- Greenwald Supply Direct
- Greenway Apartments LP
- Greystar Property Management
- Grid Alternatives Mid-Atlantic
- GroceryWorks.com Operating Company, LLC
- Growing Up, LLC
- GRS L.L.C. T/A Just Temps & Personnel Plus
- Grunley Construction, Inc.
- GSK
- Gusto
- Hamel Builders, Inc.
- Hammer Masonry Corp
- Happy Day Care Center
- Happy Faces Early Learning Academy
- Harbor City Unlimited
- Harbor Roofing
- Hardesty Concrete Construction
- Hardhat
- Hardrock Café
- Harlow Navy Yard
- Harris Teeter
- Harvey's Market
- Haute On The Hill by Ridgewells
- Hawker Bethesda, LLC
- HD Woodson
- Health and Joy Services, LLC
- Health Management
- Hegens Management and Consulting Services
- Helix Electric
- HEN & FIN
- Hendley Elementary
- Heritage Fellowship Church POC
- Hertz
- Highland Residential
- Hilton Hotel
- Hip City Veg
- Hips
- Hire Quest
- Hire One
- Holland Enterprises
- Home Care Assistance of Maryland, LLC
- Home Care Partners, Inc.
- Home Depot
- HomeGoods
- Homeland Custodial Services, Inc.
- Honeygrow, LLC
- Hope Village
- Hornblower
- Hospitality, Inc.
- Hospitality Market Recruiter
- Hospitality Partners, LLC
- Hotel Pentagon @ Arlington
- Hourly Husbands
- House of Ruth
- Housing Up - Transitional Housing
- Howard University Hospital
- HP Workforce Solutions, LLC
- HR Support
- HRGM Corp.
- Huge Corporation
- Huntington Village
- Hyatt Corporation
- Hyatt Place Washington DC/National Mall
- Hyattsville Nursing and Rehabilitation Center
- Hyundi
- I Hop Restaurant
- I will Protect Security
- I.L. Creation of MD, Inc.
- Iconic Plumbing
- ID.me
- IDA Staffing
- Ideal Public Charter School
- Ijomah & Associates, Inc.
- Imperial Stone Paving
- In & Out Painting
- Individual Advocacy Group, Inc.
- Ingleside
- Inner City Family Services
- INOVA Hospital

- Insight Global
- Instacart
- Intelemark
- Interconnect Telecommunications
- International House of Pancakes, LLC
- Intersolutions
- Iron Workers Local
- J2 Investments, LLC
- Jade promo
- James E Coats
- James Wilson & Associates
- Jasmyln Real Estate
- Jay Street Associates LP
- JB Henderson Construction
- JC Penney Corporation, Inc.
- JCM Associates
- JE Richards Elect, Inc
- Jemal's Channing Place, LLC
- Jenny Jackson
- Jerk@Nite
- Jet Cars, Inc.
- JGP Holdings
- JHP
- JHU Physics Laboratory
- JJ Prime
- JJ Smith Investments
- Jobletics Pro
- John F. Kennedy for Performing Arts
- John Joseph Contracting, LLC
- John Moriarty & Assoc. of VA, LLC
- Johnathan Woodner
- Jones Memorial United Methodist
- Jonathan McPherson
- JPN Masonry
- Justice Grants Administration
- K&E Electric, LLC
- K&K Lloyd, LLC
- Kaiser Permanente
- Kelly Services USA
- Kenilworth Ave Apt, LLC
- Kent Island Mechanical
- Keystone Construction
- KF Services
- Kids are People too Child Development Center
- Kids R Kids
- Kidz Care Unlimited
- Kiewit Infrastructure
- Kimpton Hotels
- Kindercare Education, LLC
- Kirlin Mechanical
- KIS Logistics
- KJ Florida Avenue Property, LLC
- KOF Event Security
- Kokua Education, Inc.
- Konstructure, LLC
- KPR Food Services
- Kramer & Sons Plumber
- Krispy Kreme
- Kuumba Learning Center, Inc.
- L B & B Associates, Inc.
- Lance Dignitary Protection Services
- Landlords R Us
- Landsdown Tree Service
- Lane Bryant, Inc
- Langdon
- Laser Ship
- Last Stop
- Latin American Youth Center
- Latinas4Latinas
- LC CPAPR, LLC.
- Lean on Us Unity Childcare
- Learning World Child Development Center
- Legacy Project
- Leo Waterfront Station
- Levy-Audi Concession Company
- LF Jennings
- LGC SECURITY, LLC.
- Lia's Rainbow Daycare, LLC
- Library of Congress
- Liberty Associates Group, LTD
- Life Enhancement Services, LLC

- Life of Riley
- LIFE STRIDE, Inc.
- Lifeline, Inc.
- LifeStar Response
- Limbach Company, LLC – Mid Atlantic
- Lincoln Holdings, LLC
- Lintech Global
- Little Lights Urban Ministries
- Living Classrooms
- Long John Silver Restaurant
- Love and Care Educational Center
- Loving Care Day Nursery
- Lowes
- Lucky Strike Entertainment, LLC
- Lunar Massage, LLC
- Lyft, Inc.
- Lyons HR, LLC
- M & W Liquors, Inc.
- M. Chatel Real Estate, Inc.
- M. Luis Products, LLC
- M.L.F., Inc.
- Macy's
- Madame Tussauds Washington, LLC
- MadRag
- Mainspring Network
- Majors Mobile Detailing
- Manor Village Apartments
- Maphantom, Inc.
- Maple View Flats
- Marchuk
- Maret School, Inc.
- Marriott
- Marshall Heights
- Marshall Heights Community Development
- Marshalls
- Marthas Table
- Martin Luther King Jr. Latino Cooperative
- Martins View Apartments
- Marvin Ringer
- Maryland Speedy Tag & Title II, LLC
- Mary's Center
- Masterpiece Property Management
- Maxim Healthcare Services, Inc.
- Maximus Environmental, Inc.
- Mayfair Mansions
- Mayor's Office of Talent and Appointments (MOTA)
- Mayor's Office on Latino Affairs
- MB Staffing
- MBA, Inc.
- MBI Health Services
- MC Dean Co.
- Mc Q's Multi-Services
- MC&C Logistics, Inc.
- McCrae Enterprise, Inc.
- McKinley Tech
- McKinney-Vento Homeless Education Program
- McKnight Pediatrics
- MD Dental Center PC
- MD State Department of Education
- MDL Flats
- Meadow Brook Run Apartments
- Medical Access Urgent Care
- Medical Transportation Management, Inc.
- Medstar Georgetown Medical Center
- Medstar Health
- MedStar National Rehab Network
- Medstar Washington Hospital Center
- Melwood
- Metro Access
- Metro Laundry
- Metro Mechanical Contractors, Inc.
- Metro Test and Balance
- Metro Village Apartments
- Metropolitan Building Services
- Metropolitan HealthCare Services, Inc.
- MGM National Harbor
- MHCDO
- Mi Casa
- Mid-Atlantic Control System
- Midland Flooring

- Midtown Group
- Miller & Long Co.
- Ministry of Education National Agency for Examination
- Miriam's Kitchen
- Mission Ministry Peggy Tatum
- MJ General, LLC
- MJ Valet
- Mobile Link
- Modus Hotels
- Mogo Transport, LLC
- Mohela
- Morgan, Lewis & Bockius, LLC
- Morton's of Chicago
- Mosquito Management, LLC
- Motor Cleaning Services
- Mount Olivet & ST. Mary's Cemeteries
- MPEX CORP
- Mt. Eplwaim Non Profit Dev. Corp.
- Mundo Verde Bilingual PCS
- Mussel Bar Arlington, LLC
- MW Landscaping
- Nandos Restaurant Group, Inc.
- NAPA
- National Alliance for Hispanic Health
- National Capitol Industries
- National Center for Children
- National Center for Children and Families
- National Collegiate
- National Crisis Center
- National Hispanic Council on Aging
- National Press Club
- National Service Contractors (NSC)
- Naylor Gardens Cooperative Housing Association
- Neibaur
- NetCom, Technologies, Inc.
- New Futures
- New Hope Health Services
- Newman's Body Shop Personal Training
- Next Level Hospitality Services
- Next Level Security Services, LLC
- Next Opportunity, LLC
- NGG Noble Corp
- Nordstrom, Inc.
- NPL
- NRI
- NSUC
- Oak Park Apartments, LLC
- Oakwood Worldwide
- Oasis Outsourcing Contract, Inc.
- Oasis Realty
- Occasions Caterers
- OCD Cleaning Services of GW
- Office of Neighborhood & Safety Engagement
- Office of the Mayor of the District of Columbia
- Office of the State Superintendent of Education
- OIC of DC
- Old Navy
- One501 Eckington
- Operating Engineers Local 77
- Orion's Harp, LLC
- Our Savior Lutheran Church
- Oxford Manor Limited Partnership
- Panel Systems
- Panera Bread
- Paradise at Parkside
- Paradise Manor
- Park 7 Apts
- Park Kennedy
- Park Naylor
- Park Southern
- Park Vista
- Parkchester Apartments
- Parkinson Construction
- Parklands Manor Association, LLC
- Parkway House DC, LLC
- Pathways to Housing
- Pediatric Professionals

- Peets Coffee
- Penn Foster College
- Pentacle Apartments
- People Ready
- People's Cooperative
- Pepco
- Percon Contracting
- Pete's Coffee
- Pettaway
- Philoman Properties
- Piedmont Atlantic (Aspen of DC)
- Pillar Construction
- Pink Taco
- Pinpoint Cleaning Service
- PJ Relocators, LLC
- Planned Companies
- Planned Lifestyle Services
- Plant Partners Inc
- Pleasant Plains Civic Associations
- PM Hospitality Strategies, Inc.
- PNC Bank
- Pooches Mobile Grooming Salon
- Popeyes
- POPULUS GROUP, LLC
- Porsche
- Positive Construction Solutions, LLC
- Potbelly
- Potomac Family Dining
- Potter House
- Precision Walltech
- Prefab Solutions, LLC
- Prime Now, LLC
- Prince George's Community College
- Prince George's County Maryland
- Private Landlord
- Pro Ex Delivery
- Pro Football, Inc.
- Pro-Air
- Professional Lawn Care Group
- Professional Security
- Project Empowerment
- Project Reboot Desk Manager
- Prospect Waterproofing
- Protec SRL
- Psychiatric Institute of Washington
- Publican Ventures
- Quality Custom Distribution
- Quantum Studios Institute for Technology
- Quest Diagnostics
- R & A Contractors Group
- R L Harris
- R.A.G. Tyme Fitness
- R2&V Logistics
- Radiant Minds
- Randall Hill Apartments
- RandStad Professionals
- RAP, Inc.
- Rayan Furniture MD, LLC
- RCN Cable
- Reality Management
- Re-entry Action Network (RAN)
- Rehab Plus Staffing Group
- Remington
- Remodel USA, Inc
- Residence at Hayes
- Residential One
- Reston Limousine & Travel Services, Inc.
- Revolution Solar
- RGIS
- Rhodes Construction Company
- Ridgecrest Apartments
- Ridgeview Glass
- Ritz Carlton
- River Corps
- River Hill Apartments
- RoadSafe Traffic Systems, Inc.
- Robert Half
- Robertson Plumbing & Heating, Inc.
- Robin Best
- Robotic Services Inc.
- Robtco Management Company
- Rodney Paige

- Rome Charters
- Ronald Reagan National Airport
- Roosevelt
- Roosevelt STAY
- Roti Restaurants
- Royal Farmes
- RRG Catering, LLC
- Run Hope Work
- Ruppert Landscaping
- S & K Security Inc.
- S.C. Herman & Associates
- Sabree Inc.
- Safe Shield Consultants, LLC
- Safeway
- Sage Dining Services
- Sally Keyes
- Sasha Bruce Youthwork, Inc.
- Saving Our Next Generation
- Scaffold Resource
- Scattered Site, Inc.
- Schnabel Foundation Company
- Scout Properties
- Seabury Connector
- Seabury Resource for Aging
- Seasons Culinary Services
- SecTek, Inc.
- SecurAmerica
- Security Assurance Management
- Semper Sanitize
- Sephora
- Service Source, Inc.
- Shake Shack
- SHD Education East, LLC
- Shelter House, Inc.
- Shelter to Shutters
- Shipley Park
- Shoe City
- Shoe Show, Inc.
- Shoppers
- Shopper's World
- Sibley Townhomes
- Silver Diner Development
- Six Flags Amusement Park
- SKY CHEFS INC
- Smart from the Start
- SMC Concrete Construction
- Smithsonian Capitol Gallery
- Smothers Contractors
- SND Staffing, Inc.
- Sodexo Inc.
- Solid Properties LLC
- Solidcore
- Sollamt Health, Inc.
- Solstice Apartments
- SOME (So Others Might Eat)
- SOS Human Capitol Solutions, LLC
- South African Embassy
- South Capitol Bridge Builders
- Southeast Ministry
- Southern Management Companies
- Southern Ridge LP
- SP Plus Corp
- Sparkle Painting
- Sparks Group
- Sparks Personnel Services, Inc.
- Spartan Sewer Raider
- Spectrum Management
- St. Colletta of Greater Washington
- St. Johns Community Services
- St. Matthew's United Methodist Church
- St. Stevens Apartments
- Staff Group West/ Summer Ridge Apartment
- Standard FCP Venture LP
- Standard Sun
- Stanton Glenn LP
- Star Enterprises, Inc
- Starbucks
- State of Maryland
- STC Management, LLC
- Steak in a Sack
- Stephen Brown
- Storytellers Boutique

- Street Sense, Inc.
- Strong Start
- Stuart Dean
- Studio Elan
- Summit at St. Martins Apts
- Sunrise Senior Living
- Sunshine Early Learning Center
- Superior Concrete Materials
- Surgarland Mobil General Services
- Sustainable Facilities Management
- Sweetgreen
- Symbral Foundation
- Sympatyashika, LLC
- Synerfac Technical Staffing
- T Mobile Express
- T/B Security
- Taco Bell
- Tactical Security
- Talent Corporation, LLC
- TANF
- Target
- TASC
- TDB Communications
- Telligent Masonry Construction
- Terrific Incorporated
- Tesla
- Test Company
- Test Employer
- Test Landlord
- TFC Partners Inc
- The Barac Co.
- The Cheesecake Factory
- The Children's Guild
- The Collection Transportation LLC
- The Community Partnership (TCP)
- The Community Partnership for the Prevention of Homelessness
- The Csoa Project
- The Fair View
- The Gardens
- The Georgetown Inn
- The Georgetown Pivot Program
- The Grove at Parkside
- The Hope Foundation Reentry Network
- The HSC Health Care System
- The Learning Center
- The Lube Center
- The Midtown Group / Smithsonian
- The National Center for Children & Families
- The Nehemiah Project
- The Pelenti Group
- The Ready Center
- The Smile Center
- The Strand Residences
- The TJX Companies Inc
- The TraRon Center
- The Trustees of Bliz Corporation
- The Villages Of Chesapeake
- The Vistas
- The Walrus Company LLC
- TheArc
- Thomas Somerville Co.
- Thompson Facilities Services LLC
- Thompson Hotel
- Thrive DC
- Thurgood Marshall Academy
- Tight Spot Hauling, Inc.
- Tijuana Sawak
- Tiki TNT & Potomac Distilling Company
- Tingey Street Partners, LLC
- Tires Plus
- TJ Maxx
- TJX COMPANIES, Inc.
- TM Associates
- T-Mobile USA, Inc.
- Top Golf
- TOP GUN SERVICES, LLC
- Toria, LLC
- Total Package Remodeling
- Total Quality Building Services
- Trader Joe's

- Tradesman International
- Tradesmen International, Inc.
- Traffic Management, Inc.
- TransDev Services, Inc.
- Transforce
- Transform KM, Inc.
- Transitional Care Center Capitol City
- Transitional Healthcare
- Transportation & Central Garage Admin
- Travel Traders Retail, Inc.
- TRICON
- Trillium Construction
- Triune Solutons
- True Harbor, LLC
- Truist Bank
- Trust Consulting Services, Inc.
- Trusted Health Plan (DC), Inc.
- Trusted Solutions Group
- Tumaini DC, Inc.
- Turner Construction
- Tutoring Café
- Two Maids
- Two Men & A Truck, LLC
- Tyler House Apartments
- UberEats
- UDC
- UHaul
- UNIQ Health Care
- Unique Rehab Center & Health Center
- United Health Care
- United Medical Center
- United Parcel Service, Inc.
- United Security
- United States National Intelligence Agency
- United States Pan Asian Chamber of Commerce
- United States Postal Service
- Unity Health Care, Inc.
- Universal Protection Service, LLC
- University Legal Services Disability Rights
- University of Maryland
- University of the District of Columbia
- University Protection Service, LLC
- UPS
- US Attorneys' Office
- US Pan Asian- American Chamber of Commerce
- US Rental Care Careers
- USPS
- VA Solutions, LLC
- Vector Force Development
- Vector Talent Resources
- Vernon Henderson
- Vesta Avalon LLC,
- Village of Chesapeake
- Vesta Management DC, LLC
- Vida Senior Centers (VIDA)
- Village at Chesapeake
- Vision Realty Management
- Vision Security Solutions
- Visiting Angels of Largo, MD
- VMG Resources
- Volunteers of America
- W Concrete
- W Group Construction
- W.E.Bowers
- WABA- Washington Area Bicyclist Associate
- Wagman Construction
- Walgreens
- Walmart
- Ward 1 Councilmember's Office
- Warren Sanders
- Washington Nationals Baseball Club
- Washington Young Public Charter School
- Watermark Communities
- Wawa
- Wayne Place
- WDC Solar
- WDC, Solar, Inc.
- We the Pizza
- Wegmans

- Weisz Properties
- Welcome Home Reentry Program Catholic Charities
- Wellness Healthcare Clinics, LLC
- Wheeler Terrace
- WHG NH Management LLC
- Whole Foods
- Wider Circle
- William Security
- Williams Lea Inc
- Wilson Apartments
- Windows Catering Company
- Wings Enterprises, Inc.
- Winners World
- WMATA
- Woodbridge Daycare Before & After Care
- Worman Park Hotel
- Worthing Woods
- Wrap & Send Services, LLC
- Wright Traffic Control
- Wunder Garten
- Yardbird Southern Table & Bar
- Yohannes Daffo
- Youth Advocate Programs, Inc.
- Zara
- Zion Baptist Church senior Day Care

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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.

Attachment 5 – Innovative Community and Neighborhood-based Initiative

The eligible entity continues 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 2027-2028 are:

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

Building Careers Academy

The eligible entity 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, the eligible entity 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
Introduction to Weatherization 101

Home Energy Auditing
Building Performance Institute Certification-Building Analyst
Building Performance Institute Certification-Envelope
Traffic Flagger Training
Introduction to Telecommunications
Introduction to Network Cabling
Plumbing I
Plumbing II
Carpentry, Framing and Finishing
Carpentry Fundamentals
Basic Lock Skills and Replacement Processes
Basic Wall and Floor Tile Installation and Repair
Air Sealing
Core Curriculum, Introduction to Craft Skills

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

The eligible entity 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. The eligible entity 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

The eligible entity 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, the eligible entity 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 2027 – 2028 Planned Outcomes

Using the National Performance Indicators found in the new CSBG Annual Report, which is a part of ROMA Next Generation, the following are the eligible entity’s FY2027 and FY2028 outcome projections based on program design:

EMPLOYMENT INDICATORS

FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Workforce Institute	500	320	500	340
Service Providers	200	110	200	120
TOTAL	700	430	700	460

FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Workforce Institute	300	80	300	90
Service Providers	150	40	150	50
TOTAL	450	120	450	140

FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Workforce Institute	180	45	180	70
Service Providers	90	20	90	40
TOTAL	270	65	270	110

EDUCATION AND COGNITIVE DEVELOPMENT INDICATORS:

FNPI 2a The number of children (0 to 5) who demonstrated improved emergent literacy skills.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Early Learning	355	65	355	80
TOTAL	355	65	355	80

FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Early Learning	355	170	355	190
TOTAL	355	170	355	190

FNPI 2c The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Early Learning	355	65	355	90
TOTAL	355	65	355	90

FNPI 2d The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills).				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Youth Services	160	40	160	50
Early Learning	355	70	355	90
TOTAL	515	110	515	140

FNPI 2e The number of parents/caregivers who improved their home environments.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Early Learning	355	70	355	100
TOTAL	355	70	355	100

FNPI 2g The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Youth Services	5	5	5	5
TOTAL	5	5	5	5

FNPI 2h The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Workforce Development	400	200	400	220
Service Providers	150	45	150	55
TOTAL	550	245	550	275

FNPI 2j The number of individuals who obtained a Bachelor's degree.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Youth Services	5	5	5	5
TOTAL	5	5	5	5

INCOME AND ASSET BUILDING INDICATORS:

FNPI 3i The number of individuals engaged with the Community Action Agency who report improved financial well-being.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Community Reinvestment	335	64	335	75
Early Learning	100	80	100	80
TOTAL	435	144	435	155

HOUSING INDICATORS:

FNPI 4b The number of households who obtained safe and affordable housing.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Community Reinvestment	50	45	70	65
TOTAL	50	45	70	65

HEALTH AND SOCIAL/BEHAVIORAL DEVELOPMENT INDICATORS:

FNPI 5a The number of individuals who demonstrated increased nutrition skills.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Community Health	350	330	350	340
TOTAL	350	330	350	340

FNPI 5c The number of individuals who demonstrated improved mental and behavioral health and well-being.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Early Learning	335	80	335	100
TOTAL	335	80	335	100

FNPI 5d The number of individuals who improved skills related to the adult role of parents/ caregivers.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Early Learning	335	80	335	110
TOTAL	335	80	335	110

CIVIC ENGAGEMENT AND COMMUNITY INVOLVEMENT INDICATORS:

FNPI 6a The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Advocacy	100	75	200	150
TOTAL	100	75	100	75

FNPI 6a.1 Of the above, the number of Community Action program participants who improved their leadership skills.				
Division	Number of Participants To Be Served	Number of Participants To Achieve	Number of Participants To Be Served	Number of Participants To Achieve
	FY27	FY27	FY28	FY28
Advocacy	190	170	210	190
TOTAL	190	170	210	190

EMPLOYMENT SERVICES INDICATORS:

Skills Training and Opportunities for Experience (SRV 1a-f)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Workforce Institute	500	500
Early Learning	20	20
Service Providers	300	300
TOTAL	820	820

Career Counseling (SRV 1g-h)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Workforce Institute	450	500
Service Providers	200	200
TOTAL	650	700

Job Search (SRV 1i-n)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Workforce Institute	1,500	1,500
Service Providers	500	500
TOTAL	2,000	2,000

EDUCATION AND COGNITIVE DEVELOPMENT SERVICE INDICATORS:

Child/Young Adult Education Programs (SRV 2a-j)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Youth Services	700	800
TOTAL	700	800

Extra-curricular Programs (SRV 2l-q)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Youth Services	400	400
TOTAL	400	400

Financial Aid Assistance (SRV 2bb)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Youth Services	5	5
TOTAL	5	5

Home Visits (SVR 2cc)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Early Learning	140	150
TOTAL	140	150

INCOME AND ASSET BUILDING:

Training and Counseling Services (SRV 3a-f)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Community Reinvestment	400	450
TOTAL	400	450

Benefit Coordination and Advocacy (SRV 3g-l)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Community Reinvestment	330	350
TOTAL	330	350

Asset Building (SRV 3m-o)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Community Reinvestment	780	900
TOTAL	780	900

SERVICES SUPPORTING MULTIPLE DOMAINS:

Case Management (SRV 7a)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Multiple	1,000	1,100
TOTAL	1,000	1,100

Transportation Services (SRV 7d)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Community Health	5,000	5,000
TOTAL	5,000	5,000

Emergency Clothing Assistance (SRV 7n)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Community Health	5,000	5,000
TOTAL	5,000	5,000

COMMUNITY LEVEL INDICATORS:

CNPI 2d Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Advocacy	1	2
TOTAL	1	2

CNPI 2e Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)

Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Advocacy	1	1
TOTAL	1	1

CNPI 2f Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)

Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Advocacy	1	1
TOTAL	1	1

CNPI 3a Number of new accessible assets/resources created in the identified community:

Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Community Reinvestment	5	10
TOTAL	5	10

CNPI 5a Number of accessible and affordable physical health assets or resources created in the identified community.

Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Advocacy	1	1
TOTAL	1	1

CNPI 5b Number of accessible and affordable behavioral and mental health assets or resources created in the identified community.		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Advocacy	3	5
TOTAL	3	5

CNPI 5e Number of activities designed to improve police and community relations within the identified community.		
Division	Number of Participants To Be Served	Number of Participants To Be Served
	FY27	FY28
Advocacy	1	2
TOTAL	1	2

STRATEGIES:

Civic Engagement and Community Involvement Strategies - Goal 2 (STR 6 G2)		
Division	Number of Strategies	Number of Strategies
	FY27	FY28
Advocacy	4	4
TOTAL	4	4

Civic Engagement and Community Involvement Strategies - Goal 3 (STR 6 G3)		
Division	Number of Strategies	Number of Strategies
	FY27	FY28
Advocacy	3	6
TOTAL	3	6

Employment Strategies (STR 1)		
Division	Number of Strategies	Number of Strategies
	FY27	FY28
Workforce Development	1	2
TOTAL	1	2

Education and Cognitive Development Strategies (STR 2)		
Division	Number of Strategies	Number of Strategies
	FY27	FY28
Foster Grandparents	8	8
Early Head Start	1	1
TOTAL	9	9

Community Support Strategies (STR 7)		
Division	Number of Strategies	Number of Strategies
	FY27	FY28
Community Health	1	1
Community Impact	1	1
Advocacy	2	2
TOTAL	4	4