

**STATE OF GEORGIA
Community Services Block Grant
State Plan
FFY2012 and FFY2013**

Georgia Department of Human Services
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Community Services Unit
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I. Federal Fiscal Year

The State of Georgia is submitting this state plan to cover the Federal Fiscal Years of 2012 and 2013. The required application form is included.

II. Letter of Transmittal

III. Executive Summary

A. CSBG State Legislation

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

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

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

- The Department of Human Services (DHS) as the lead state agency for administration of the Community Services Block Grant.
- The Administrator of the Department of Human Services is Commissioner Clyde L. Reese, III, Esq.

C. Public Hearing Requirements

(1) Public Hearing:

A Public Hearing to review the plan for use of CSBG funds was held July 14, 2011. The hearing was advertised on the Department of Human Services website. A summary of CSBG services was made available at the public hearing. The draft state plan was posted on the website for thirty days for any interested part to review. Copies of the draft plan were disseminated for review to the twenty-four CSBG eligible entities. See Appendix A for documentation of Public Hearing

(2) Legislative Hearing:

The legislative hearing on the current fiscal year CSBG program was held on Thursday, January 21, 2010 in Room 341 of the State Capitol. This hearing constituted the mandatory public hearing required by federal guidelines. The hearing was advertised statewide through a variety of media sources. The hearing was chaired by Representative Mark Butler and DHS Budget Officer Vanessa Payne.

VI. Statement of Federal and CSBG Assurances

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

A. Programmatic Assurances

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

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

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

(ii) secure and retain meaningful employment;

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

(iv) make better use of available income;

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

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

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

(b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

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

(2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]

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

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

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

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

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

(4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.['676(b)(4)]

(5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training

activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.['676(b)(6)]

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

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

(9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

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

(11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan)

that includes a community- needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

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

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

B. Administrative Assurances

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

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

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

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

(4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. ['675C(b)(2)]

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

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

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

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

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

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

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

- (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
- (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
- (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [678B(a)]

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

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

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

(13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such

amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]

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

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

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

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

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

(19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so

long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. [679]

C. Other Administrative Certifications

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of community services block grant program funds.

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

Signature Administrator/Director of Designated Lead Agency

Date

V. The Narrative State Plan

A. Administrative Structure

(1) State Administrative Agency

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

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

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

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

Working/Self-Sufficient Customers:

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

Home/Community-Based Services:

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

Technology Access:

Increase customer and staff access to information that improves productivity.

Employee Engagement:

Improve DHS employee engagement with customers.

Prevention:

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

(2) Eligible Entities

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

(3) Planned Distribution of Current Year

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

B. Description of Criteria and Distribution Formula

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

The formula is as follows:

- 65% of the base allocation is allotted to each eligible entity
- 35% multiplied by the individual/family poverty rate of the service area.
- Eligible entities that have funds remaining for a fiscal year may request to carry-over funds to a succeeding fiscal year. Eligible entities must submit a program plan showing how they intend to expend the funds and the state approves and amends the current fiscal year contract to allow the entity to utilize the funds.
- Generally, carryover funds are distributed back to the agency providing that the carryover amount does not exceed 20% of the allocation. However, because of unprecedented funding through the American Reinvestment and Recovery Act of 2009 (ARRA) that was required to be expended by September 30, 2010, the Georgia DHS will waive the normal 20% cap in FFY 2011 only and allow the use of funds in excess of 20% to improve program sustainability and

ramp down for post ARRA activities where necessary.

C. Description of Distribution and Use of Restricted Funds

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

Eligible Entities submit a Project Application Plan at least yearly to document how CSBG funds are to be spent. Each plan must show outcomes and method of measurement. Each program outcome is linked to a Results Oriented Management and Accountability national goal.

Since FY2000, the State has not recaptured nor redistributed funds. The state has in place a plan to recapture/redistribute funds in the event it is necessary to do so.

D. Description and Use of Discretionary Funds

The state distributes discretionary funds as follows:

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

collection mechanism, to a single operating platform to facilitate statewide statistical reporting.

- Other activities, as appropriate, may be funded if they comply with the purposes of the CSBG program.

E. Description of Use of Administrative Funds

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

F. State Community Services Program Implementation

(1) Program Overview

a. The Service Delivery System

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

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

Programs and activities are tailored to meet the needs of communities with emphasis on results-oriented planning. Uniformity in the results-oriented planning process is a significant goal of the State. Each contract agency will submit a plan for its service delivery areas, outlining how funds will be used, in addition to the amount designated for each program, activity or service. Programs and activities will be selected from a designated list as designed by the State Administering Agency. Refer to Appendix D for a list of programs/activities. Eligible entities also have the latitude to create other programs/activities significant to their community needs.

b. Linkages

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

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

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

c. **Coordination with Other Public and Private Resources**
Through sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to coordinate services with agencies within their service delivery areas. Eligible entities also contract with the State of Georgia to provide other programs to assist the low-income population to become self-sufficient. Community Action Agencies and County Government entities maintain a good relationship with the State Administering Agency, therefore being considered for other grants and contracts to aid in the provision of services to the low-income population.

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

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

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

- After School Enrichment Program

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

2). Community Needs Assessments

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

3) Tripartite Boards:

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

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

individuals through an advisory committee composed of at least one-third individuals chosen through a democratic selection procedure and are representative of low-income persons and live in the neighborhood served and are able to participate actively in the development, planning, implementation and evaluation of CSBG programs.

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

(4) State Charity Tax

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

G. Programmatic Assurances

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

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

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

(3) The State of GA encourages, coordinates and facilitates memorandums of understanding with state and local Departments of Family and Children Services who administer welfare reform. Most Community Action agencies have one or more MOUs for employment services such job readiness classes and counseling, job placement, etc.

(b) Assurance 676(b)(4)

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

(c) Assurance 676(b)(5)

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

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

Another example is the partnership between the DHS Food and Nutrition team and some Community Action Agencies to expand Food Stamp program outreach activities. The plan is for the Community Action Agencies to host computers that will allow low-income people to apply "online" for Food Stamp benefits via the Common

Point of Access to Social Services (COMPASS). As funding is available, enhancements will be made to the provider modules of this system.

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

(d) Assurance 676(b)(6)

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

(e) Assurance 676(b)(9)

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

H. Fiscal Controls and Monitoring

(1) State Program Monitoring:

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

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

- Consultation on programmatic issues
- Technical assistance, as needed

- Training, as requested
- Board meeting attendance
- Other reviews as appropriate or requested

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Corrective action plans must include the following:

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

Plans will be monitored for compliance with timelines and activities.

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

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

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

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

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

(3) Fiscal Controls, Audits, and Withholding:

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

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

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

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

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

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

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

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

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

(c). Assurance Section 676(b)(10): Any low-income individual, community organization, or religious organization, or representative of low-income individuals (petitioner) that considers its organization, or low-income individuals, to be inadequately represented on the board of the eligible entity (Community Action Agency (CAA)) may petition for adequate representation.

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

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

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

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

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

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

I. Accountability and Reporting Requirements

(1) Results Oriented Management and Accountability:

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

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

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

staff to these training sessions. The most recent training was held June, 2010.

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

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

- NASCSP report as required by Office of Community Services. See Appendix G for copy of FFY2010 report. The report includes the following:
 - Performance Objectives
 - Program Accomplishments and Activities
 - Profile of Participants Served
 - Statistical Report on CSBG Program Services
 - Education
 - Health
 - Housing
 - Income Management
 - Linkages
 - Nutrition
 - Economic Development
 - Self Sufficiency
 - Special/Innovative Programs

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

- Training and Technical Assistance provided by the state at quarterly board meetings and as need identified or requested.

Additional Information

- In compliance with the Single Audit Act, OCS completed CSBG audit in 2009 for FFY2006 program year.
- State FY10 CSBG Audit completed.
- State FFY11 CSBG and FFY10 ARRA in process.
- Certifications Included:
 - a. Anti-Lobbying
 - b. Drug Abuse
 - c. Debarment and Suspension
 - d. Pro-Children Act of 1994, P. L. 103-227

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING**

In accordance with the Omnibus Budget Reconciliation Act of 1981, the public is hereby notified that:

- (1) A public hearing by the Georgia General Assembly on the proposed use during fiscal year 2011 of five federal block grants for human services will be held at 1:30 p.m. in Room 341 of the State Capitol on Thursday, January 21, 2010. The block grants are:
 - a.) Substance Abuse Prevention and Treatment
 - b.) Community Services
 - c.) Low-Income Home Energy Assistance Program
 - d.) Social Services
 - e.) Community Mental Health Services
- (2) At such hearing, citizens shall have the opportunity to provide written and/or oral comments to members of the General Assembly concerning such proposed use.
- (3) The Georgia Department of Human Services and the Georgia Department of Behavioral Health and Developmental Disabilities are the designated state agencies for administering the programs in Georgia and have prepared their report on the proposed use of these block grants. A copy of these summary reports will be available for review in the following location on the day of the hearing.

Office of Budget Administration
30th Floor, #2 Peachtree Street
Atlanta, Georgia 30303

- (4) Citizens desiring to submit written comments on the proposed use of the block grants may send written materials to:

Ms. Callie Michael
Senate Budget and Evaluation Office
15 Capitol Square
208 Coverdell Legislative Office Building
Atlanta, Georgia 30334

APPENDIX A

DHR schedules public hearing on state plan for CSBG

The Georgia Department of Human Services, Division of Family and Children Services will hold a public hearing Thursday July 14, 2011 on the FY 2012 State Plan for the Community Services Block Grant (CSBG).

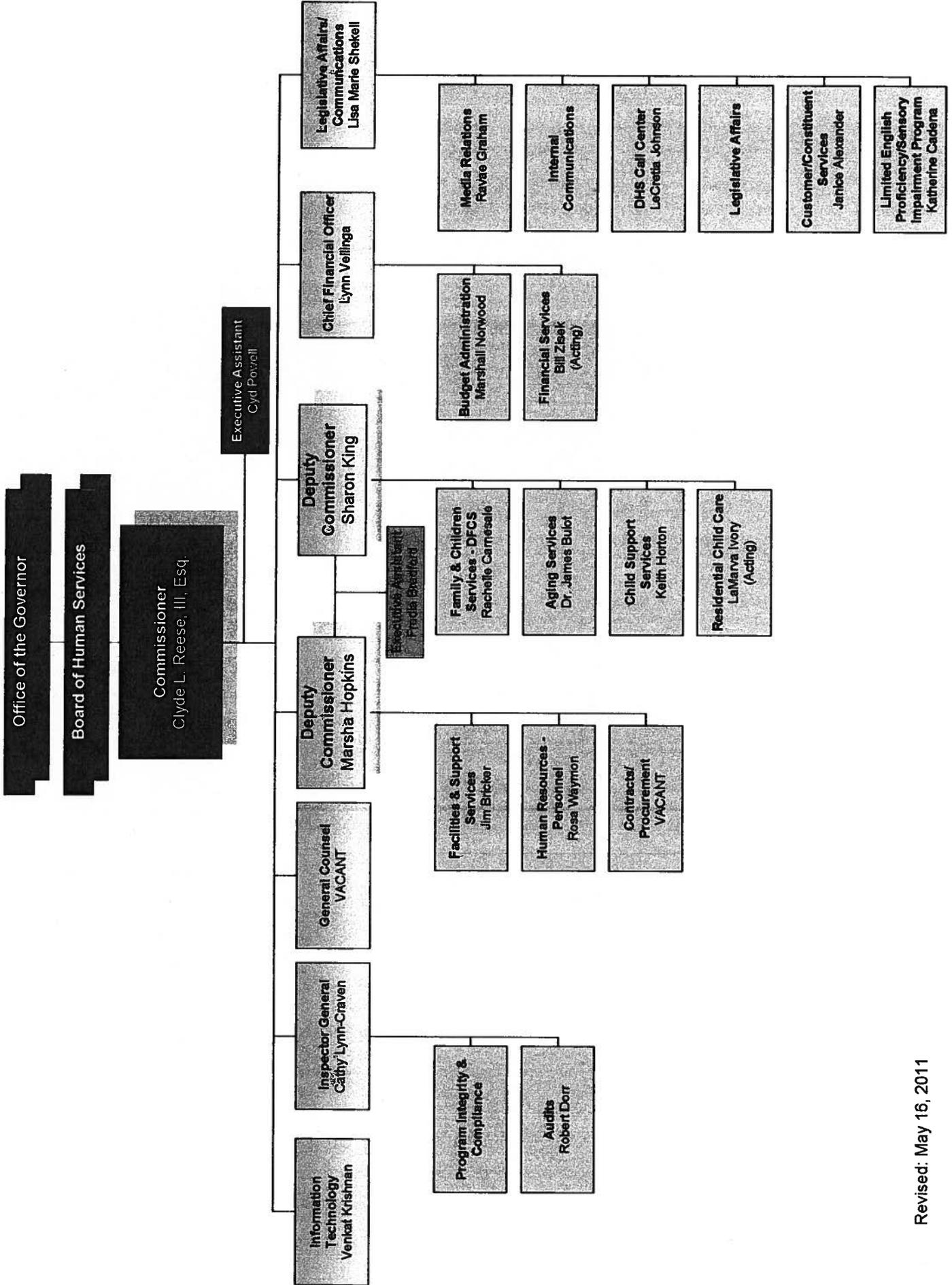
The public hearing will be held from 10 a.m. to 2 p.m. at 2 Peachtree Street, NW, Atlanta, on the 19th floor, room 19-475. The 30-day public review of the draft plan begins on Friday June 17, 2011 and ends on Monday July 18, 2011.

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

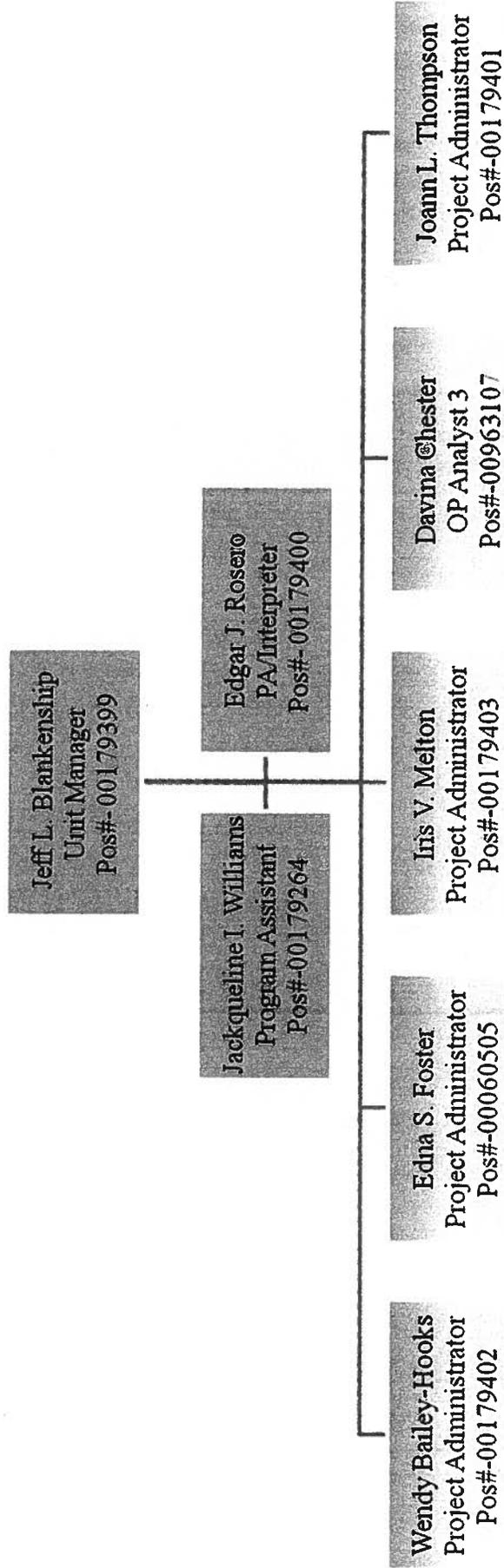
The plan outlines eligibility requirements and activities to be implemented for the targeted population. Federal Funds have been allocated for these programs. Copies of the draft plan will be available for review at county DFCS offices, County Health Departments, Home Health Agencies, Area Agencies on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

To make a written comment on the plan, please mail to the Community Service Block Grant Program, Community Services Section, Division of Family and Children Services, Two Peachtree Street, NW, Suite 21-276, Atlanta, GA 30303. Comments must be received by July 18, 2011. For those who are unable to attend the hearing but wish to make oral comments on the plan may call the CSBG Program at 404-657-3427.

Georgia Department of Human Services



DHR/DFCS/OFI
Community Based Programs Unit
Org # -4276710101



CSBG Staff Development Plan:

Staff development objectives for Georgia program staff are to:

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

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

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

NASCSP Annual Conference

NASCSP Mid-Winter Conference

Community Action Partnership Management & Leadership Training Conference

Community Action Partnership Annual Convention

National community Action Foundation Annual Legislative conference

Joint CIF Community Economic Development & NCAF Energy Programs Leveraging Conference

CAPLAW

APPENDIX B

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

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership(CAP)

Community Action Program Legal Services, Inc. (CAPLAW)

Energy Programs Consortium (EPC)

National Association of State Energy Officials (NASEO)

National Community Action Foundation (NCAF)

Southeastern Association of community Action agencies (SEACAA)

National Energy Assistance Directors Association (NEADA)

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

**GEORGIA COMMUNITY SERVICES BLOCK GRANT
ELIGIBLE ENTITIES**

COMMUNITY ACTION AGENCY	COUNTIES SERVED
<p>Area Committee to Improve Opportunities Now, Inc 594 Oconee Street Athens GA 30603-1072</p>	<p>Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee Oglethorpe, Walton</p>
<p>Central Savannah River Area Economic Opportunity Authority, Inc. (CSRA) 1261 Greene Street Augusta, Georgia 30903-2704 (706) 722-0493</p>	<p>Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Screven, Taliaferro, Warren, Wilkes</p>
<p>Clayton County Community Services Authority, Inc. 1000 Main Street Forest Park, Georgia, 30298-1808 (404) 363-0575</p>	<p>Clayton, Fayette</p>
<p>Coastal Georgia Area Community Action Authority, Inc. One Community Action Drive Brunswick, GA 31521 (912) 264-3281</p>	<p>Bryan, Camden, Glynn, Liberty, McIntosh</p>
<p>Coastal Plain Area Community Action Authority, Inc. 2601 Bemiss Road – Suite L Valdosta, Georgia 31602-1445 (229) 244-7860</p>	<p>Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner.</p>
<p>Community Action for Improvement, Inc. 1380 LaFayette Parkway LaGrange, Georgia 30240</p>	<p>Carroll, Coweta, Heard, Meriwether, Troup</p>
<p>Concerted Services, Inc. 2100 Riverside Avenue Waycross, Georgia 31502-1965 (912) 285-6083</p>	<p>Appling, Atkinson, Bacon, Brantley, Bulloch, Candler, Charlton, Clinch, Coffee, Effingham, Evans, Jeff Davis, Long, Pierce, Tattnall, Toombs, Ware, Wayne</p>
<p>EOA SAVANNAH – CHATHAM COUNTY, Inc. 618 West Anderson Street Savannah, Georgia 31402 (912) 238-2960</p>	<p>Chatham</p>
<p>ENRICHMENT SERVICES PROGRAM, INC. 900 Linwood Blvd. Columbus, Georgia 31902-0788 (706) 649-1600</p>	<p>Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, Talbot</p>

APPENDIX C

**GEORGIA COMMUNITY SERVICES BLOCK GRANT
ELIGIBLE ENTITIES**

<p>Fulton-Atlanta Community Action Authority, Inc.</p> <p>1690 Chantilly Drive Atlanta, Georgia 30324 (404) 320-0166</p>	<p>Fulton</p>
<p>Heart of Georgia CAC, Inc.</p> <p>324 Pine Street Eastman, Georgia 31023 (478) 374-4301</p>	<p>Bleckley, Dodge, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox</p>
<p>Macon-Bibb County Economic Opportunity Council, Inc.</p> <p>653 Second Street Second Floor Macon, Georgia 31201 (478) 738-3240</p>	<p>Bibb</p>
<p>Middle Georgia CAC, Inc</p> <p>329 Prince Street Warner Robins, Georgia 31093 (478) 922-4464</p>	<p>Butts, Crawford, Houston, Jones, Lamar, Monroe, Peach, Pike, Twiggs, Upson, Spalding</p>
<p>Ninth District Opportunity, Inc</p> <p>308 Spring Street Gainesville, Georgia 30501 (770) 532-3191</p>	<p>Banks, Barrow, Dawson, Elbert, Forsyth, Franklin, Habersham, Hall, Hart, Jackson, Lumpkin, Madison, Oglethorpe, Rabun, Stephens, Towns, Union, White</p>
<p>North Georgia Community Action, Inc.</p> <p>1344 Talking Rock Road Jasper, Georgia 30143-0760 (706) 692-5623</p>	<p>Catoosa, Chattooga, Cherokee, Dade, Fannin, Gilmer, Murray, Pickens, Walker, Whitfield.</p>
<p>Overview, Inc.</p> <p>120 South Jefferson St Milledgeville, GA 31061 (478) 453-4111</p>	<p>Baldwin, Greene, Hancock, Jasper, Johnson, Morgan, Putnam, Washington, Wilkinson</p>
<p>Partnership for Community Action, Inc.</p> <p>3597 Covington Hwy. Decatur GA 30032-1890 (404) 929-2500</p>	<p>Clarke, DeKalb, Gwinnett, Oconee, Rockdale, Walton</p>
<p>Southwest Georgia CAC, Inc.</p> <p>1001 First Avenue, SW Moultrie, Georgia 31776 (229) 985-3610 1-800-642-3384</p>	<p>Baker, Calhoun, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, Worth</p>
<p>Tallatoona CAP, Inc.</p> <p>406 Martin Luther King Jr. Drive Cartersville, Georgia 301</p>	<p>Bartow, Douglas, Floyd, Gordon, Haralson, Paulding, Polk.</p>

APPENDIX C

**GEORGIA COMMUNITY SERVICES BLOCK GRANT
ELIGIBLE ENTITIES**

(770) 382-5388	
<p>West Central Georgia CAC, Inc</p> <p>4036 St. Rt. 90 East – Vienna Road Montezuma, Georgia 31063-0185 (478) 472-3607</p>	<p>Crisp, Dooly, Macon, Marion, Schley, Sumter, Taylor, Webster</p>
<p>Cobb County Board of Commissioners</p> <p>127 Church Street, Suite 270 Marietta, Georgia 30060 (770) 528-4600</p>	<p>Cobb County</p>
<p>Henry County Board of Commissioners</p> <p>140 Henry Parkway McDonough Georgia 30253 (770) 954-2400</p>	<p>Henry County</p>
<p>Newton County Board of Commissioners</p> <p>1124 Clark Street Covington, Georgia 30014 (678) 625-1216</p>	<p>Newton County</p>
<p>Spalding County Board of Commissioners</p> <p>119 East Solomon Street, NE Griffin, Georgia 30223-3311 (770) 227-6300</p>	<p>Spalding County</p>

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

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

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

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

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

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

PETITION FOR BOARD MEMBERSHIP

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

Name of Agency

I will represent the following segment of the community:

Check one:

_____ Target Community _____ Private Sector _____ Elected Official

My reasons for this petition are:

_____ Board has insufficient representation of low income target community

_____ Other (please explain, attach sheets if necessary)

Signature of Petitioner

Date

Address

City State Zip Code

Telephone

Please mail or fax to:

Community Based Programs Unit

Attn: CSBG Manager

Two Peachtree Street NW Suite 21-276

Atlanta, GA 30303

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

Georgia

Section A: State Use of CSBG Funds

1. State Reporting Period (month/day/year)

From: 10/01/10 To: 09/30/11

2. Total CSBG funds expended in FY 2010 for:

	Planned	Actual	ARRA Planned	ARRA Actual
a. Eligible Entities	\$19,222,215	\$19,222,215	\$26,898,003	\$26,783,025
b. State Administrative Costs *	\$926,183	\$130,177	\$268,980	\$268,980
* ARRA ONLY: Report Planned and Actual Funds spent on Benefits Enrollment Coordination Activities				
c. Discretionary Projects	\$56,000	\$63,730		
d. Total Funds	\$20,204,398	\$19,416,122	\$27,166,983	\$27,052,005

3. Of the total in 2d, how much represents carryover funding from the previous fiscal year?

\$698,546

4. Carry-forward of FY 2010 funds to FY 2011 programs

\$1,181,298

5. State CSBG funds (see instructions)

\$0

6. TOTAL CSBG funds expended by State in FY 2010

\$19,416,122

\$27,052,005

1. Eligible entities receiving FY 2010 funds:

(Please attach the provided Excel Spreadsheet for eligible entities, their addresses, and their award amounts.)

a. Number of Community Action Agencies (CAAs) among eligible entities	20
b. Number of Limited Purpose Agencies (LPAs) among eligible entities	0
c. Number of organizations serving migrant or seasonal farmworkers	0
d. Number of these also counted in a or b	0
e. Number of tribal organizations	0
f. Number of these also counted in a, b, or c	0
g. Number of units of local government	4
h. Number of these also counted in a, b, c, or e	0
i. Others designated by statute	0
j. Number of these also counted in a, b, c, e, or g	0
k. Total unduplicated number of eligible entities	

2. Were previously funded eligible entities dropped in FY 2010?

Yes No

Number:

Reason:

3. State allocation method:

Historic Hold Harmless + Formula
 Formula with variables Other (please specify)
 Base + Formula
 Formula Alone

4. Coverage of counties

a. Percent of State's counties receiving CSBG services at year end from local CSBG operators:	100%
b. Number of counties newly receiving CSBG services in FY 2010 (if any)	0
c. Name of newly served county(ies) in FY 2010:	

5. Uses of Discretionary Project Funds
(if listed in Section A, Item 2.c)

a. What types of organizations received the awards?

1. Indian Tribes or tribal organizations	\$0
2. Migrant or farmworker organizations	\$0
3. State subgrantee associations	\$63,730
4. Eligible Entities	
5. Other (please specify below):	\$0

Total Discretionary Funds Expended

	Section A Discretionary
\$63,730	\$63,730

b. For what purposes were the awards given?

1. Awards to local agencies for expansion to new areas	\$0
2. Grants for exemplary or demonstration programs	\$0
3. Competitive grants for exemplary or demonstration programs	\$0
4. Training or technical assistance for local agencies	\$63,730
5. Statewide programs	\$0
6. General Support	\$0
7. Other (please specify below):	\$0

Total Discretionary Funds Expended

	Section A Discretionary
\$63,730	\$63,730

The totals of a. and b. should match both each other and Item 2.c in Section A.

1. Please identify the cabinet or administrative department of your State CSBG office.

<input type="radio"/> Community Services Department	<input type="radio"/> Governor's Office
<input checked="" type="radio"/> Human Services Department	<input type="radio"/> Community Affairs Department
<input type="radio"/> Social Services Department	<input type="radio"/> Other (please specify)

2. What is the division, bureau, or office of the CSBG Administrator?

Division of Family and Children Services, Office of Family Independence, Communit

3. Other programs directed by the CSBG Administrator in FY 2010

a. Does the CSBG Administrator also direct DOE Weatherization?

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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b. Does the CSBG Administrator also direct part or all of the Low Income Home Energy Assistance Program (LIHEAP) bill payment and/or crisis assistance programs?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
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1) If yes, does the CSBG Administrator also direct the LIHEAP energy conservation program?

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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c. Does the CSBG Administrator also direct USDA programs? If yes, please list titles below:

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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d. Does the CSBG Administrator also direct HUD programs? If yes, please list titles below:

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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e. Does the CSBG Administrator also direct any other federal programs for the homeless?

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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f. Does the CSBG Administrator also direct State Head Start programs?

<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
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g. How many federal or State programs not listed above are also directed by the CSBG Administrator? (List titles of other programs below)

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4. Was the State CSBG office subject to a reorganization in FY 2010, such as an expansion or contraction of programs, or a transfer of the CSBG office to a different division or department?

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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If yes, please describe the change (attach an extra page if necessary):

5. State statute regarding CSBG:

a. Does your State have a statute authorizing Community Service programs? (If yes, please attach) Yes No

b. Did your State legislature enact authorizing legislation, or amendments to an existing authorizing statute during FY 2010? Yes No

Please check those items which describe provisions of the current statute.

1) What is the termination date of the current statute?

2) Does it "grandfather" CAAs? Yes No

3) Does it specify the terms, or formula, for allotting 90% pass-through funds among eligible entities? Yes No

4) Does it require local grantees to match CSBG funds? Yes No

5) Does it provide for the designation of new eligible entities? Yes No

6) Does it provide for the de-designation of eligible entities? Yes No

7) Does it specify a process the State CSBG agency must follow to re-designate an existing eligible entity? Yes No

8) Does it designate the bureau, division, or office in State government that is to be the State administering agency? Yes No

9) If it has other provisions, please list them:

6. a. Did it cost more in FY 2010 than the federally allowed limit in your State's CSBG allocation for your State to effectively administer the range of services and activities required by the CSBG Act? Yes No

b. If yes, what was the amount of these extra costs?

c. If yes, were State funds used to supplement federal administrative expenditures? Yes No

d. If yes, what was the amount of the supplemental State funds?

7. a. How many State positions were funded in whole or in part by CSBG funds?

b. How many Full Time Equivalentents (FTEs) were funded with CSBG funds?

Please do NOT use acronyms.

See instructions for further details.

1. Strategic Thinking for Long-Term Solutions

- a. Please describe an agency strategy which addresses a long-term solution to a persistent problem affecting members of the low-income community.

Agency Name: Coastal Plain Area Economic Opportunity Authority, Inc.

- i. How did the agency identify the community need?

A Community Needs Assessment conducted prior to the program year indicated an increased number of unemployed individuals within the service area. The assessment indicated many individuals lacked communication and job skills, were not familiar with interview etiquette, were not knowledgeable of the appropriate interview attire, and did not have a professional resume.

- ii. How were CSBG funds used to plan, manage, and/or develop the approach?

CSBG funds were used to contract with trained professionals to assist with creating a professional resume and teaching interviewing techniques, clients were given referrals to local business partners which provided assistance with appropriate interview clothing. The trained staff also provided mock interviews for clients to help ensure the client was able to effectively communicate his or her job skills. Clients were provided job leads, and performed online job searches.

- iii. What local partners were involved, and how did each contribute to the program?

Coastal Plain was able to partner with the Department of Family and Children Services to assist job seekers with child care referrals. The Georgia Department of Labor assisted job program participants with setting up online accounts, job referrals, as well as providing advance notice of upcoming career fairs hosted by The Georgia Department of Labor. Local Vocational Schools were invited to hold information sessions for program participants who were looking to obtain additional education.

- iv. What outcome indicators did the agency use to measure success?

Certificate of completion, employed for 30day, employed for 90days were outcome indicator.

- v. What outcomes have resulted in FY 2010? If no outcomes yet, when?

496 job seekers completed the program, 110 obtained a job and the other 386 remained active employment seekers and continued to use the Community Service Center for job search.

2. Delivering High-Quality, Accessible, and Well-Managed Services

- a. Please describe what you consider to be the top management accomplishment achieved by your State CSBG office during FY 2010. Show how responsible, informed leadership led to effective and efficient management of the CSBG program.

Top State Management Accomplishment:

During FFY 2010, the State office successfully pushed the rapid expenditure of ARRA funds, resulting in 99.6% expended CSBG stimulus funds. We were able to provide an infusion of resources to meet the need in local communities. Through strategic planning, consistent communication, and direct technical assistance to the community action agencies, the state office was able to meet deliverables and federal reporting requirements.

b. Please describe what you consider to be the top three management accomplishments achieved by your agencies during FY 2010. Show how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services.

Top Three Agency Management Accomplishments:

Agency Name:

Accomplishment:

The agency's board of directors' increased involvement, particularly in the area of fund-raising, is a major accomplishment. CSI's board is now fully engaged and has an active fund-raising committee comprised of dedicated members who are committed to increasing funding. The additional dollars are critical to the agency capacity to serve vulnerable populations in the service area.

Agency Name:

Accomplishment:

The agency secured additional funding from Carroll County and Troup County Government to provide emergency assistant to clients. They also were able to reduce the amount expended on travel by hosting onsite training for staff.

Agency Name:

Accomplishment:

Cobb County has maintains a competitive local application process with regards to CSBG funds. The county provided better communication to the community on the CSBG program in the FFY 2010. A CSBG Orientation Workshop was held, causing an increase in demand for program participation. The county noticed enhanced programs and proposal as a direct result of the competitiveness of the process and increasing demand

3. Mobilizing Resources to Support Innovative Solutions

a. Please describe how your agency addressed a cause or condition of poverty in the community using an innovative or creative approach. Showcase how your agency relied on mobilization and coordination of resources to help reach interim and final outcomes. Demonstrate how CSBG "works" as it funds staff activities, investments, or services to meet a community need.

i. Agency Name:

ii. Program Name:

iii. CSBG Service Category:

iv. Description of program (capacity, duration, targeted population, etc)

The prescription assistance program was established to address the need for better health among low income individuals. Approximately \$40,000 was allocated to provide direct assistance to client in need of prescription assistance. The program began in June 2010 and ended on September 30, 2010. The target population was clients with limited or no health or prescription coverage.

v. How was the agency's approach innovative or creative? Please be specific.

The County partnered with Spalding county Health Department. The Health Department currently serves low-income clients particularly those without health insurance. However, there are very limited resources to assist citizens without health insurance with the purchase of prescription drugs. CSBG funds were used to staff a Case Manager position, purchase a computer, printer and other necessary supplies to set up a one-stop- shop location for client/staff convenience it was located next door to the Health Department. Low-income clients who received a prescription from the attending physician or registered nurse practitioner employed by the Health Department were referred to the Prescription Assistance Program. Client prescriptions were paid from CSBG funds. The one-stop-shop approach to the program eliminated the burden of clients go to multiple agencies to receive service.

vi. Outcomes achieved (include the number of people enrolled and areas affected)

The one-stop-shop approach to the program allowed 223 unduplicated clients to be served

vii. How were CSBG funds used? Please be specific.

CSBG funds were used to support Case Manger position, purchase office supplies, and pay low-income client prescriptions.

viii. What local partners were involved, and how did each contribute to the program?

Spalding County partnered with Three Rivers Regional Commission (TRRC) and Spalding County Health Department. TRRC was responsible for planning and implementing the proposed budget, monitoring and evaluation of the Prescription Assistance Program. Spalding County Health Department referred low-income clients with limited or no insurance for prescription drugs to the program.

Please do NOT use acronyms.

See instructions for further details.

4. Providing Positive Results for Vulnerable Populations

a. Please describe one youth-focused initiative that illustrates how CSBG funding was used and coordinated with other programs and resources.

Agency Name: Spalding County Board of Commissioners

i. Description of initiative

The Spalding County After-School Program improves the education skills of youth ages 6 to 17 years of age. CSBG funds were used for staff salaries, the purchase of supplies, snacks and other administrative necessities.

ii. What local partners were involved, and how did each contribute to the program?

The Salvation Army was the local partner for this program. The after-school program operated out of the Salvation Army facility.

iii. Outcomes achieved (include the number of people enrolled and areas affected)

49 unduplicated students participated in the program. 100% of students participated in the program improved in both reading and math based on assessment. 80% of students who took the standardized education exam passed.

iv. How were CSBG funds used? Please be specific.

CSBG funds were used for staff salaries, the purchase of supplies, snacks and other administrative necessities.

b. Please describe one senior-focused initiative that illustrates how CSBG funding was used and coordinated with other programs and resources.

Agency Name: Southwest Georgia CAC, Inc.

i. Description of initiative

The Colquitt county Senior Nutrition Home Delivered Meal Program provides hot lunch meals four days per week for home bound elderly persons.

ii. What local partners were involved, and how did each contribute to the program?

United Way and Colquitt County provides partial funding for the service. Numerous local businesses donate products throughout the year such as produce and gift items for holiday gift baskets and care packages.

iii. Outcomes achieved (include the number of people enrolled and areas affected)

98 home bound elderly persons were enrolled in the program. Each senior received a nutritious lunch meal 4 day per week. Seniors participating in this program gained the following benefits: 1) Avoid malnutrition 2) Avoid isolation and loneliness 3) maintain independence Delivery staff detects and report client medical needs as well as any hazardous living conditions. As a direct result several clients have obtained needed medical attention, and hazardous living conditions were alleviated for clients.

iv. How were CSBG funds used? Please be specific.

CSBG funds were used to support salaries of food preparation and delivery staff. Funds were also used to purchase food items, kitchen supplies as well as pay for fuel and vehicle maintenance for vehicles used to transport meals.

Please do NOT use acronyms.

See instructions for further details.

5. Impact of ARRA CSBG Funds

a. Please describe how one agency program, funded at least in part by ARRA CSBG funds, created or saved jobs in your community.

Agency Name: Fulton/Atlanta Community Action Authority, Inc.

i. Number of jobs created and/or saved: 79

ii. How were ARRA CSBG funds used? Please be specific

ARRA CSBG funds were used to provide housing recovery, ready for work and emergency services. Activities included foreclosure intervention and homelessness prevention strategies, direct payments, mortgage counseling, job readiness and supportive services.

iii. If applicable, how were regularly appropriated CSBG funds used? Please be specific.

N/A

iv. What percent of participants had incomes in the following ranges when they enrolled in the program?

1. 0% to 125% of Federal Poverty Line (FPL) 72 2. 126% to 200% of FPL 28

v. Describe the community improvement created or supported using ARRA CSBG funds.

1. The role of partners or collaborations

In order to achieve ARRA goals the agency collaborated with the following partners: Atlanta Urban League – Assisted with job readiness training, including resume writing, job referral, and job skill assessments Stovall Enterprises – Conducted Business Development Training and Housing Counseling Alternative Life Path/Young Adult Guidance Center – Provided transitional housing for homeless youth and adults. Historic WestEnd Gardens, YMCA, and ACE contributed supportive services, direct resources and linkage to other needed services.

2. Type of resource contributed by each partner (monetary, in-kind, services, etc)

The partners provided in-kind, services which included supportive, resources and linkages to other needed services

vi. Had the need addressed by this initiative been identified in previous community assessments or was it an emergent problem?

The need addressed was identified in the needs assessment as well as an emergent problem brought on by the down turn in the economy, the loss of jobs and the collapse of the housing market.

b. Please describe one major agency initiative supported at least in part by ARRA CSBG funds (other than the initiative listed in "5.a", above).

Agency Name: Partnership for Community Action, Inc.

i. Was this a new initiative or the expansion of a previously offered program/service?

The Home Sweet Home: Saving Homes, Saving Families was an expansion of the existing housing program funded with Community Development Block Grant funds from DeKalb County

ii. Which factor(s) allowed for the creation or expansion of these services? (Check all that apply)

- Increased Funding
- Operational changes
- Expanded income eligibility
- Other (please explain)

Please explain other:

Ability to pay up to three times the normal assistance per client

iii. Regarding regularly appropriated CSBG funds:

1. How much CSBG was used to support this initiative? \$3,000

2. How were CSBG funds used? Please be specific.

Regular CSBG funds were used to make 1st mortgages payment - ARRA CSBG funds were used to subsidize the additional mortgage payments

iv. Regarding ARRA CSBG funds:

1. How much ARRA CSBG was used to support this initiative? \$929,938

2. How were ARRA CSBG funds used? Please be specific.

The funds were used to bring mortgages current, wage payments for clients to gain work experience, relocation costs for clients whose homes could not be saved from foreclosure, and legal fees for clients who became victims of predatory lending practices and financial literacy training.

v. Did this initiative primarily impact (Check all that apply)

- 1. Infants and children (0-11 years)
- 2. Youth (12-18 years)
- 3. Adults (18-54 years)
- 4. Seniors (55+ years)
- 5. Entire Community

Please explain if this affected the entire community:

Foreclosures affect individuals and families creating potential homelessness. It also causes potential unsafe environment for children as well as creating abandon properties that often become an eye sore to the community.

vi. What percent of participants had incomes in the following ranges when they enrolled in the program?

1. 0% to 125% of Federal Poverty Line (FPL) 13 2. 126% to 200% of FPL 87

vii. Describe the community improvement created or supported using ARRA CSBG funds.

1. The role of partners or collaborations

The agency worked with 54 mortgage companies and banks, partnered with several financial literacy trainers, housing counseling agencies, realtors, and moving companies.

2. Type of resource contributed by each partner (monetary, in-kind, services, etc.)

Mortgage companies/banks modified loans, financial literacy trainer gave client budget strategies, moving companies worked to give deep pocket discounts, a two way referral relationship was maintained with housing counselors/realtors.

viii. Had the need addressed by this initiative been identified in previous community assessments or was it an emergent problem?

389 households were served, 257 received mortgage assistance, 68 obtained permanent modifications, 12 were relocated, and 42 received work experience wages, 52 participated in financial literacy training, and 41 received assistance with legal services

ix. Outcomes achieved (include the number of people enrolled and areas affected)

Georgia

Section E: 2010 Agency Funds by Service Category

	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health	Other	Administration
Overview, Inc.	\$0	\$0	\$0	\$211,406	\$108,836	\$22,439	\$0	\$0	\$0	\$0	17.04%
Heart of Georgia Community Action Agency, Inc.	\$10,175	\$0	\$18,949	\$52,650	\$94,300	\$19,250	\$19,665	\$77,080	\$59,580	\$0	6.71%
Middle Georgia CAA, Inc.	\$11,224	\$0	\$86,354	\$58,839	\$112,755	\$34,599	\$22,519	\$50,000	\$130,280	\$0	8.75%
Henry County Board of Commissioners	\$0	\$0	\$0	\$0	\$0	\$49,447	\$1,595	\$26,000	\$6,401	\$0	0.00%
Connected Services, Inc.	\$48,091	\$48,091	\$0	\$117,712	\$267,333	\$122,741	\$66,402	\$193,853	\$141,859	\$0	6.81%
Coastal Plain Area Economic Opportunity Authority	\$94,928	\$44,299	\$0	\$109,531	\$180,500	\$25,300	\$0	\$213,556	\$0	\$0	28.17%
Enrichment Services Program, Inc.	\$95,276	\$0	\$0	\$0	\$185,473	\$91,715	\$96,115	\$97,794	\$0	\$0	7.85%
Economic Opportunity for Savannah-Chatham Co.	\$30,777	\$0	\$0	\$239,029	\$179,562	\$0	\$0	\$94,939	\$0	\$0	8.16%
West Central Georgia CAC, Inc.	\$27,224	\$0	\$22,578	\$24,199	\$168,360	\$10,000	\$0	\$99,887	\$0	\$0	18.00%
Coastal GA Community Action Authority	\$27,948	\$26,605	\$5,331	\$16,587	\$49,525	\$19,842	\$21,186	\$112,305	\$11,636	\$10,244	7.19%
Cobb County Board of Commissioners	\$0	\$40,414	\$0	\$0	\$120,928	\$0	\$0	\$326,055	\$93,862	\$0	8.17%
Macon-Bibb County EOC, Inc.	\$57,936	\$46,759	\$18,933	\$97,382	\$129,152	\$18,933	\$55,000	\$24,202	\$45,700	\$0	12.02%
Fulton/Atlanta Community Action Authority, Inc.	\$370,168	\$566,257	\$0	\$332,150	\$576,261	\$58,026	\$98,044	\$0	\$0	\$0	18.97%
Clayton County Community Services Authority	\$0	\$0	\$0	\$0	\$461,444	\$158,500	\$6,198	\$3,386	\$0	\$0	12.84%
Newton County Board of Commissioners	\$0	\$0	\$0	\$0	\$53,076	\$53,076	\$0	\$0	\$0	\$0	0.00%
Southwest Georgia CAC, Inc.	\$18,207	\$46,516	\$51,073	\$129,097	\$215,379	\$333,294	\$0	\$254,467	\$45,517	\$0	5.89%
Spalding County Board of Commissioners	\$0	\$32,613	\$0	\$0	\$0	\$94,240	\$1,595	\$0	\$45,150	\$0	15.27%
Tallapoosa Community Action Partnership, Inc.	\$119,508	\$111,345	\$91,903	\$83,842	\$184,191	\$60,819	\$45,900	\$205,105	\$108,789	\$0	20.68%
Community Action for Improvement, Inc.	\$0	\$0	\$0	\$25,761	\$358,007	\$31,194	\$0	\$176,178	\$0	\$0	6.77%
North GA Community Action Agency, Inc.	\$0	\$0	\$62,876	\$0	\$668,192	\$21,000	\$33,076	\$0	\$51,697	\$0	17.05%
Area Committee to Improve Opportunities, Inc.	\$9,187	\$0	\$0	\$0	\$339,685	\$199,190	\$155,853	\$69,145	\$0	\$0	11.67%
Central Savannah Area Economic Opportunity A	\$56,157	\$84,452	\$20,922	\$268,248	\$296,492	\$129,141	\$26,677	\$167,035	\$44,620	\$0	7.54%
Ninth District Opportunity, Inc.	\$62,848	\$0	\$47,750	\$43,835	\$323,005	\$67,733	\$97,234	\$111,380	\$53,280	\$0	5.20%
Partnership for Community Action, Inc.	\$593,123	\$161,435	\$0	\$238,747	\$974,558	\$0	\$0	\$372,688	\$0	\$0	10.61%
Total	\$1,634,777	\$1,207,790	\$426,669	\$2,039,985	\$5,987,095	\$1,620,479	\$757,059	\$2,675,067	\$839,381	\$10,244	\$2,031,866
Count	16	11	10	16	22	21	15	19	13	1	22
% of Total	9.5%	7.0%	2.5%	11.9%	34.8%	9.4%	4.4%	15.6%	4.9%	0.1%	11.8%

Section E: 2010 ARRA Agency Funds by Service Category

	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health	Other	Administration
Overview, Inc.	\$172,262	\$0	\$0	\$365,005	\$0	\$32,100	\$0	\$0	\$25,157	\$0	9.46%
Heart of Georgia Community Action Agency, Inc.	\$26,523	\$12,880	\$9,856	\$54,340	\$385,747	\$22,907	\$35,406	\$36,721	\$0	\$0	3.99%
Middle Georgia CAA, Inc.	\$24,665	\$998	\$20,217	\$153,598	\$638,660	\$15,000	\$49,796	\$66,743	\$0	\$0	2.23%
Henry County Board of Commissioners	\$0	\$0	\$0	\$130,433	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Concerted Services, Inc.	\$398,000	\$30,000	\$30,000	\$30,000	\$964,406	\$30,000	\$2,507	\$83,500	\$30,000	\$0	3.59%
Coastal Plain Area Economic Opportunity Authority	\$60,000	\$0	\$0	\$748,155	\$166,336	\$105,336	\$0	\$0	\$0	\$0	0.31%
Enrichment Services Program, Inc	\$556,648	\$0	\$0	\$183,257	\$0	\$224,328	\$0	\$0	\$40,218	\$0	3.24%
Economic Opportunity for Savannah-Chatham Co	\$129,715	\$0	\$0	\$619,387	\$182,039	\$0	\$0	\$0	\$0	\$0	2.00%
West Central Georgia CAC, Inc.	\$71,875	\$0	\$0	\$362,250	\$0	\$20,125	\$0	\$64,290	\$43,125	\$0	15.00%
Coastal GA Community Action Authority	\$56,277	\$57,582	\$0	\$84,400	\$173,270	\$92,978	\$0	\$78,382	\$58,520	\$82,189	7.08%
Cobb County Board of Commissioners	\$212,898	\$0	\$0	\$436,408	\$0	\$0	\$0	\$0	\$0	\$0	3.55%
Macon-Bibb County EOC, Inc.	\$92,946	\$134,034	\$0	\$400,992	\$0	\$0	\$0	\$88,786	\$22,010	\$0	8.34%
Fulton/Atlanta Community Action Authority, Inc.	\$374,533	\$0	\$0	\$2,504,343	\$130,350	\$0	\$0	\$0	\$0	\$0	3.42%
Clayton County Community Services Authority	\$83,155	\$0	\$0	\$441,906	\$0	\$153,345	\$130,326	\$41,304	\$0	\$0	10.91%
Newton County Board of Commissioners	\$9,312	\$0	\$0	\$0	\$134,673	\$15,688	\$0	\$0	\$0	\$0	0.00%
Southwest Georgia CAC, Inc.	\$57,432	\$65,739	\$0	\$799,579	\$709,803	\$135,178	\$0	\$0	\$0	\$0	2.02%
Spalding County Board of Commissioners	\$31,020	\$0	\$0	\$0	\$23,806	\$123,958	\$0	\$0	\$0	\$0	10.27%
Taliacona Community Action Partnership, Inc.	\$292,979	\$0	\$0	\$1,259,675	\$0	\$0	\$0	\$0	\$0	\$0	4.50%
Community Action for Improvement, Inc.	\$97,649	\$0	\$0	\$300,534	\$475,461	\$0	\$0	\$0	\$0	\$0	0.00%
North GA Community Action Agency, Inc	\$296,708	\$0	\$0	\$999,377	\$0	\$0	\$0	\$0	\$0	\$0	9.72%
Area Committee to Improve Opportunities, Inc.	\$710,214	\$11,374	\$0	\$258,481	\$232,474	\$49,707	\$0	\$0	\$0	\$0	7.14%
Central Savannah Area Economic Opportunity A	\$53,932	\$9,400	\$48,744	\$72,189	\$1,248,465	\$0	\$26,861	\$320,629	\$0	\$0	3.49%
Ninth District Opportunity, Inc.	\$81,670	\$0	\$17,621	\$677,721	\$263,824	\$52,974	\$59,272	\$100,010	\$1,051	\$0	1.99%
Partnership for Community Action, Inc	\$1,130,886	\$548,474	\$0	\$1,361,911	\$0	\$0	\$0	\$0	\$0	\$0	1.39%
Total	\$4,990,899	\$850,481	\$126,448	\$12,483,941	\$5,672,376	\$1,073,684	\$184,168	\$829,865	\$220,081	\$82,189	\$1,095,695
Count	23	9	5	22	14	14	6	9	7	1	21
% of Total	18.8%	3.2%	0.5%	47.1%	21.4%	4.0%	0.7%	3.1%	0.8%	0.3%	4.1%

Georgia

Section G: Program Participant Characteristics

Number of Agencies Reporting: 24

- 2a. Total Non CSBG resources Reported in Section F TOTAL
- 2b. Total amount of CSBG Funds allocated

Total Resources for FY 2010 (2a + 2b)

ARRA ONLY
330,130,314
18,350,775
332,741,589
ARRA ONLY
1,315,876
26,877,967
104,953,313

- 3. Total unduplicated number of persons about whom one or more characteristics were obtained
- 4. Total unduplicated number of persons about whom no characteristics were obtained
- 5. Total unduplicated number of families about whom one or more characteristics were obtained
- 6. Total unduplicated number of families about whom no characteristics were obtained

3.	431,093
4.	41,982
5.	219,958
6.	14,346

- 7. Gender
 - a. Male
 - b. Female
 - TOTAL*

NUMBER OF PERSONS*	
a. Male	110,787
b. Female	221,631
TOTAL*	332,418

- 8. Age
 - a. 0-5
 - b. 6-11
 - c. 12-17
 - d. 18-23
 - e. 24-44
 - f. 45-54
 - g. 55-69
 - h. 70+
 - TOTAL*

NUMBER OF PERSONS*	
a. 0-5	46,641
b. 6-11	45,926
c. 12-17	41,875
d. 18-23	30,906
e. 24-44	92,995
f. 45-54	44,617
g. 55-69	47,037
h. 70+	37,301
TOTAL*	387,298

- 9. Ethnicity/Race
 - I. Ethnicity
 - a. Hispanic, Latino or Spanish Origin
 - b. Not Hispanic, Latino or Spanish Origin
 - I. TOTAL*

NUMBER OF PERSONS*	
a. Hispanic, Latino or Spanish Origin	5,718
b. Not Hispanic, Latino or Spanish Origin	260,355
I. TOTAL*	266,073

- II. Race
 - a. White
 - b. Black or African American
 - c. American Indian and Alaska Native
 - d. Asian
 - e. Native Hawaiian and Other Pacific Islander
 - f. Other
 - g. Multi-race (any 2 or more of the above)
 - II. TOTAL*

a. White	101,363
b. Black or African American	130,873
c. American Indian and Alaska Native	3,016
d. Asian	4,321
e. Native Hawaiian and Other Pacific Islander	877
f. Other	13,192
g. Multi-race (any 2 or more of the above)	5,102
II. TOTAL*	258,744

- 10. Education Levels of Adults #
(# For Adults 24 Years Or Older Only)
- a. 0-8
- b. 9-12/Non-Graduates
- c. High School Graduate/GED
- d. 12+ Some Post Secondary
- e. 2 or 4 yr College Graduates
- TOTAL**

NUMBER OF PERSONS*	
a. 0-8	10,757
b. 9-12/Non-Graduates	30,852
c. High School Graduate/GED	56,324
d. 12+ Some Post Secondary	19,117
e. 2 or 4 yr College Graduates	6,559
TOTAL**	123,609

- 11. Other Characteristics
 - a. Health Insurance
 - b. Disabled

	NUMBER OF PERSONS*		
	Yes	No	Total
a. Health Insurance	88,387	166,045	254,432
b. Disabled	46,121	317,974	364,095

- 12. Family Type
 - a. Single Parent/Female
 - b. Single Parent/Male
 - c. Two Parent Household

NUMBER OF FAMILIES***	
a. Single Parent/Female	45,334
b. Single Parent/Male	4,818
c. Two Parent Household	14,610

- d. Single Person
- e. Two Adults/No children
- f. Other

d. Single Person	46,720
e. Two Adults/No children	11,657
f. Other	4,963

TOTAL*** 128,302

- 13. Family Size
 - a. One
 - b. Two
 - c. Three
 - d. Four
 - e. Five
 - f. Six
 - g. Seven
 - h. Eight or more
 - TOTAL***

NUMBER OF FAMILIES***	
a. One	53,115
b. Two	23,589
c. Three	21,360
d. Four	17,009
e. Five	8,425
f. Six	4,744
g. Seven	2,680
h. Eight or more	2,237
TOTAL***	133,559

- 14. Source of Family Income
 - a. Unduplicated # of Families Reporting One or More Sources of Income***
 - b. Unduplicated # of Families Reporting Zero Income***
 - TOTAL (a. and b.)***
 - c. TANF
 - d. SSI
 - e. Social Security
 - f. Pension
 - g. General Assistance
 - h. Unemployment Insurance
 - i. Employment + Other Sources
 - j. Employment Only
 - k. Other
 - TOTAL (c. through k.)

a. Unduplicated # of Families Reporting One or More Sources of Income***	165,671
b. Unduplicated # of Families Reporting Zero Income***	47,207
TOTAL (a. and b.)***	212,878
c. TANF	4,333
d. SSI	30,715
e. Social Security	64,511
f. Pension	5,937
g. General Assistance	7,532
h. Unemployment Insurance	17,883
i. Employment + Other Sources	11,293
j. Employment Only	66,761
k. Other	37,251
TOTAL (c. through k.)	245,216

- 15. Level of Family Income
(% of HHS Guideline)
- a. Up to 50%
- b. 51% to 75%
- c. 76% to 100%
- d. 101% to 125%
- e. 126% to 150%
- f. 151% to 175%
- g. 176% to 200%
- h. 201% and over
- TOTAL***

NUMBER OF FAMILIES***	
a. Up to 50%	57,726
b. 51% to 75%	21,291
c. 76% to 100%	27,225
d. 101% to 125%	22,902
e. 126% to 150%	14,892
f. 151% to 175%	8,980
g. 176% to 200%	5,139
h. 201% and over	3,783
TOTAL***	161,938

- 16. Housing
 - a. Own
 - b. Rent
 - c. Homeless
 - d. Other
 - TOTAL***

NUMBER OF FAMILIES***	
a. Own	66,815
b. Rent	116,937
c. Homeless	6,966
d. Other	3,232
TOTAL***	193,950

Number of Agencies Reporting: 18

Goal 1: Low-income people become more self sufficient.

Employment

The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following:

	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	Percentage Achieving Outcome in Reporting Period (%)
A. Unemployed and obtained a job	18	2,950	2,192	74.31%
B. Employed and maintained a job for at least 90 days	12	1,569	1,033	65.84%
C. Employed and obtained an increase in employment income and/or benefits	12	974	563	57.80%
D. Achieve "living wage" employment and/or benefits	12	878	689	78.47%

Number of Agencies Reporting: 19

Goal 1: Low-income people become more self sufficient.

Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by one or more of the following:

	Number of Participants Enrolled in Programs (#)	Number of Participants Achieving Outcome in Reporting Period (#)
A. Obtained skills/competencies required for employment	15 3,546	2,925
B. Completed ABE/GED and received certificate or diplom	14 2,206	873
C. Completed post-secondary education program and obtained certificate or diploma	10 825	152
D. Enrolled children in before or after school programs	13 1,142	552
E. Obtained care for child or other dependant	12 1,225	670
F. Obtained access to reliable transportation and/or driver's license	13 1,781	1,407
G. Obtained health care services for themselves and/or family membe	12 8,639	7,965
H. Obtained and/or maintained safe and affordable housing	14 6,998	6,221
I. Obtained food assistance	16 47,765	47,523
J. Obtained non-emergency LIHEAP energy assistance	11 59,370	56,895
K. Obtained non-emergency WX energy assistance	7 1,073	942
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do not include LIHEAP or WX)	9 4,801	4,167

Number of Agencies Reporting: 16

Goal 1: Low-income people become more self sufficient.

Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

- Enhancement 1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits
- Enhancement 2. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
- Enhancement 3. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings

	Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	Percentage Achieving Outcome in Reporting Period (%)	Aggregated Dollar Amounts (Payments, Credits, or Savings) (\$)
3	467	473	101.28%	\$323,755
7	133	122	91.73%	\$233,835
10	2,939	2,987	101.63%	\$164,925

Number of Agencies Reporting: 16

Goal 1: Low-income people become more self sufficient.

Economic Asset Enhancement and Utilization

	Number of Participants Enrolled in Programs (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	Percentage Achieving Outcome in Reporting Period (%)	Aggregated Dollar Amounts (Payments, Credits, or Savings) (\$)
Utilization 1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days	14	4,851	4,734	97.59%	
Utilization 2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account	4	233	230	98.71%	
Utilization 3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings	3	94	81	86.17%	
Utilization 4. Of participants in a Community Action assets development program (IDA and others):					
Utilization 4a. Number and percent of participants capitalizing on small business with accumulated savings	0				
Utilization 4b. Number and percent of participants pursuing post-secondary education with accumulated savings	1	5	3	60.00%	
Utilization 4c. Number and percent of participants purchasing a home with accumulated savings	1	2	2	100.00%	
Utilization 4d. Number and percent of participants purchasing other assets with accumulated savings	0				

Number of Agencies Reporting: 16

Goal 2: The conditions in which low-income people live are improved.

Community Improvement and Revitalization

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

	Number of Projects or Initiatives (#)	Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Jobs created, or saved, from reduction or elimination in the community	7 181	268
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community	7 173	247
C. Safe and affordable housing units created in the community	4 173	699
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy	10 882	2,391
E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination	4 128	206
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination	6 135	2,984
G. Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination	6 97	146
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation	6 58	786
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post secondary education	8 121	728

Number of Agencies Reporting: 4

Goal 2: The conditions in which low-income people live are improved.

Community Quality of Life and Assets	Number of Program Initiatives or Advocacy Efforts (#)	Number of Community Assets, Services, or Facilities Preserved or Increased (#)
The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by one or more of the following:		
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets	0	
B. Increase in the availability or preservation of community facilities	1	3
C. Increase in the availability or preservation of community services to improve public health and safety	3	148
D. Increase in the availability or preservation of commercial services within low-income neighborhoods	0	
E. Increase in or preservation of neighborhood quality-of-life resources	2	1,073

Number of Agencies Reporting: 18

Goal 2: The conditions in which low-income people live are improved.

Community Engagement

The number of community members working with Community Action to improve conditions in the community.

**Total
Contribution
by
Community (#)**

A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives

11	42,117
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**B. Number of volunteer hours donated to the agency
(This will be ALL volunteer hours)**

17	1,066,404
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Number of Agencies Reporting: 18

Goal 2: The conditions in which low-income people live are improved.

Employment Growth from ARRA Funds

The total number of jobs created or saved, at least in part by ARRA funds, in the community.

**Number of
Jobs (#)**

A. Jobs created at least in part by ARRA funds

18	1,015
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B. Jobs saved at least in part by ARRA funds

14	224
----	-----

Number of Agencies Reporting: 17

Goal 3: Low-income people own a stake in their community.

Community Enhancement through Maximum Feasible Participation

**Total Number
of Volunteer
Hours (#)**

Total number of volunteer hours donated by low-income individuals to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income)

17	588,025
----	---------

Number of Agencies Reporting: 18

Goal 3: Low-income people own a stake in their community.

Community Enhancement through Maximum Feasible Participation

The number of low-income people mobilized as a direct result of Community Action initiatives to engage in activities that support and promote their own well-being and that of their community, as measured by one or more of the following:

Number of Low-Income People (#)

A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts	17	559
B. Number of low-income people acquiring businesses in their community as a result of Community Action assistance	4	222
C. Number of low-income people purchasing their own home in their community as a result of Community Action assistance	6	23
D. Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action	8	4,270

Number of Agencies Reporting: 21

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved

Expanding Opportunities through Community-Wide Partnerships

The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

Number of Organizational Partnerships (#)

Non-Profit	21	1,191
Faith Based	19	661
Local Government	20	364
State Government	20	245
Federal Government	15	59
For-Profit Business or Corporation	18	922
Consortiums/Collaboration	12	97
Housing Consortiums/Collaboration	16	165
School Districts	15	231
Institutions of post secondary education/training	15	137
Financial/Banking Institutions	15	119
Health Service Institutions	18	853
State wide associations or collaborations	21	92

In the rows below, please include any additional indicators that were not captured above.

2	30
---	----

1	4
---	---

0	
---	--

Total number of organizations CAAs work with to promote family and community outcomes (This total is not calculated automatically)

21	5,170
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Number of Agencies Reporting: 19

Goal 5: Agencies increase their capacity to achieve results

Agency Development

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

	Resources in Agency (#)	
Number of Certified-Community Action Professionals	6	11
Number of Nationally Certified ROMA Trainers	8	9
Number of Family Development Trainers	9	48
Number of Child Development Trainers	12	162
Number of Staff Attending Trainings	19	3,634
Number of Board Members Attending Trainings	18	268
Hours of Staff in Trainings	18	47,698
Hours of Board Members in Trainings	17	2,483

Number of Agencies Reporting: 24

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Independent Living

The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:

**Number of
Vulnerable
Individuals
Living
Independently (#)**

A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under individuals with Disabilities, ages 55-over)

24	68,968
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B. Individuals with Disabilities

0-17	17	5,604
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18-54	17	17,681
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55-over	20	25,817
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Total (NOT automatically calculated)	20	49,101
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Number of Agencies Reporting: 24

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Emergency Assistance

The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:

		Number of Individuals Seeking Assistance (#)	Number of Individuals Receiving Assistance (#)
A. Emergency Food	22	141,412	125,938
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	22	282,461	165,991
C. Emergency Rent or Mortgage Assistance	21	127,478	15,363
D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)	11	3,541	1,564
E. Emergency Temporary Shelter	12	11,055	3,265
F. Emergency Medical Care	7	1,728	1,700
G. Emergency Protection from Violence	4	86	86
H. Emergency Legal Assistance	3	7,666	109
I. Emergency Transportation	11	221,309	219,463
J. Emergency Disaster Relief	2	95	95
K. Emergency Clothing	13	4,398	1,139

Number of Agencies Reporting: 17

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following:	Number of Participants Enrolled in Program(s) (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	Percentage Achieving Outcome in Reporting Period (%)
Infant and Child 1. Infants and children obtain age appropriate immunizations, medical, and dental care.	11 10,770	10,205	9,630	94.37%
Infant and Child 2. Infant and child health and physical development are improved as a result of adequate nutrition	11 8,880	7,665	7,726	100.80%
Infant and Child 3. Children participate in pre-school activities to develop school readiness skills	12 14,008	12,995	13,127	101.02%
Infant and Child 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	12 8,306	6,944	6,913	99.55%
Youth 1. Youth improve health and physical development	1 35	30	24	80.00%
Youth 2. Youth improve social/emotional development	8 483	474	481	101.48%
Youth 3. Youth avoid risk-taking behavior for a defined period of time	5 151	147	147	100.00%
Youth 4. Youth have reduced involvement with criminal justice system	3 34	32	30	93.75%
Youth 5. Youth increase academic, athletic, or social skills for school success	7 1,506	1,443	1,401	97.09%
Adult 1. Parents and other adults learn and exhibit improved parenting skills	12 9,731	9,229	9,134	98.97%
Adult 2. Parents and other adults learn and exhibit improved family functioning skills	10 4,907	4,558	4,093	89.80%

Number of Agencies Reporting: 18

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Family Supports (Seniors, Disabled, and Caregivers)

Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:

	Number of Participants Enrolled in Program(s) (#)	Number of Participants Achieving Outcome in Reporting Period (#)
A. Enrolled children in before or after school programs	5 382	365
B. Obtained care for child or other dependant	5 681	496
C. Obtained access to reliable transportation and/or driver's license	4 144	142
D. Obtained health care services for themselves and/or family membe	5 1,616	1,616
E. Obtained and/or maintained safe and affordable housing	8 3,997	3,116
F. Obtained food assistance	14 57,940	55,340
G. Obtained non-emergency LIHEAP energy assistance	13 106,866	84,848
H. Obtained non-emergency WX energy assistance	9 1,852	1,812
I. Obtained other non-emergency energy assistance (State/local/private energy programs. Do not include LIHEAP or WX)	7 1,944	1,924

Number of Agencies Reporting: 17

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Service Counts

The number of services provided to low-income individuals and/or families, as measured by one or more of the following:

	Number of Services (#)	
A. Food Boxes	16	184,907
B. Pounds of Food	7	2,682,942
C. Units of Clothing	10	181,151
D. Rides Provided	11	180,431
E. Information and Referral Calls	15	95,010

National Performance Indicators

Achievement of Outcomes

NPI 1.1 (Employment)	2010 Data	State's Reply:
<p>A. Unemployed and obtained a job</p> <p>Please explain why the % Achieved was not between 80-120%. The following agencies contributed to the lower than average targeting:</p> <p>North GA Community Action Agency Central Savannah Area Economic Opportunity Authority, Inc. Ninth District Opportunity Middle Georgia CAA Concerted Services, Inc. Enrichment Services Program, Inc. Clayton County Community Services Authority</p>	<p>Enrolled: 5,012 Target: 2,950 Actual: 2,192 Percentage: 74.31%</p>	<p>Outcome goals were based on past knowledge of the market; however the market did not recover from the economic downturn as quickly as expected. Georgia continued to have companies lay off workers, many who live in rural where ongoing employment resources are limited even in good economic times. Transportation in these areas is a barrier making it more difficult to help clients obtain work.</p>
<p>B. Employed and maintained a job for at least 90 days</p> <p>Please explain why the % Achieved was not between 80-120%. The following agencies contributed to the targeting variance:</p> <p>North GA Community Action Agency Partnership for Community Action Concerted Services, Inc. Coastal Plain Area EOA Enrichment Services Program, Inc. Cobb County Board of Commissioners</p>	<p>Enrolled: 2,185 Target: 1,569 Actual: 1,033 Percentage: 65.84%</p>	<p>The goal was exceeded by some agencies due to job seeker starting their own business becoming self-employed. The uncertainty of the economy caused a change in the job market trend. Employers were not hiring full-time permanent workers instead hiring short term contract employees for special projects. The change in trend impacted the goal.</p>

<p>C. Employed and obtained an increase in employment income and/or benefits</p> <p>Please explain why the % Achieved was not between 80-120%. The following agencies contributed to the targeting variance: North GA Community Action Agency Ninth District Opportunity Partnership for Community Action Concerted Services, Inc. Coastal Plain Area EOA Enrichment Services Program, Inc. Cobb County Board of Commissioners Fulton/Atlanta Community Action Authority, Inc.</p>	<p>Enrolled: 1,487 Target: 974 Actual: 563 Percentage: 57.80%</p>	<p>Georgia's saturated job market with unemployed individuals created an employer's market making it easier to hire well qualified job seekers at a lower pay rate resulting in job seekers gaining employment but not an increase in income and/or benefits.</p>
<p>D. Achieve "living wage" employment and/or benefits</p> <p>Please explain why the % Achieved was not between 80-120%. The following agencies contributed to the targeting variance: North GA Community Action Agency Ninth District Opportunity Middle Georgia CAA Coastal Plain Area EOA Enrichment Services Program, Inc. Fulton/Atlanta Community Action Authority, Inc. Clayton County Community Services Authority</p>	<p>Enrolled: 1,310 Target: 878 Actual: 689 Percentage: 78.47%</p>	<p>Historically blue collar workers made up a high percentage of Georgia's unemployment rate. However we saw a shift in this trend with an increase in white collar workers unemployed. Many "living wages" employers were not open to hiring job seekers who had extensive work experience in a white collar professions for fear of creating a high employee turnover rate.</p>
<p>NP 1.2 (Employment Supports)</p>		
<p>I. Obtained food assistance</p>	<p>2010 Data Enrolled: 47,765 Actual: 47,523</p>	<p>State's Reply: Data was reviewed</p>
<p>J. Obtained non-emergency LIHEAP energy assistance</p>	<p>Enrolled: 59,370 Actual: 56,895</p>	<p>Data was reviewed</p>
<p>K. Obtained non-emergency Wx energy assistance</p>	<p>Enrolled: 1,073 Actual: 942</p>	<p>Data was reviewed</p>

NPI 1.3 (Economic Asset Enhancement and Utilization)	2010 Data	State's Reply:
Enhancement 1.	Enrolled: 473 Target: 467 Actual: 473 Percentage: 101.28%	Data was reviewed
Enhancement 3.	Enrolled: 3,025 Target: 2,939 Actual: 2,987	Data was reviewed
NPI 4.1 (Expanding Opportunities through Community-Wide Partnerships)	2010 Data Agency Count of Partnerships State Gov't: 245 Statewide Assocs: 92 Total Partnerships: 5,170	State's Reply: Data was reviewed
NPI 6.1 (Independent Living)	2010 Data	State's Reply:
NPI 6.3 (Child and Family Development) Youth 5. Youth increase academic, athletic, or social skills for school success	2010 Data Enrolled: 1,506 Target: 1,443 Actual: 1,401	State's Reply: Data was reviewed

FY12 - FY13 State Plan

CSBG Monitoring Report for State Plan

Agency	FFY 2010	FFY2011
ACTION	2/6-11/2011	2/6-11/2015
CSRA	5/2-6/2011	5/2-6/2011
Coastal Ga	5/16-20/2011	5/16-20/2011
DeKalb Partnership	3/14-18/2011	3/14-18/2011
FACAA	5/12-13/2010	7/25-29/2011
EOA Savannah	5/23-27/2011	5/23-27/2011
ESP, Inc.	3/21-25/2011	3/21-25/2011
Heart of Georgia	8/15-19/2011	8/15-19/2011
Macon-Bibb	6/27-7/1/2011	6/27-7/1/2011
Middle Ga.	6/20-24/2011	6/20-24/2011
Ninth District	4/27-30/2010	pending schedule
North Georgia	8/2-4/2010	pending schedule
Southwest	8/22-26/2011	8/22-26/2011
Tallatoona	9/13-15/2010	8/1-5/2011
Overview	5/17-19/2010	8/8-10/2011
Clayton CSA	4/20-22/2010	4/26-29/2011
Coastal Plain	3/8-11/2010	5/13-15/2011
CAFI	4/11-15/2011	4/11-15/2011
Concerted Svs 320 *	6/16--17/2011	6/16--17/2015
West Central	pending schedule	pending schedule

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County	FFY2010	FFY2011
Cobb	9/13-15/2010	pending schedule
Henry	7/27/2010	pending schedule
Newton	8/30-31/2010	pending schedule
Spalding	8/25-26/2010	pending schedule

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

Signature

Title

Organization

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

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

providing the certification set out below.

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

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

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

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

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

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

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

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

**Certification Regarding Debarment, Suspension, Ineligibility an 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.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

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

- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted -
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

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]

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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