



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
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## **Community Services Block Grant (CSBG) CARES Act Supplemental State Plan**

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

*Public reporting burden for this collection of information is estimated to average 21 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.*

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## Table of Contents

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

Section 1: CSBG Administrative Information .....	3
Section 2: State Legislation and Regulation.....	5
Section 3: State Plan Development and Statewide Goals .....	6
Section 4: CSBG Hearing Requirements.....	8
Section 5: CSBG Eligible Entities .....	9
Section 6: Organizational Standards for Eligible Entities.....	14
Section 7: State Use of Funds .....	15
Section 8: State Training and Technical Assistance .....	19
Section 9: State Linkages and Communication.....	21
Section 10: Monitoring, Corrective Action, and Fiscal Controls.....	24
Section 11: Eligible Entity Tripartite Board .....	32
Section 12: Individual and Community Income Eligibility Requirements.....	33
Section 13: Results Oriented Management and Accountability (ROMA) System .....	34
Section 14: CSBG Programmatic Assurances and Information Narrative .....	35
Section 15: Federal Certifications .....	42
Appendix A: Public Comments and Responses.....	51
Appendix B: State's Official CSBG Designation Letter.....	54

## Section 1: CSBG Administrative Information

For the purposes of the CARES Act, the Office of Community Services is accepting an abbreviated State Plan as a supplement to provide additional information to the Federal Fiscal Year (FFY) 2020 CSBG State Plan.

**1.1.** Identify the Submission Date of your FFY2020 CSBG State Plan: **August 30, 2019**

**Note:** This information can be found on the Report Status Page of your most recently submitted CSBG State Plan.

If you submitted a two-year plan in FFY2019, please provide that date. If you submitted a plan in FFY2020, please provide that date.

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

Has information in regards to the state lead agency changed since the last submission of the state plan?  Yes  No

**1.2a.** Lead agency **California Department of Community Services and Development**

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

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

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

**California Health and Human Services Agency**

**1.2d.** Authorized official of the lead agency. The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as authorized representative on the SF-424M. [**Narrative, 50 Characters each**]

Name David Scribner

Title Acting Director

- 1.2e. Street Address **2389 Gateway Oaks Drive, Suite 100**
- 1.2f. City **Sacramento**
- 1.2g. State **California**
- 1.2h. Zip Code **95833**
- 1.2i. Work Telephone Number and Extension (if applicable) **(916) 576-7110**
- 1.2j. Fax Number **(916)263-1406**
- 1.2k. Email Address **David.Scribner@csd.ca.gov**
- 1.2l. Lead Agency Website **csd.ca.gov**

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

As the Authorized Official for CSBG, I confirm that there have been no changes within this state that will require a new designation letter, such as a change to the authorized official and/or authorized CSBG state lead agency.

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

Has information regarding to the state point of contact changed since the last submission of the state plan?  Yes  No

1.4a. Agency Name **California Department of Community Services and Development (CSD)**

1.4b. Point of Contact Name

Name Leslie Taylor Title Deputy Director, Community Services Division

1.4c. Street Address **2389 Gateway Oaks Drive, Suite 100**

1.4d. City **Sacramento**

1.4e. State **California**

1.4f. Zip Code **95833**

1.4g. Work Telephone Number **(916) 576-7192**

1.4h. Fax Number **(916) 263-1406**

1.4i. Email Address **Leslie.Taylor@csd.ca.gov**

1.4j. Agency Website **csd.ca.gov**

## Section 2: State Legislation and Regulation

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 2 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

**21 Emergency Legislation or Regulation (Optional):** If applicable, please describe any special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding, including any emergency procedures to amend any existing legislation or regulation described in the accepted FFY2020 CSBG State plan (as dated in Section 1 of this state plan).

No, there is no special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding.

Yes, there is special state legislation or regulation that directly impacts the implementation of CSBG CARES supplemental funding as described below: **[Narrative, 3000 words]**

On August 24, 2020, the Governor of the State of California signed Executive Order N-75-20, which increases the income eligibility threshold for the CSBG program from 100% Federal Poverty Level (FPL) to 200% FPL. This change to program eligibility will extend economic support to individuals and families with incomes up to 200% of the Federal Poverty Level and will be in effect throughout the duration of the State of Emergency that began on March 4, 2020. The change in program eligibility will not extend beyond the maximum time afforded by federal law.

### Section 3: State Plan Development and Statewide Goals

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 3 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

The following additional information is requested for CSBG CARES supplemental funding.

- 3.1 State Plan Goals:** Describe the state’s specific goals for state administration of CSBG as it directly relates to the CSBG CARES funding. **[Narrative, 3000 characters]**
- Foster a culture of collaboration and innovation to provide a coordinated response effort to the ongoing COVID-19 public health crisis and to assist low-income Californians in meeting immediate needs for housing, employment, food, and emergency supplies, including Personal Protective Equipment (PPE).
  - Create and implement revised policies where possible to reduce administrative burden for eligible entities to ensure time and resources are made available to respond to the immediate public health crisis throughout low-income communities in California.
  - Procure software enhancements to CSD’s existing automated system to allow for separate and accurate data reporting of COVID-19 specific outcomes in the CSBG Annual Reporting data from eligible entities.

- 3.2 Eligible Entity Involvement:** Describe the specific steps the state took in developing the CSBG CARES Supplemental State Plan to involve the eligible entities. **[Narrative, 3000 Characters]**

During the initial onset of the pandemic, CSD Field Representatives immediately began conducting weekly outreach to the eligible entities regarding their response efforts and to identify emerging needs due to the public health crisis. Feedback received from this weekly outreach was considered in the development of this supplemental plan.

CSD also released a survey to gather feedback from eligible entities in the categories of supply needs, suggested uses for CARES discretionary funds, training and support for eligible entity front-line staff, and technology needs regarding access to reliable broadband internet and/or Chromebooks to support distance learning or teleworking activities for low-income families with young children. A follow up survey regarding supply PPE needs was also conducted. Feedback received from both surveys is incorporated into this supplemental plan.

CSD also established monthly meetings with the CSBG Advisory Council (CSBG AC). The CSBG AC is a consultative body comprised of select Executive Directors from eligible entities throughout California’s CSBG network. The CSBG AC provided critical input to inform planned uses for CARES discretionary funds and decisions regarding administrative and programmatic policy changes in response to the emerging public health crisis.

To meet the September 1, 2020 deadline for submission of the CSBG CARES Supplemental State Plan, CSD utilized the review and comment period to receive input from eligible entities' on the development of the amended state plan. Eligible entities had an opportunity to comment during two stakeholder meetings on August 12, 2020 and August 18, 2020. CSD reviewed and incorporated applicable feedback to the final draft.

## Section 4: CSBG Hearing Requirements

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 4 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

The CSBG CARES Supplemental State Plan is considered to be a plan revision, consistent with Section 676(e) of the CSBG Act (Revisions and Inspection).

- 4.1. Public Inspection:** Describe how the CSBG CARES Supplemental State Plan has been made available for public inspection within the state to facilitate public review and comment.  
**[Narrative, 3000 Characters]**

On August 7, 2020, CSD posted the draft CSBG CARES Supplemental State Plan and the Public Notice on its website. The public was invited to review the CSBG CARES Supplemental State Plan and offer comment from August 7, 2020 to August 21, 2020. The CSBG CARES Supplemental State Plan was also made available for public inspection and comment during CSBG Advisory Committee (CAC) meeting on August 12, 2020 and the CSBG AC meeting on August 18, 2020. Representatives from all 58 eligible agencies are invited to attend the CAC meetings. The CSBG AC is comprised of 12 Executive Directors whom CSD consults on policy and planning matters.

**Note:** For the purposes of this CSBG CARES Supplemental State Plan, a public hearing is not required. However, the state should notify eligible entities and other known stakeholders that this plan is available for a public review and comment, and post publicly, e.g., on the state's public website, for a reasonable timeframe.

Although, a reasonable timeframe is not specified in the statute, for purposes of the CSBG CARES Supplemental State Plan, OCS recommends a minimum of 10 business days.

## Section 5: CSBG Eligible Entities

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan).

- As the Authorized Official for CSBG, I confirm that there are **no changes** to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1).
- As the Authorized Official for CSBG, I confirm that **yes, there were changes** to the CSBG Eligible Entities as submitted in Section 5 of the most recently submitted CSBG State Plan (as dated in Section 1).

If there were changes to the CSBG Eligible Entity list, please update within Section 7.2 of this State Plan accordingly:

**Designation and Re-Designation:** add at the end of the table

**De-Designations and Voluntary Relinquishments:** do not remove the entity. Rather just add zero to the appropriate line.

**Mergers:** Do not remove the eligible entities. Rather just add zero to the appropriate line.

OCS reserves the opportunity to request more information at a later date.

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

CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity (choose all that apply)
Berkeley Community Action Agency	Alameda	Public	Community Action Agency (CAA)
City of Oakland, Department of Human Services	Alameda	Public	Community Action Agency (CAA)
Inyo Mono Advocates for Community Action, Inc.	Alpine/Inyo/Mono	Nonprofit	Community Action Agency (CAA)
Amador-Tuolumne Community Action Agency	Amador/Tuolumne	Public	Community Action Agency (CAA)
Community Action Agency of Butte County, Inc.	Butte	Nonprofit	Community Action Agency (CAA)
Calaveras-Mariposa Community Action Agency	Calaveras & Mariposa	Public	Community Action Agency (CAA)
Contra Costa County Employment & Human Services Department/Community Services Bureau	Contra Costa	Public	Community Action Agency (CAA)
Del Norte Senior Center	Del Norte	Nonprofit	Community Action Agency (CAA) & LPA

<b>CSBG Eligible Entity</b>	<b>Geographical Area Served by county (Provide all counties)</b>	<b>Public or Nonprofit</b>	<b>Type of Entity (choose all that apply)</b>
El Dorado County Health & Human Services Agency	El Dorado	Public	Community Action Agency (CAA)
Fresno County Economic Opportunities Commission	Fresno	Nonprofit	Community Action Agency (CAA)
Glenn County Health and Human Services Agency	Glenn/Colusa/Trinity	Public	Community Action Agency (CAA)
Redwood Community Action Agency	Humboldt	Nonprofit	Community Action Agency (CAA)
Campesinos Unidos, Inc.	Imperial	Nonprofit	Community Action Agency (CAA)
Community Action Partnership of Kern	Kern	Nonprofit	Community Action Agency (CAA)
Kings Community Action Organization, Inc.	Kings	Nonprofit	Community Action Agency (CAA)
North Coast Opportunities, Inc.	Lake/Mendocino	Nonprofit	Community Action Agency (CAA)
Plumas County Community Development Commission	Lassen/Plumas/Sierra	Public	Community Action Agency (CAA)
Foothill Unity Center, Inc.	Los Angeles	Nonprofit	Community Action Agency (CAA)
Long Beach Community Action Partnership	Los Angeles	Nonprofit	Community Action Agency (CAA)
County of Los Angeles Department of Public Social Services	Los Angeles	Public	Community Action Agency (CAA)
City of Los Angeles, Housing & Community Investment Department	Los Angeles	Public	Community Action Agency (CAA)
Community Action Partnership of Madera County, Inc.	Madera	Nonprofit	Community Action Agency (CAA)
Community Action Marin	Marin	Nonprofit	Community Action Agency (CAA)
Merced County Community Action Agency	Merced	Nonprofit	Community Action Agency (CAA)
Modoc-Siskiyou Community Action Agency	Modoc/Siskiyou	Public	Community Action Agency (CAA)
Monterey County Community Action Partnership	Monterey	Public	Community Action Agency (CAA)
Community Action Napa Valley	Napa	Nonprofit	Community Action Agency (CAA)
Nevada County Department of Housing and Community Services	Nevada	Public	Community Action Agency (CAA)
Community Action Partnership of Orange County	Orange	Nonprofit	Community Action Agency (CAA)
Project GO, Inc.	Placer	Nonprofit	Community Action Agency (CAA)

<b>CSBG Eligible Entity</b>	<b>Geographical Area Served by county (Provide all counties)</b>	<b>Public or Nonprofit</b>	<b>Type of Entity (choose all that apply)</b>
Community Action Partnership of Riverside County	Riverside	Public	Community Action Agency (CAA)
Sacramento Employment and Training Agency	Sacramento	Public	Community Action Agency (CAA)
San Benito County Health & Human Services Agency, Community Services & Workforce Development	San Benito	Public	Community Action Agency (CAA)
Community Action Partnership of San Bernardino County	San Bernardino	Nonprofit	Community Action Agency (CAA)
County of San Diego, Health and Human Services Agency, Community Action Partnership	San Diego	Public	Community Action Agency (CAA)
Urban Services, YMCA	San Francisco	Nonprofit	Community Action Agency (CAA)
San Joaquin County Department of Aging & Community Services	San Joaquin	Public	Community Action Agency (CAA)
Community Action Partnership of San Luis Obispo County, Inc.	San Luis Obispo	Nonprofit	Community Action Agency (CAA)
San Mateo County Human Services Agency	San Mateo	Public	Community Action Agency (CAA)
Community Action Commission of Santa Barbara County, Inc.	Santa Barbara	Nonprofit	Community Action Agency (CAA)
Sacred Heart Community Services	Santa Clara	Nonprofit	Community Action Agency (CAA)
Community Action Board of Santa Cruz County, Inc.	Santa Cruz	Nonprofit	Community Action Agency (CAA)
Shasta County Community Action Agency	Shasta	Public	Community Action Agency (CAA)
Community Action Partnership of Solano, JPA	Solano	Public	Community Action Agency (CAA)
Community Action Partnership of Sonoma County	Sonoma	Nonprofit	Community Action Agency (CAA)
Central Valley Opportunity Center, Inc.	Mariposa, Tuolumne, Stanislaus, Madera, Merced	Nonprofit	Community Action Agency (CAA)
Sutter County Community Action Agency	Sutter	Nonprofit	Community Action Agency (CAA)
Tehama County Community Action Agency	Tehama	Public	Community Action Agency (CAA)
Community Services & Employment Training, Inc.	Tulare	Nonprofit	Community Action Agency (CAA)
Community Action of Ventura County, Inc.	Ventura	Nonprofit	Community Action Agency (CAA)
County of Yolo, Department of Employment and Social Services	Yolo	Public	Community Action Agency (CAA), MSFW

CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity (choose all that apply)
Yuba County Community Services Commission	Yuba	Public	Community Action Agency (CAA)
California Human Development Corporation	Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba	Nonprofit	Migrant Seasonal Farmworker (MSFW)
Center for Employment Training	Alameda, Imperial, Inyo, Los Angeles, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, Santa Barbara, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Ventura	Nonprofit	Migrant Seasonal Farmworker (MSFW)
Proteus, Inc.	Fresno, Kern, Kings, Tulare	Nonprofit	Migrant Seasonal Farmworker (MSFW)
Karuk Tribe of California	Statewide	Nonprofit	Tribe or Tribal Organization & LPA
County of Los Angeles Workforce Development, Aging and Community Services	Los Angeles	Public	Tribe or Tribal Organization
Northern California Indian Development Council, Inc.	Statewide	Nonprofit	Tribe or Tribal Organization & LPA

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

**Instructional Note: Limited Purpose Agency** refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action

agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

**Instructional Note: 90 percent funds** are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A state must provide “no less than 90 percent” of their CSBG allocation, under Section 675B, to the eligible entities.

**52.** Total number of CSBG eligible entities: 58 **[This will automatically update based on Table 5.1.]**

**53. Special Circumstances [Optional]:** If the state has any specific circumstances that will affect the allocation, such as a pending de-designation hearing for an eligible entity, please describe below: **[Select one and Narrative, 3000 characters]**

**Please note:** Additional information should be sent directly to your Program Specialist.

No, special circumstances were implemented to the CSBG CARES Supplemental allocations.

Yes, special circumstances were implemented to the CSBG CARES Supplemental pending de-designation(s) for an eligible entity.

## **Section 6: Organizational Standards for Eligible Entities**

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 6 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information.

## Section 7: State Use of Funds

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

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

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

**7.2. Planned Allocation:** Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and “not less than 90 percent funds” as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan. **[Numeric Response, specify dollar amount]**

<b>Planned CSBG 90 Percent Funds</b>	
<b>CSBG Eligible Entity</b>	<b>Funding Amount \$</b>
Berkeley Community Action Agency	373,097
City of Oakland, Human Services Department	1,893,460
Inyo Mono Advocates for Community Action, Inc.	1,829
Amador-Tuolumne Community Action Agency	365,296
Community Action Agency of Butte County, Inc.	505,117
Calaveras-Mariposa Community Action Agency	364,358
Contra Costa Employment & Human Services Dept/CSB	1,189,181
Del Norte Senior Center, Inc.	71,548
El Dorado County Health and Human Services Agency	399,779
Fresno County Economic Opportunities Commission	2,592,952
Glenn County Health and Human Services Agency	366,403
Redwood Community Action Agency	376,345
Campeños Unidos, Inc.	438,089
Inyo Mono Advocates for Community Action, Inc.	361,882
Community Action Partnership of Kern	2,082,493
Kings Community Action Organization, Inc.	421,067
North Coast Opportunities, Inc.	764,063
Plumas County Community Development Commission	363,892
Foothill Unity Center, Inc.	450,633
Long Beach Community Action Partnership	1,100,415
County of Los Angeles Dept. of Public Social Services	8,489,288
City of Los Angeles Housing + Community Investment Dept.	9,194,002
Community Action Partnership of Madera County, Inc.	390,168
Community Action Marin	377,057

<b>Planned CSBG 90 Percent Funds</b>	
<b>CSBG Eligible Entity</b>	<b>Funding Amount \$</b>
Merced County Community Action Agency	698,207
Modoc-Siskiyou Community Action Agency	366,403
Monterey County Community Action Partnership	699,580
Community Action Napa Valley	401,231
Nevada County Dept. of Housing & Community Services	379,283
Community Action Partnership of Orange County	3,821,324
Project GO, Inc.	467,419
Community Action Partnership of Riverside County	3,635,779
Sacramento Employment and Training Agency	2,470,821
San Benito County H&HSA, CS & WD	374,589
Community Action Partnership of San Bernardino County	3,764,849
County of San Diego, H&HSA, CAP	4,663,343
Urban Services YMCA	1,195,554
San Joaquin County Dept. of Aging & Community Services	1,363,187
CAP of San Luis Obispo County, Inc.	415,964
San Mateo County Human Services Agency	633,962
Community Action Commission of Santa Barbara County	740,905
Sacred Heart Community Service	1,979,449
Community Action Board of Santa Cruz County, Inc.	405,743
Shasta County Community Action Agency	418,724
Community Action Partnership of Solano, JPA	537,858
Community Action Partnership of Sonoma County	627,307
Central Valley Opportunity Center, Inc.	1,070,917
Sutter County Community Action Agency	376,307
Tehama County Community Action Agency	399,246
Community Services & Employment Training, Inc.	1,256,475
Community Action of Ventura County, Inc.	953,497
County of Yolo Health and Human Services Agency	411,829
Yuba County Community Services Commission	381,033
<b>MSFW</b>	
California Human Development Corporation	2,050,451
Proteus, Inc.	3,298,552
Central Valley Opportunity Center, Inc.	802,351
Center for Employment Training	2,763,652
<b>NAI</b>	
Karuk Tribe of California (NAI-LPA) (Core Funding)	42,000
Karuk Tribe of California (NAI-LPA)	114,099
NCIDC, Inc. (NAI-LPA) (Core Funding)	122,000
NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)	54,250
NCIDC, Inc. (NAI-LPA)	2,733,016
Co of LA Workforce Dev, Aging & Com Srvs	411,487

Planned CSBG 90 Percent Funds	
CSBG Eligible Entity	Funding Amount \$
<b>Total</b>	80,235,057

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

**73. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan. **[Numeric response, specify dollar amount]**

5% or \$4,457,503

**74. State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG CARES funds for the FFY(s) covered by this State Plan. **[Numeric Response]**

80.9

**75. State FTEs:** Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG CARES funds for the FFY(s) covered by this State Plan? **[Numeric Response]**

24.7

**Use of Remainder/Discretionary Funds** [Section 675C(b)(1) of the CSBG Act]

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

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **[Numeric Response, Insert Dollar Amount]**

5% or \$4,457,503

Use of Remainder/Discretionary Funds		
Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.6a. Training/technical assistance to eligible entities	\$400,000	These planned services/activities will be described in State Plan Item 8.1
7.6b. Coordination of State-operated programs and/or local programs		
7.6c. Statewide coordination and communication among eligible entities		<b>[Narrative, 5000 characters]</b>
7.6d. Analysis of distribution of CSBG funds to determine if targeting greatest need		<b>[Narrative, 5000 characters]</b>
7.6e. Asset-building programs		<b>[Narrative, 5000 characters]</b>

<b>Use of Remainder/Discretionary Funds</b>		
<b>Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)</b>	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
7.6f. Innovation programs/activities by eligible entities or other neighborhood group	\$2,340,859	In consultation with the CSBG Network, CSD elects to distribute a portion of the discretionary funds equally to CSBG agencies to respond to COVID-19 impacts in their service areas. These funds will support COVID-19 response at the local level.
7.6g. State charity tax credits		<b>[Narrative, 5000 characters]</b>
7.6h. Other activities [Specify under Column 4]	\$1,716,644	Support for Limited Purpose Agencies (LPAs) as defined in subdivision (a) of Government Code § 12775 as community-based nonprofit organizations.  La Cooperativa Campesina de California to create a 30 second educational message on COVID-19 protection and prevention in Spanish to be broadcast on radio stations whose primary audience is farmworkers to maximize receipt of this information by this population.  Due to uncertainty with the COVID-19 pandemic, funds will be reserved to provide coordinated COVID response over the long-term. Initial outreach has indicated that PPE and other emergency supplies are a great need and CSD has elected to dedicate a portion of these funds to provide for the bulk purchase of PPE for CSBG agencies.
<b>Totals</b>	<b>\$4,457,503</b>	

**7.7. Summary of State Allocations:** Provide a total breakdown of planned amounts. Please note that this table will automatically populate with the totals from 7.2, 7.3, and 7.6 above.

<b>90 Percent Funds</b>	<b>Administrative Funds</b>	<b>Discretionary Funds</b>	<b>Total</b>
<b>Populated from 7.2</b> \$80,235,057	<b>Populated from 7.3</b> \$4,457,503	<b>Populated from 7.6</b> \$4,457,503	<b>Auto-calculated</b> \$89,150,063

## Section 8: State Training and Technical Assistance

**8.1. Training and Technical Assistance Plan:** Describe the state’s plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.6a., Use of Remainder/Discretionary Funds.)

**Note:** This information is associated with State Accountability Measure 3Sc.

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
All Years	Both	Communication	
All Years	Both	Reporting	
All Years	Both	Other	Peer-to-Peer: California Community Action Partnership Association (CalCAPA) will work to stabilize and assist low-income families who are dealing with COVID-19 related health and economic impacts. CalCAPA’s efforts will involve networks such as Head Start, food banks, energy services, family and children services, and faith-based organizations.
All Years	Both	Technology	
All Years	Training	Other	Mental health training and support for eligible entity front-line staff

**8.1a. Training and Technical Assistance Budget:** The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.6): **Numeric Response, auto-populated]**

\$400,000

**[Auto-populated with the budget allocation under 7.6a]**

**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance. **[Narrative, 2500 characters]**

Training and technical assistance will continue to be provided to eligible entities. Training and technical assistance needs will be identified through ongoing communication with CSD staff, integrated into full CSBG on-site and desk reviews, Organizational Standards review, and in other communication with network of eligible entities.

CSD reviews training requests on an ongoing basis. Depending upon the training need, CSD staff will either conduct the training or refer the training to CalCAPA. CalCAPA will deliver training and technical assistance to eligible entities in a broad range of topical areas, including but not limited to: deficiencies arising out of monitoring, capacity building needs, board management, strategic planning, Results Oriented Management and Accountability (ROMA), CARES Act CSBG Supplemental Funding, and other elements.

In partnership with CalCAPA, CSD will host quarterly CAC meetings. The CAC meeting is an opportunity to update eligible entities on CSBG related topics and issues, and to share experiences and innovations. The CAC meeting will provide an opportunity to conduct specific CARES Act CSBG Supplemental training and technical assistance to the eligible entities. CSD and CalCAPA will partner to produce a newsletter on CARES Act CSBG Supplemental Funding and to deploy mental health training and support for eligible entity front-line staff.

Additionally, CSD partners with the CSBG AC. The CSBG AC meets to provide the participants with a forum to make recommendations to CSD regarding potential policy changes and engage in peer-to-peer networking with other agencies. CSD will provide CARES Act related training and technical assistance to the CSBG AC and will utilize the CSBG AC meetings as a forum for determining the training and technical needs of the eligible entities.

**82. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the state plans to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) **[Check all that applies and narrative where applicable]**

- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) **[Numeric response, 0 – 100]**
- Other community-based organizations
- State Community Action Association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other **[Narrative, 1000 characters]**

CSD's local and regional training and technical assistance partner is Community Action Partnership Association (CalCAPA). CalCAPA is the recognized State member association and lead agency administering the ACF, Region IX Regional Performance & Innovation Consortia (RPIC). The RPIC serves as a comprehensive T&TA system to provide services to California's CSBG agencies. CSD will partner with CalCAPA and RPIC to ensure that agencies in California meet operational and organizational needs. Through ongoing collaboration, CSD and CalCAPA will increase agencies' capacity and identify exemplary practices in the CSBG network.

CSD's national training and technical assistance partners include the National Community Action Partnership (NCAP) and National Association for State Community Service Programs (NASCS). CSD participates in training webinars provided by both groups and disseminates and implements training and technical assistance resources and tools to CSBG agencies.

## Section 9: State Linkages and Communication

**Note:** This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.6(b) and (c).

**Note:** Only describe additional or unique partnerships related to CSBG CARES funding. Do not re-describe partnerships, linkages, and communications already noted in your regular CSBG State Plan.

**9.1 State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [Check all that apply from the list below and provide a Narrative, 5000 Characters]

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

Due to shortages and interruption to local supply chains resulting from COVID-19, vulnerable low-income households will see reductions in available basic household necessities during the pandemic. The problem will be compounded by reduced access to supplies due to the statewide and local stay at home orders and significant interruptions to public transit.

Additionally, due to the Governor's executive order mandating that masks be worn in most instances when social distancing cannot be maintained, there is a need to address shortages and a lack of access to PPE for low-income households.

CSD shall coordinate with CalCAPA, SupplyBank and other key stakeholders to identify and access existing supply chains to deliver needed supplies (e.g., diapers, wipes, formula, feminine hygiene, personal protective equipment, etc.) to participating local eligible entities. SupplyBank and CalCAPA are in the process of finalizing a needs assessment to determine participating agency operational logistics. SupplyBank shall facilitate purchase and delivery of

essential supplies and assist with logistics and troubleshooting issues for agencies. In addition, SupplyBank shall collaborate with CalCAPA to evaluate the ongoing need and efficacy of this program delivery model.

Additionally, SupplyBank partners with First 5 county commissions throughout California on a similar emergency supply effort. These commissions provide varying levels of oversight and coordination, while SupplyBank oversees needs assessments, procurement, and compiling county supply orders. Other partners involved in the First 5 collaboration include the First 5 Association of California, the California Child Care Resource & Referral Network, the California Alternative Payment Program Association, and the Office of Governor Gavin Newsom through the California Health and Human Services Agency. SupplyBank also coordinates similar efforts in domestic violence shelters throughout the state.

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

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

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
State Monitoring Plans and Policies	[Dropdown Options: • Annually	[Select All That Apply: • Email • Website • Webinar • 1:1 • Phone Calls • Letters/Hard Copies	If "Other" is selected in Column 3, describe in this column. [Narrative, 250 characters]
Training and Technical Assistance (T/TA) Plans	[Dropdown Options: • Quarterly	Select All That Apply: • Newsletters • Meetings/Presentations • Email • Website • Webinar • 1:1 • Phone Calls	If "Other" is selected in Column 3, describe in this column. [Narrative, 250 characters]
State Interagency Coordination	[Dropdown Options: • Quarterly	Select All That Apply: • Newsletters • Meetings/Presentations • Email • Website • Webinar	If "Other" is selected in Column 3, describe in this column. [Narrative, 250 characters]
CSBG CARES Funding and Activities	[Dropdown Options: • Monthly	Select All That Apply: • Newsletters • Meetings/Presentations • Email • Website • Webinar	If "Other" is selected in Column 3, describe in this column. [Narrative, 250 characters]

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
		<ul style="list-style-type: none"> <li>• 1:1</li> <li>• Phone Calls</li> </ul>	
ADD A ROW function Note: Rows will be able to be added for each additional training.			

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

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

**10.1. CSBG CARES Supplemental Monitoring Schedule:** In the table below, provide how the state plans to monitor as it specifically relates to the CSBG CARES Supplemental.

The following schedule does not supersede or replace the Monitoring Schedule submitted in your FFY2020 CSBG State Plan as dated in Section 1 of this supplemental state plan.

**Note:** This information is associated with State Accountability Measure 4Sa(i).

<b>Monitoring Schedule – Fiscal Year 2020</b>		
CSBG Agency	CSBG CARES Monitoring Approach	Review Type
<b>Community Action of Napa Valley</b>	Integrated into Regular CSBG full on-site	Desk
<b>San Benito County Health and Human Services Agency, Community Services and Workforce Development</b>	Integrated into Regular CSBG full on-site	Desk
<b>California Human Development Corporation</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Commission of Santa Barbara County</b>	Integrated into Regular CSBG full on-site	Desk
<b>Proteus, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action of Ventura County, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Rural Community Assistance Corporation</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Board of Santa Cruz County, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Foothill Unity Center, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Partnership of Kern</b>	Integrated into Regular CSBG full on-site	Desk
<b>Long Beach Community Action Partnership</b>	Integrated into Regular CSBG full on-site	Desk
<b>Project GO, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Sacred Heart Community Service</b>	Integrated into Regular CSBG full on-site	Desk
<b>Monterey County Community Action Partnership</b>	Integrated into Regular CSBG full on-site	Desk
<b>North Coast Opportunities, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Partnership of San Bernardino County</b>	Integrated into Regular CSBG full on-site	Desk

<b>Monitoring Schedule – Fiscal Year 2020</b>		
<b>CSBG Agency</b>	<b>CSBG CARES Monitoring Approach</b>	<b>Review Type</b>
<b>Kings Community Action Organization, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Campeños Unidos, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Karuk Tribe</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Partnership of Orange County</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Services &amp; Employment Training, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Partnership of Riverside County</b>	Integrated into Regular CSBG full on-site	Desk
<b>County of Los Angeles Workforce Development, Aging and Community Services</b>	Integrated into Regular CSBG full on-site	Desk
<b>Sacramento Employment and Training Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Modoc-Siskiyou Community Action Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Marin</b>	Integrated into Regular CSBG full on-site	Desk
<b>Sutter County Community Action Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Yuba County Community Services Commission</b>	Integrated into Regular CSBG full on-site	Desk
<b>Inyo Mono Advocates for Community Action, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Nevada County Department of Housing and Community Services</b>	Integrated into Regular CSBG full on-site	Desk
<b>Shasta County Community Action Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Center for Employment Training</b>	Integrated into Regular CSBG full on-site	Desk
<b>Fresno County Economic Opportunities Commission</b>	Integrated into Regular CSBG full on-site	Desk
<b>San Joaquin County Department of Aging and Community Services</b>	Integrated into Regular CSBG full on-site	Desk
<b>County of San Diego, Health and Human Services Agency, Community Action Partnership</b>	Integrated into Regular CSBG full on-site	Desk
<b>Del Norte Senior Center</b>	Integrated into Regular CSBG full on-site	Desk
<b>El Dorado County Health &amp; Human Services Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Partnership of San Luis Obispo County, Inc.</b>	Integrated into Regular CSBG full on-site	Desk

## Monitoring Schedule – Fiscal Year 2020

CSBG Agency	CSBG CARES Monitoring Approach	Review Type
Community Action Partnership of Madera County, Inc.	Integrated into Regular CSBG full on-site	Desk
Contra Costa Employment & Human Services	Integrated into Regular CSBG full on-site	Desk
Berkeley Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Community Design Center	Integrated into Regular CSBG full on-site	Desk
San Mateo County Human Services Agency	Integrated into Regular CSBG full on-site	Desk
County of Los Angeles Department of Public Social Services	Integrated into Regular CSBG full on-site	Desk
Los Angeles Housing + Community Investment Department	Integrated into Regular CSBG full on-site	Desk
Merced County Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Amador-Tuolumne Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Community Action Agency of Butte County	Integrated into Regular CSBG full on-site	Desk
County of Yolo, Dept of Employment & Social Services	Integrated into Regular CSBG full on-site	Desk
Plumas County Community Development Commission	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of Sonoma County	Integrated into Regular CSBG full on-site	Desk
Calaveras-Mariposa Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Northern California Indian Development Council, Inc.	Integrated into Regular CSBG full on-site	Desk
Redwood Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Tehama County Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Central Valley Opportunity Center, Inc. MSFW	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of Solano	Integrated into Regular CSBG full on-site	Desk
City of Oakland, Dept. of Human Services	Integrated into Regular CSBG full on-site	Desk
Glenn County Human Services Agency	Integrated into Regular CSBG full on-site	Desk
Urban Services YMCA	Integrated into Regular CSBG full on-site	Desk

<b>Monitoring Schedule – Fiscal Year 2021</b>		
<b>CSBG Agency</b>	<b>CSBG CARES Monitoring Approach</b>	<b>Review Type</b>
<b>County of Los Angeles Workforce Development, Aging and Community Services</b>	Integrated into Regular CSBG full on-site	Desk
<b>Sacramento Employment and Training Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Modoc-Siskiyou Community Action Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Marin</b>	Integrated into Regular CSBG full on-site	Desk
<b>Sutter County Community Action Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Yuba County Community Services Commission</b>	Integrated into Regular CSBG full on-site	Desk
<b>Inyo Mono Advocates for Community Action, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Nevada County Department of Housing and Community Services</b>	Integrated into Regular CSBG full on-site	Desk
<b>Shasta County Community Action Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Center for Employment Training</b>	Integrated into Regular CSBG full on-site	Desk
<b>Fresno County Economic Opportunities Commission</b>	Integrated into Regular CSBG full on-site	Desk
<b>San Joaquin County Department of Aging and Community Services</b>	Integrated into Regular CSBG full on-site	Desk
<b>County of San Diego, Health and Human Services Agency, Community Action Partnership</b>	Integrated into Regular CSBG full on-site	Desk
<b>Del Norte Senior Center</b>	Integrated into Regular CSBG full on-site	Desk
<b>El Dorado County Health &amp; Human Services Agency</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Partnership of San Luis Obispo County, Inc.</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action of Napa Valley</b>	Integrated into Regular CSBG full on-site	Desk
<b>San Benito County Health and Human Services Agency, Community Services and Workforce Development</b>	Integrated into Regular CSBG full on-site	Desk
<b>California Human Development Corporation</b>	Integrated into Regular CSBG full on-site	Desk
<b>Community Action Commission of Santa Barbara County</b>	Integrated into Regular CSBG full on-site	Desk
<b>Proteus, Inc.</b>	Integrated into Regular CSBG full on-site	Desk

<b>Monitoring Schedule – Fiscal Year 2021</b>		
<b>CSBG Agency</b>	<b>CSBG CARES Monitoring Approach</b>	<b>Review Type</b>
Community Action of Ventura County, Inc.	Integrated into Regular CSBG full on-site	Desk
Rural Community Assistance Corporation	Integrated into Regular CSBG full on-site	Desk
Community Action Board of Santa Cruz County, Inc.	Integrated into Regular CSBG full on-site	Desk
Foothill Unity Center, Inc.	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of Kern	Integrated into Regular CSBG full on-site	Desk
Long Beach Community Action Partnership	Integrated into Regular CSBG full on-site	Desk
Project GO, Inc.	Integrated into Regular CSBG full on-site	Desk
Sacred Heart Community Service	Integrated into Regular CSBG full on-site	Desk
Monterey County Community Action Partnership	Integrated into Regular CSBG full on-site	Desk
North Coast Opportunities, Inc.	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of San Bernardino County	Integrated into Regular CSBG full on-site	Desk
Kings Community Action Organization, Inc.	Integrated into Regular CSBG full on-site	Desk
Campeños Unidos, Inc.	Integrated into Regular CSBG full on-site	Desk
Karuk Tribe	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of Orange County	Integrated into Regular CSBG full on-site	Desk
Community Services & Employment Training, Inc.	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of Riverside County	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of Madera County, Inc.	Integrated into Regular CSBG full on-site	Desk
Contra Costa Employment & Human Services	Integrated into Regular CSBG full on-site	Desk
Berkeley Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Community Design Center	Integrated into Regular CSBG full on-site	Desk
San Mateo County Human Services Agency	Integrated into Regular CSBG full on-site	Desk

<b>Monitoring Schedule – Fiscal Year 2021</b>		
<b>CSBG Agency</b>	<b>CSBG CARES Monitoring Approach</b>	<b>Review Type</b>
County of Los Angeles Department of Public Social Services	Integrated into Regular CSBG full on-site	Desk
Los Angeles Housing + Community Investment Department	Integrated into Regular CSBG full on-site	Desk
Merced County Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Amador-Tuolumne Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Community Action Agency of Butte County	Integrated into Regular CSBG full on-site	Desk
County of Yolo, Dept of Employment & Social Services	Integrated into Regular CSBG full on-site	Desk
Plumas County Community Development Commission	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of Sonoma County	Integrated into Regular CSBG full on-site	Desk
Calaveras-Mariposa Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Northern California Indian Development Council, Inc.	Integrated into Regular CSBG full on-site	Desk
Redwood Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Tehama County Community Action Agency	Integrated into Regular CSBG full on-site	Desk
Central Valley Opportunity Center, Inc. MSFW	Integrated into Regular CSBG full on-site	Desk
Community Action Partnership of Solano	Integrated into Regular CSBG full on-site	Desk
City of Oakland, Dept. of Human Services	Integrated into Regular CSBG full on-site	Desk
Glenn County Human Services Agency	Integrated into Regular CSBG full on-site	Desk
Urban Services YMCA	Integrated into Regular CSBG full on-site	Desk

**10.2. CSBG CARES Supplemental Monitoring Approach:** Describe how the state intends to implement monitoring policies and procedures as it relates directly to the CSBG CARES Supplemental. [Narrative, 3000 characters]

CSD’s CSBG monitoring policies and procedures, as described in the California 2020-2021 CSBG State Plan and Application, will be used to monitor the CSBG CARES Supplemental. Due to COVID-19, the State of California halted all non-essential travel. Consequently, CSD will not conduct on-site monitoring visits during the pandemic and has elected to utilize

virtual strategies to fulfill CSD's monitoring requirements. The following encapsulates a short summary of changes to CSD's monitoring approach during the pandemic:

- Modified/virtual monitoring for those eligible entities that were scheduled for an on-site visit during 2020. As with the established monitoring procedures, CSD will monitor every open contract including the CSBG CARES Supplemental.
- Desk reviews will be conducted in accordance with the CSBG State Plan for every eligible entity not scheduled for a modified (virtual) monitoring review. Each desk review report will include a section that relates specifically to CSBG CARES.
- Annual pre-monitoring assessment to assess key administrative, programmatic, and fiscal factors.
- Annual Organizational Standards review.
- Review of each eligible entities' Annual Report data. California CSBG eligible entities will utilize the same automated system used to collect CSBG Annual Report data to report CSBG CARES Supplemental data. CSD will provide further guidance on reporting to the eligible entities once guidance is received from OCS.

Additionally, and specific to the CSBG CARES Supplemental, CSD added a monthly expenditure review and an enhanced quarterly expenditure review to ensure the timely expenditure of the CSBG CARES Supplemental allocation. The monthly expenditure review will include an assessment of expenditures against established benchmarks and follow-up to address any identified concerns.

The enhanced quarterly expenditure review will include the activities conducted during the monthly expenditure reviews along with a line item reconciliation process that will involve detail expenditure verification to further confirm the accuracy of expense claiming by CSBG entities and to prevent waste, fraud, and abuse. The enhanced quarterly review will include a line item reconciliation process utilizing the eligible entities' general ledgers and general ledger detailed summary reports to verify the appropriateness of listed transactions and activities.

CSD has also added quarterly coordination calls as a forum for eligible entities to discuss CSBG CARES implementation challenges, identify training and technical assistance needs, provide information about current and upcoming events, and gather agency feedback about implementation.

- 103. CSBG CARES Supplemental Initial Monitoring Reports:** If the state monitors for CSBG CARES Supplemental only, provide the number of calendar days by which the state must disseminate an initial CSBG CARES Supplemental monitoring reports to local entities?

60

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

**Note:** If the state is integrating all CSBG CARES Supplemental monitoring into the *Regular CSBG Full On-Site*, the state should include an additional section specific to the

CSBG CARES Supplemental monitoring. If the state is conducting a CSBG CARES Supplemental only monitoring, the state must create a CSBG CARES Supplemental monitoring report.

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

**104. Closing Findings:** Is the state adding additional provisions to state monitoring procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings as it specifically relates to the CSBG CARES Supplemental?

Yes  No

**10.4a. Closing Findings Procedures:** If yes, describe the additional provisions here.

**[Narrative, 2500 characters]**

**Fiscal Controls and Audits and Cooperation Assurance**

**105. Fiscal Controls and Accounting:** As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to the state’s fiscal controls and accounting procedures that will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

**[Narrative, 3000 Characters]**

CSD will continue to utilize its current procedures for tracking CSBG CARES Supplemental funds.

**106. Single Audit Management Decisions:** As it relates specifically to the CSBG CARES Supplemental, describe any additional provisions to state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. **[Narrative, 3000 Characters]**

CSD will continue to utilize its current procedures for reviewing and monitoring eligible entities’ single agency-wide audits.

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

## **Section 11: Eligible Entity Tripartite Board**

For the purposes of the CARES Act, the Office of Community Services accepts the data submitted by the state in Section 11 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information now or at a later date.

## Section 12: Individual and Community Income Eligibility Requirements

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

- 200% of the HHS poverty line
- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold): 100 % [Numeric response]
- Varies by eligible entity [Narrative, 5000 characters]

**12.1 a.** Describe any changes to the state policy and/or procedures for income eligibility, such as treatment of income and family/household composition as originally described in your FFY2020 CSBG State Plan [as dated in Section 1 of this Plan].

- No changes were made to state policy and/or procedures for income eligibility
- Yes, there are changes to state policy and/or procedures for income eligibility as described below:

On August 24, 2020, the Governor of the State of California signed Executive Order N-75-20, which increases the income eligibility threshold for CSBG from 100% Federal Poverty Level (FPL) to 200% FPL. This increase to support economic and community development efforts in response to the pandemic shall be in effect throughout the duration of the State of Emergency that began on March 4, 2020. This increase shall not remain in effect beyond the maximum time consistent with federal law.

**12.1 b.** The change in the income eligibility threshold will apply to:

- CSBG CARES Supplemental ONLY
- CSBG CARES Supplemental AND regular CSBG funds

**12.2. Income Eligibility for General/Short Term Services:** Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

- No changes were made to income eligibility verification.
- Yes, there are changes to income eligibility verification as described below:  
[Narrative, 5000 Characters]

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

- No changes were made targeting services that provide community-wide benefit.
- Yes, there are changes to targeting services that provide community-wide benefits described below:

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

For the purposes of the CARES Act, the Office of Community Services accepts the information on the ROMA system submitted by the state in Section 13 of the most recently submitted CSBG State Plan (as dated in Section 1 of this Supplemental State Plan), and seeks no additional information on the state's ROMA system.

Please note that the state may describe state discretionary expenditures or additional training and technical assistance related to documentation and performance management for CSBG CARES Supplemental funding in Sections 7 and 8 of this Supplemental State Plan.

**Section 14: CSBG Programmatic Assurances and Information Narrative**  
*(Section 676(b) of the CSBG Act)*

**14.1 Use of Funds Supporting Local Activities**

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

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

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.
- Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

**Needs of Youth**

**14.1b. 676(b)(1)(B)** Describe how the state will assure “that funds made available through grant

or allotment will be used –

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

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

#### **Coordination of Other Programs**

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

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

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

#### **State Use of Discretionary Funds**

**14.2. 676(b)(2)** Describe “how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood- based initiatives related to the purposes of this subtitle.”

**Note:** Any information provided in previous sections of this application will be considered to be a supplementary description of how the state plans to use funds as necessary for this assurance. Additional information does not need to be provided here.

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

### Eligible Entity Service Delivery System

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

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

When the Governor of California issued a stay at home order on March 19, 2020, program operations of eligible entities were significantly impacted. Eligible entities were required to devise new approaches to their service delivery models to accommodate social distancing, mask-wearing, sanitation, and other public health directives. For example, client intake has moved from face-to-face to online or over the telephone. Food banks are currently operating a “drive-through” model rather than allowing clients to “stop and shop.” Services such as case management or employment training have moved from in-person to online. Issues with connectivity, telework, internet access, and the digital divide have become more pronounced as eligible entities continue to grapple with appropriate methods to serve their communities.

### Eligible Entity Linkages – Approach to Filling Service Gaps

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

**Note:** the state describes this assurance in the State Linkages and Communication section, item 9.3b of the regular CSBG State Plan.

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

### Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources 14.3c.

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

**Note:** the state describes this assurance in the State Linkages and Communication section, item 9.7 of the regular CSBG State Plan.

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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

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

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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

**Note:** The state describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b of the regular CSBG State Plan.

**Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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

**Note:** The state describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5 of the regular CSBG State Plan.

#### **Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

### **Federal Investigations**

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with federal investigations undertaken in accordance with section 678D.”

**Note:** the state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13 of the regular CSBG State plan.

#### **Please select the applicable response:**

- No change to the standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

### **Funding Reduction or Termination (Not Applicable to CSBG CARES Supplemental Funds)**

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

**Note:** the state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7 of the regular CSBG State Plan. This assurance is not applicable to the disaster supplemental because funds must be distributed to eligible entities based on needs directly related to the disaster.

- Check to acknowledge that Section 676(b)(8) is not applicable to the CSBG CARES Supplemental

and that funds must be distributed based on the CSBG formula.

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

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

**Note:** the state describes this assurance in the State Linkages and Communication section, item 9.6 of the regular CSBG State Plan.

#### **Please select the applicable response:**

- No change to standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

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

**Note:** the state describes this assurance in the Eligible Entity Tripartite Board in Section 11.3 of the regular CSBG State Plan.

#### **Please select the applicable response:**

- No change to standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

- 14.11. 676(b)(11)** Provide “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community service block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community serviced, which may be coordinated with the community needs assessment conducted for other programs.”

#### **Please select the applicable response:**

- No change to standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

Eligible entities were required to submit a CSBG CARES Local Plan (Local Plan). This plan detailed COVID-19 effects on individual health, access to community and behavioral health resources, nutrition for school-aged children who received free/reduced meals at school, employment, education, childcare, gaps in community services, service disruptions, agency capacity issues, and community resource/coordination issues in the eligible entities' service areas.

In preparing the Local Plan, CSD reviewed other needs assessment templates available in the network. On April 24, 2020, the National Community Action Partnership (NCAP) distributed the COVID-19 Community Needs Assessment Update Template. Shortly thereafter, the Texas Department of Housing and Community Affairs shared its draft needs assessment. CSD reviewed these templates and prepared the draft Local Plan. Prior to releasing the Local Plan to all California eligible entities, the Local Plan was vetted by the CSBG AC.

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

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

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

#### **Please select the applicable response:**

- No change to standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**

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

- 14.13. 676(b)(13)** Provide “information describing how the State will carry out the assurances described in this section.”

**Note:** The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan.

#### **Please select the applicable response:**

- No change to standard assurance in the CSBG State Plan.  
 Adaptations to the standard assurance in the CSBG State Plan for the CSBG CARES Supplemental are described below: **[Narrative, 3000 characters]**
- By checking this box and signing the Cover Sheet SF-424M, the state CSBG authorized official is certifying the assurances set out above.**

## Section 15: Federal Certifications

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

### 15.1. Lobbying

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

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

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

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

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

## 15.2. Drug-Free Workplace Requirements

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

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

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

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

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

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

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

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

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

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

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

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

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

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

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

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

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

### 15.3. Debarment

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

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

Instructions for Certification

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

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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***Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -***

***Primary Covered Transactions***

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

## Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person

who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\*\*\*\*\*

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

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  - (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- By checking this box, the state CSBG authorized official is providing the certification set out above.

#### **15.4. Environmental Tobacco Smoke**

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

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

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

4839-4491-0793, v. 1

## Public Comments and Responses

Public comments received from August 7, 2020, through August 21, 2020, are hereby incorporated into the Community Services Block Grant (CSBG) Coronavirus Aid, Relief, and Economic Security (CARES) Act Supplemental State Plan. Comments captured via written and oral testimony during the public comment period are as follows:

**1. Lynda Timbers, Executive Director, Project GO, Inc.**

“There is a reference in the State Plan Supplement that they ask about your intention with the 200%. There is a comment in there that is a little troubling to me and makes me curious. It is something to the effect that CSD is evaluating the value of making this change, and included is for the 2020, 2021, and 2022 contracts. What are you evaluating? What is hanging this up? I understand we’ve been told multiple times that it is in the Governor’s hands. I have sent, I can’t tell you how many faxes and letters over to the Governor’s Office, and no responses at all, so I feel your pain. But my question is: what is CSD analyzing and exploring relative to this?”

**CSD Response:** On August 24, 2020, the Governor signed an executive order to increase the CSBG eligibility to 200% in response to the pandemic. CSD has drafted new language in Sections 2 and 12 to reflect the eligibility increase from 100% FPL to 200% FPL.

**Lynda Timbers, Executive Director, Project GO, Inc.**

“The monitoring that is going to occur, the general ledger, the copies of invoices, the analysis as to whether or not we are meeting expectations, etc. I am a little concerned that the language in the plan is a little vague from that perspective. I would hope there would be more specific detail on what you are going to be asking and consideration for what additional workload this is going to put on our staff as far as scanning, copying, and sending, and all of that. We get invoices from our subcontractors because most of our CSBG money goes out to subs, and they send us receipts for everything. A \$.50 can of tuna goes on a receipt. I am concerned (1) about the workload on both sides, and (2) the expertise on the CSD end as far as whether or not it’s understood; what is being looked at; how many questions are going to occur because of this. In the past we’ve spent hours and hours going over petty receipts trying to explain what they are and how things tie. These are complicated accounting items and not necessarily something in the skill set of all people including me.”

**CSD Response:** CSD has developed a detailed monitoring webinar that was released to the network on August 17, 2020. The webinar fully explains the enhanced fiscal reviews and demonstrates CSD’s efforts to minimize administrative burden to agency personnel. Due to the impact of the pandemic, CSD will accommodate individual agency needs and limitations to solicit, collect, and review all required documentation. The enhanced fiscal reviews are similar

to CSD's normal fiscal reviews performed during a scheduled on-site visit. CSD will work with agencies to successfully implement this activity.

**2. Lynda Timbers, Executive Director, Project GO, Inc.**

"I agree you want to kind of limit the specificity. But it's pretty specific as far as we going to do monthly GLs, monthly and quarterly, and we are going to get monthly receipts and quarterly...It is pretty specific. I think you can be even more generic I would think where you are going to request "regular." I for one think monthly is absolutely overkill on this."

**CSD Response:** CSD has explained that the need for increased fiscal monitoring is to provide timely review of current and relevant expenses.

**3. Elizabeth Steinberg, Executive Director, Community Action Partnership of San Luis Obispo**

"I am just gravely concerned, and I want to just let you know I think that today I need to let David Bradley know that this is still being hung up in the Governor's Office about the 200% of poverty. It's August now, and there are couple of other states in this situation. But the 200% is to go through the next couple of years if I understand it all correctly. This is hampering you in the State Plan as well...I am just gravely concerned that we haven't been...and we've all been writing letters to the Governor...and I have gotten no response. I think I have done two letters. I just wanted all my colleagues to hear this grave concern with the number of people who've lost jobs, are about to be evicted, and had salaries before COVID are going to qualify up to 200%. So for me it's dire."

**CSD Response:** On August 24, 2020, the Governor signed an executive order to increase the CSBG eligibility to 200% in response to the pandemic. CSD has drafted new language in Sections 2 and 12 to reflect the eligibility increase from 100% of the Federal Poverty Level (FPL) to 200% FPL.

**4. Renee Zeimer, Board Chair, Economic Opportunity Council of Contra Costa County**

"When can we expect the State Supplemental Plan to be approved?"

**CSD Response:** The Office of Community Services has not released a timeline. It could take anywhere from 30 to 45 days before CSD receives approval of its CARES Supplemental State Plan.

**5. Renee Zeimer, Board Chair, Economic Opportunity Council of Contra Costa County**

"CAAs cannot move forward until we know whether the increase of eligibility to 200% is approved."

**CSD Response:** On August 24, 2020, the Governor signed an executive order to increase the CSBG eligibility to 200% in response to the pandemic. The network was notified of the increase on August 25, 2020.

**6. Greg Gehr, Executive Director, Northern California Indian Development Council**

“I won’t take time echoing what everyone else has said about the 200%, but the statewide Indian network is just as anxious as everyone else, particularly our on-reservation population, to be able to find out a resolution to that issue.”

**CSD Response:** On August 24, 2020, the Governor signed an executive order to increase the CSBG eligibility to 200% in response to the pandemic. CSD has drafted new language in Sections 2 and 12 to reflect the eligibility increase from 100% FPL to 200% FPL.

**7. Greg Gehr, Executive Director, Northern California Indian Development Council**

“I wanted to just say thank you and make a minor suggestion on the State Plan. In Section 5 you say that there are no changes, and yet there is a wonderful change in Section 5. Section 5 lists the accurate LPA status for the historical NIAs that are also eligible entities LPAs and includes a description of that eligible entity LPA status and what its historical connection is. I want to thank you. I know that that was something that was promised to us, and I am really glad to see it in there, and I thought I would make a point that when you say there are no changes to Section 5, there actually is change to Section 5, and it’s a wonderful change.”

**CSD Response:** Thank you.

**8. Charlaine Mazzei, Executive Director, Del Norte Senior Center**

“My biggest concern was the increased fiscal monitoring for the CARES money, and I don’t know if that got discussed at the CAC meeting. I think having us send our general ledger reports is cumbersome, and there’s no real process to do that.”

**CSD Response:** CSD has explained that the need for increased fiscal monitoring is to provide timely review of current and relevant expenses.

# State's Official CSBG Designation Letter

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## OFFICE OF THE GOVERNOR

May 22, 2019

Mr. Clarence H. Carter  
Director  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human  
Services 330 C Street, S.W.  
Washington, D.C. 20201

Dear Mr. Carter:

Pursuant to 42 U.S.C. 9908(a)(1) and Title 45, Part 96.10(b) of the Code of Federal Regulations, I hereby delegate signature authority to Linné K. Stout, Director of the State of California's Department of Community Services and Development, and her successor, for the purposes of submitting the application and certifying compliance with federal assurances relating to the Community Services Block Grant and Low-Income Home Energy Assistance Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Gavin Newsom", written over a horizontal line.

Gavin Newsom  
Governor of California

GOVERNOR GAVIN NEWSOM • SACRAMENTO, CA 95814 • (916) 445-2841