

West Virginia

Community Services Block Grant

FY 2014 and FY 2015 Application & State Plan

I. Federal Fiscal Year Covered by this State Plan and Application

This State Plan is for the Federal fiscal year 2014 and 2015.

II. Letter of Transmittal to the Office of Community Services

III. Executive Summary

A. CSBG State Legislation: Not Applicable

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

The West Virginia Office of Economic Opportunity (OEO) has been designated by the Governor Earl Ray Tomblin of West Virginia to act as the lead agency for the administration of the Community Services Block Grant (CSBG).

Designated State Agency: West Virginia Office of Economic Opportunity

Director: Ms. Julie A. Alston | Julie.A.Alston@wv.gov

CSBG Administrator: Ms. Shelly Woda | Shelly.J.Woda@wv.gov

C. Public Hearing Requirements

- (1) **Public Hearing:** Public Hearing on the 2014 State Plan was held on August 21, 2012 in the second floor conference room, 700 Washington Street East, Charleston, WV 25301 at 3:00 pm. Notice of the meeting was provided to the community action network, through emails and to the public through legal advertisements in eight regional newspapers of general distribution.

Appendix A.1 – Public Hearing Minutes, August 21, 2013

- (2) **Legislative Hearing:** The WV Office of Economic Opportunity addressed the Joint Finance Committee of the West Virginia Senate and the House of Delegates on February 13, 2013. Notice of meeting was provided to the community action network and made available to the public through the legislative public announcements.

Appendix A.2 – Legislative Hearing Minutes, February 13, 2013

- (3) **Public Inspection of State Plan:** The West Virginia CSBG State Plan for FFY 2014 and FFY 2015 was made available for public comment during the time period of August 7, 2013 through August 21, 2013. The State Plan was posted on the OEO website <http://www.oeo.wv.gov/newsroom> and notification of said posting distributed to the 16 Community Action Agencies (CAA's) for their comments. The public was notified of the availability of the

plan through advertisements in eight newspapers of general distribution in West Virginia.

- Appendix A.3 – Notification of Plan Availability for Comment
Appendix A.4 – List of newspapers and dates of publication

IV. Statement of Federal and CSBG Assurances

As part of West Virginia’s annual application and plan required by Section 676 of the Community Service Block Grant Act as amended (42 U.S.C. 9901 et seq) (The Act), the Office of Economic Opportunity, the designee of the chief executive office of the state hereby agrees to the Assurances in Section 676 of the Act.

A. Programmatic Assurances

- (1) Funds made available through this grant allotment will be used:
 - (a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

- (b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneur programs); and after school child care programs; and
 - (c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the Community Services Block Grant Program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; [676(b)(2)]
- (3) To submit information provided by eligible entities in the State, including:
 - (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State:
 - (b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
 - (c) a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
 - (d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [676(b)(3)]
- (4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.[676(b)(4)]
- (5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs

to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services. The State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;[‘676(b)(5)]

- (6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities; [‘676(b)(6)]
- (7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act; [‘676(b)(7)]
- (8) That any eligible entity in the State that received funding in the previous fiscal year through a Community Services Block Grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.[‘676(b)(8)]
- (9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnership with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. [‘676(b)(9)]
- (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. [‘676(b)(10)]
- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, a CSBG Application which shall be submitted to the Secretary, at the request of the Secretary, with the State plan that includes a community needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; [‘676(b)(11)]
- (12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, a performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act. [‘676(b)(12)]
- (13) To provide information describing how the State will carry out these assurances. [‘676(b)(13)]

B. Administrative and Financial Assurances

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

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. [‘675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the Community Services Block Grant Program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of un-obligated funds outlined below. [‘675C(a)(1) and (2)]
- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when un-obligated funds exceed 20 percent of the amount so distributed to such recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the Community Services Block Grant Program. [‘675C (a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A of the State allotment received under section 675B for administrative expenses, including monitoring activities. [‘675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675 C regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [‘675C]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or ‘675B for the period covered by the State plan. [‘676(a)(2)(B)]
- (7) That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State Community Services Block Grant Program activities. [‘676(a)(1)]

- (8) To hold as least one legislative hearing every three years in conjunction with the development of the State plan. [‘676(a)(3)]
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [‘676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
 - (a) a full onsite fiscal and programmatic review of each such entity will be conducted no less than triennially;
 - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant Program;
 - (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - (d) other reviews as appropriate, including reviews of entities with programs, that have had other federal, State or local grants (other than assistance provided under the Community Services Block Grant Program) terminated for cause. [‘678B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the Community Services Block Grant Program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
 - (a) inform the entity of the deficiency to be corrected;
 - (b) require the entity to correct the deficiency;
 - (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the

funding to the eligible entity unless the entity corrects the deficiency.[‘678C(a)]

- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the Community Services Block Grant program. [‘678D(a)(3)]
- (14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System [‘678E(a)(1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ‘678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of Community Services Block Grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in the CSBG Reauthorization Act of 1998, Section 678F(a) Construction of Facilities – (1) Limitations.
- (17) To ensure that programs assisted by Community Services Block Grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Community Services Block Grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F C]
- (19) To consider the religious organizations on the same basis as other non-governmental organizations to provide assistance under the program is implemented in a manner which is consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance

under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the Community Services Block Grant program. [‘679]

C. Other Administrative Certifications

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of community services block grant program funds.
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children’s services and that all sub-grantees shall certify accordingly.

APPENDIX A.5 – Certification Regarding Lobbying

APPENDIX A.6 – Certification Regarding Drug-Free Workplace

APPENDIX A.7 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters

APPENDIX A.8 – Certification Regarding Environmental Tobacco Smoke

Julie A. Alston, Director
West Virginia Office of Economic Opportunity

Date

V. Narrative State Plan

A. Administrative Structure

(1) State Administrative Agency: Mission and Goals

- (a) Mission Statement: The West Virginia Office of Economic Opportunity (OEO) ensures the integrity of programs by providing funding, training, technical assistance and oversight for a statewide network of partners

that increase economic opportunities for individuals, families and communities in West Virginia.

In addition to the Community Service Block Grant, OEO administers Weatherization and Homeless programs. The weatherization program is funded by the US Department of Energy and by a sub-grant of Low Income Energy Assistance Program (LIEAP) funds by the West Virginia Department of Health and Human Resources. Homeless programs are funded by the US Department of Housing and Urban Development.

- (b) Goals: A primary OEO goal is to support and strengthen efforts in West Virginia that allow low income residents to move to self-sufficiency. As a funder, rather than a provider of direct services, OEO has several roles in seeing that goal achieved through the direct work of CSBG eligible entities, as well as the subgrantees of other programs.

A first responsibility of a pass-through agency is to see that subgrantees receive approved grant funds in a timely way so that necessary services are not interrupted. Hand-in-hand with that is the responsibility to monitor the use of those funds and provide oversight, training and technical assistance to subgrantees so they can effectively and efficiently meet their obligations – both in providing services and in safeguarding the federal, state, local and private funds available to provide those services.

As the state agency administering the Community Service Block Grant, OEO also needs to be aware of other statewide public and private initiatives that also address poverty in West Virginia, and whenever possible, to coordinate services, and to cooperate in broad efforts to address barriers to self-sufficiency and reduce poverty in West Virginia.

(2) CSBG Eligible Entities

The State of West Virginia provides opportunities, services, and support through the Community Services Block Grant, to all 55 counties in the State. The State sub-grants to 16 eligible entities with geographically defined service territories that provide state wide coverage.

- (a) Eligible Entities

APPENDIX A.9 – List of Eligible Entities

- (b) Geographic Area Serviced

APPENDIX A.10 – Map of Geographic Areas Served by CSBG Eligible Entities

(3) Distribution and Allocation of Funds

Planned Distribution of Funds in West Virginia will follow the CSBG criteria:

Eligible Entities:	90%
Discretionary Programs:	5%
State Administration:	5%

APPENDIX A.11 - CSBG Allocations and Distributions for 2013

B. Description of Criteria and Distribution Formula

The Governor of West Virginia has deemed 16 community action agencies as eligible entities under the Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended. The 16 eligible entities receive 90 percent of the State's Community Services Block Grant allotment using a Base + Formula funding method.

Each eligible entity will receive a base amount of \$150,000. An additional \$5,000 base amount is awarded for each county in the entity's geographical service area to include all 55 counties. The remaining funds of the 90% restricted funds are divided by the number of low-income persons at or below 125% of the federal poverty level as determined by the U.S. Census Bureau, 2005-2009 American Community Survey, giving an average to multiply by the number of persons meeting the criteria in each service area. The three factors will become the eligible entity's annual CSBG allocation.

Funding will be made available for transfer to the eligible entities based on notification of funding availability from the DHHS – Administration for Children and Families. With any increases/decreases in the State's allotment, eligible entities will receive an increase/decrease in funding proportionate to the increase/decrease provided to the State.

C. Description of Distribution and Use of Restricted Funds

CSBG Application for Funding: Ninety percent (90%) of the CSBG funds allotted to the State will be allocated to CSBG eligible entities based on the established formula. OEO negotiates the use of CSBG funds after review of the annual CSBG Application submitted by each eligible entity. The CSBG Application includes an agency resolution; annual community needs assessment certification; ROMA logic models; board of director's contractual certifications; planned budget, a community action plan describing the planned services and programs, and cost allocation plan or indirect cost rate.

Grant Period: West Virginia operates its CSBG program on a calendar year of January 1 through December 31. Eligible entities must spend the entire previous year's allotment prior to beginning a new grant. OEO will not permit an entity to spend multiple allotments simultaneously.

Extended Grant Period: To ensure all funds are expended by the program completion date, OEO works closely with agencies that are still spending carry-over funds after the 12th month of program operations. If needed, OEO will approve a formal request from an eligible entity to extend the period of the grant beyond 12 months. Extensions will be granted in 3 month increments until all funds are spent. If after the 15th month, an entity has un-obligated funds they cannot expend, which exceed 20 percent of the amount distributed for that fiscal year, the State will help them negotiate distribution of the funds to a private, nonprofit organization, located within their service area for activities consistent with the purposes of the

Community Services Block Grant program. (675C(A)(3)). If needed, an agency must request a contract extension in the 11th month of the current program year in order to carry-over funds.

Due to provisions in the federal appropriations act, OEO does not recapture and redistribute CSBG funds allocated to any CSBG eligible entity when the annual unobligated grant amount exceeds 20 percent of their annual grant award. Unless such provisions change in 2014, OEO will not recapture nor redistribute funds to an eligible entity.

Distribution of Funds: Sub-grantees which maintain: (1) written procedures that minimize the time elapsing between the transfer of funds and disbursement by the recipient, and (2) financial management systems that meet the standards for fund control and accountability, have the option to be paid in advance. Recipients are authorized to submit requests for advances or reimbursements no more than monthly. The funding request is checked against the approved budget and a report of monthly expenditures.

D. Description of Distribution and Use of Discretionary Funds

The State of West Virginia will use five percent (5%) of CSBG allocated funds to provide funding to eligible entities and other non-profit applicants representing a state-wide initiative. An applicant's submission of a proposal for funding to support activities described in Sec.675(c)(1)(A)(B) and/or projects which are innovative community and/or neighborhood based initiatives will be considered by OEO on a case-by-case basis. Discretionary funds can be awarded for the following purposes: (1) awards to local agencies for expansion to new areas, (2) grants for exemplary or demonstration programs, (3) competitive grants for exemplary or demonstration programs, (4) training and technical assistance, (5) statewide programs, and (6) general support. Eligible entities which have carried over FY 2013 funds beyond the 15th month will not be eligible to apply for discretionary funds.

E. Description of Use of Administrative Funds

The State of West Virginia will use five percent (5%) of the total grant for administrative expenses. These funds will be used for salaries, fringe benefits, rent, office supplies and other such expenses of OEO and to support monitoring, both programmatic and fiscal, of recipients of Community Service Block Grant funds, as well as providing technical assistance when feasible, required or as a result of a documented need. Administrative funds also support attendance for OEO staff to attend at least one national training provided by NASCSP annually, and at least one other skill based training.

The State of West Virginia is under the umbrella and in compliance with the Single Audit Act, in accordance with OMB Circular A-133. A copy of the State of West Virginia, Single Audit Year Ending June 30, 2012 has been submitted as required to the Federal Audit Clearinghouse, Bureau of Census. The State received the audit on March 31, 2013.

The State's Charity Tax Credit Program is called the Neighborhood Assistance

Program, which is designed to help improve distressed neighborhoods through the creation of effective partnerships between community-based organizations and the business community. No CSBG funds are utilized for this effort.

APPENDIX A.12 – Planned State Administrative Expenditures for 2014|2015

F. State Community Services Program Implementation

(1) Program Overview

(a) The Service Delivery System

Resources and direct services are provided to low-income families and individuals and to communities in all 55 counties of West Virginia through the work of the 16 eligible entities, geographically located throughout the State.

The 16 eligible entities work independently within their service territory, and join together for statewide education and advocacy around issues affecting low-income families and individuals in their communities. Each eligible entity provides a unique mix of programs and services.

West Virginia is the only state contained entirely within the Appalachian region. Its economy is profoundly influenced by its geography of mountainous areas divided by deep river valleys. Despite improved highways in the state, geography can create divisions that are difficult to bridge. The state is rich in natural resources, but patterns of land and mineral ownership have shaped the State's economic development in ways that infrastructure, labor market, and distribution systems have seldom matched the needs of the resident population.

(b) Linkages

CSBG eligible entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client circumstances. CSBG eligible entities have developed extensive information and referral networks and/or "one stop" service centers to meet the many needs of the clients seeking services. Through linkages established within the service area individuals and families can be connected to an array of local programs and services to meet the needs of family members.

A condition of continued receipt of CSBG funds each year is the submission of an annual CSBG Application which includes information on programs which assist low-income individuals and includes the entities follow-up mechanisms. CSBG eligible entities are encouraged to provide appropriate case management services including an assessment of the household's needs and a plan of action to meet the needs and regular follow-up to ensure that clients are making progress in meeting established goals.

Overall progress of clients attaining self-sufficiency is reviewed by OEO program staff by way of quarterly programmatic data submissions via the quarterly CSBG IS Reports.

(c) Coordination with Other Public and Private Resources

Eligible entities partner with other public and private resources to provide a complete range of services for individuals, families, and communities. In Fiscal Year 2012, the eligible entities reported leveraging a total of \$88,319,424 non-Community Service Block Grant Funds to meet identified community needs.

Each CSBG eligible entity includes a description of how the entity coordinates and mobilizes public and private resources to effect maximum leveraging for CSBG funds (*ROMA Goal 4: Partnerships among supporters and providers of service to low-income people are achieved, and ROMA Goal 5: Agencies increase their capacity to achieve results*). CSBG funds provide the underpinning which enable CSBG eligible entities to operate an array of anti-poverty and social service programs. Coordination of public and private funding takes place at the local level in a variety of ways suited to the individual community and available resources. CSBG eligible entity staff and/or administrators meet with other providers in the service area to determine how best to not duplicate services while providing the services needed to meet the emergency needs of low-income persons and establishing/improving programs which assist low-income persons to transition out of poverty.

(d) Innovative Community and Neighborhood-based Initiatives

At least every three (3) years, each CSBG eligible entity is required to conduct an assessment of the needs of the persons in their CSBG service area. As a result of this assessment, the entity develops a plan as to how best to identify, coordinate, and/or develop local resources to address the needs identified in the community assessment. Additionally, in their annual CSBG Application they must describe the community improvement and revitalization projects to be operated and efforts to improve the quality of life and assets in low-income neighborhoods (*ROMA Goal 2: Community—The conditions in which low-income people live are improved.*). The description of these projects and efforts is to include discussion of partners and collaborators and methods that will be used to evaluate progress in achieving their goals. CSBG funds are utilized to plan such projects and efforts and to support the operation of the project and provision of services.

(e) Community Action Network Collaboration

The West Virginia Community Action Partnership (WVCAP) represents the 16 community action agencies and provides a forum for discussing current issues, sharing best practices and collaborating on solutions to

shared problems. At the invitation of WVCAP, management of OEO attends WVCAP monthly meetings to facilitate communication with the network. Other OEO staff will attend WVCAP meetings, as needed, at the request of partnership members. OEO also supports and participates in the Annual training conference conducted by WVCAP.

(2) Community Needs Assessments

The West Virginia Office of Economic Opportunity has previously required eligible entities to conduct a comprehensive community needs assessment at least once every three years; however, due to the complexity and expense associated with conducting these assessments, OEO is changing the frequency at which these assessments should be completed from once every three years to a minimum of once every five years. The entity may conduct more frequent community needs assessments as deemed necessary.

Eligible entities are encouraged to partner with other community organizations and utilize existing needs assessments from the communities to supplement the entity's comprehensive assessment.

(3) Tripartite Boards

The West Virginia Office of Economic Opportunity mandates all 16 eligible entities that are private, non-profit entities to maintain a current listing of board membership records and meeting information; including meeting minutes, attendance records, and volunteer hours donated by board members. Information is to be posted to the state designated electronic database within 10 business days after each scheduled meeting occurs. Meeting minutes should be posted once approved by the board of directors.

Eligible entities must comply with Section 676B of the Act, in particular, the board of directors must fully participates in the development, planning, implementation, and evaluation of the program to serve low-income communities. The members of the board shall be selected by the entity and the board shall be composed so as to assure that—1/3 of the members of the board are elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the board is less than 1/3 of the membership of the board, membership on the board of appointive public officials or their representatives may be counted in meeting such 1/3 requirement; not fewer than 1/3 of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and each representative of low-income individuals and families selected to represent a specific neighborhood within a community resides in the neighborhood represented by the member; and the remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

(4) State Charity Tax Credit Program

The state charity tax credit program in West Virginia is administered by the West Virginia Development Office as the Neighborhood Investment Program. Tax credits are awarded to businesses which contribute to non-profit agencies to provide services to low-income persons. No CSBG funds are used to offset any revenue losses incurred by the state, or for any other aspects of the program. Information provided by the West Virginia Development Office indicates that community action agencies are currently using this program and have been in some form since 1997. Community Action Agencies are encouraged to obtain current information from the West Virginia Development Office and to participate as appropriate.

(5) Programmatic Assurances

(a) **Assurance '676(b)(1):** Funds made available through this grant will be used:

(1) **To support activities that are designed to assist low-income families and individuals** remove obstacles to self-sufficiency, secure and retain employment, attain adequate education, make better use of available income, obtain adequate housing, obtain emergency assistance and achieve greater participation in community affairs;

(2) **to address the needs of youth; and**

(3) **To make more effective use of, and coordinate with, other programs (including State welfare reform efforts).**

Each eligible entity prepares an annual plan that describes how they will use their allotment of CSBG funds to address the fundamental needs in their community as identified by their community needs assessment.

(b) **Assurance 676(b)(4): Eligible entities provide services needed to counteract conditions of starvation and malnutrition:**

All CSBG eligible entities either operate a food pantry on-site, or they make referrals to a local pantry where families in need can have access to food items donated by members of the community. Some CSBG eligible entities administer other food programs sponsored by the U.S. Department of Agriculture, and senior congregate and home-delivered meals programs.

(c) **State Assurance '676(b)(5): Eligible entities will coordinate and establish linkagesto assure effective delivery of services...and avoid duplication....**

CSBG eligible entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address

various client circumstances. Many CSBG eligible entities have developed extensive linkage, information and referral networks and/or “one stop” service centers.

Coordination and service delivery is enhanced through collaboration with WV 2-1-1, a state-wide information and referral system that is able to refer low-income callers to a variety of services in their immediate area. CSBG discretionary funds have helped develop the databases and several CSBG coordinators and other eligible entity staff remain active partners in the development and support of this important state-wide resource.

(d) Assurance ‘676(b)(6): The State will ensure coordination among antipoverty programs

In the eligible entities’ FY 2014 application, eligible entities will address local coordination plans. In addition, OEO staff will actively work to develop and expand public and private partnerships on the state level. Coordination of services will be increasingly important as federal resources are reduced for many programs.

12 of 16 CSBG eligible entities administer Weatherization Assistance Program for Low-Income Persons using funds provided by the U. S. Department of Energy and by LIEAP funds passed through by the West Virginia Department of Health and Human Resources. Several CSBG eligible entities have working relationships with local WorkForce West Virginia boards and administer welfare-to-work programs.

(e) Assurance ‘676(b)(9): Procedures to petition board of eligible entity for adequate representation.

West Virginia has a rich tradition of the involvement of local organizations and faith-based communities in meeting the needs of low-income residents. The State and CSBG eligible entities will continue to coordinate programs 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.

G. Fiscal Controls and Monitoring

(1) State Program Monitoring

The West Virginia Office of Economic Opportunity is committed to the diligent adherence to the requirements of Section 678B(a) of the CSBG Act. To accomplish this OEO is in the process of reviewing and strengthening monitoring protocols and procedures agency-wide, in the belief that monitoring is one of the most important forms of support OEO can provide to subgrantees. OEO will provide the following types of monitoring of CSBG subgrantees.

- (a) Triennial Onsite Programmatic Monitoring: As required by the CSBG Act, OEO will provide a full onsite programmatic review of each eligible entity no less than once every three years. The purpose of that on-site visit is to assess the necessary compliance by the eligible entity with the programmatic and fiscal requirements of the CSBG Act. This visit will be conducted in accordance with the guidance provided in Information Memorandum Transmittal No. 97, dated October 10, 2006.
- (b) Annual Desktop Fiscal Monitoring: OEO will now be performing a complete fiscal review annually for each subgrantee to strengthen financial oversight of the CSBG awards. The review will include, but may not be limited to, a full review and testing of subgrantee financial/accounting policies and practices, a review of invoicing and monthly expenditure reporting, and the accuracy of related documentation. The monitors will review financial statements and other accounting records to ensure all CSBG funds are maintained and utilized in accordance with all applicable state and federal regulations. This review will be performed through an off-site desktop monitoring process when possible.
- (c) New Eligible Entity Monitoring: An onsite review of each newly designated entity is conducted immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant program;
- (d) Follow-up Monitoring: Follow-up reviews including prompt return visits to eligible entities, and their programs that fail to meet the goals, standards, and requirements established by the State. If the on-site monitoring reveals serious deficiencies and the deficiencies are not corrected in a timely manner in accordance with requirements, OEO will conduct a follow-up on-site team monitoring review and provide training and technical assistance as deemed necessary.
- (e) Additional Monitoring: Other reviews are conducted as appropriate. These might include reviews of entities with programs that have had other Federal, state, or local grants (other than assistance provided under the Community Services Block Grant program) terminated for cause. ('676B(a) When a CSBG eligible entity is experiencing problems with programs other than CSBG, OEO maintains close contact with the entity to ensure that state staff members are available to provide training and technical assistance as deemed necessary for the CSBG program operations.
- (f) The State also conducts routine in-house desk reviews which include an examination of performance and expenditure rates based on monthly reports submitted to OEO by each eligible entity and a review of quarterly outcome and performance data.
- (g) OEO will provide timely feedback to eligible entities on the results of each monitoring visit with an opportunity for the monitored entity to

respond to all findings and recommendations. After an on-site monitoring visit, the OEO monitoring team will provide a written monitoring report to the entity's executive director that documents the findings, corrective actions required, and recommended actions. CSBG eligible entities and other CSBG funded organizations are required to respond to the report with an assigned time frame.

The OEO monitoring team will evaluate the adequacy of the responses and corrective action. A follow-up on-site monitoring will be scheduled as deemed necessary. A copy of the state's monitoring report is also provided to the presiding officer and/or the entity's governing board at the discretion of OEO. Organizations will be advised of the defined period in which to respond to the report.

While the basic obligation of monitoring is to assess compliance, OEO also views monitoring as a continuing opportunity to learn about the entity, the communities it serves, and to offer technical assistance or provide support to the entity as requested.

Attached is a list of all eligible entities, the date of the last audit conducted and period covered by the audit.

APPENDIX A.13 – Chart of CSBG Eligible Entities Audit Dates and Period Covered

(2) Corrective Action, Termination and Reduction of Funding

If the State determines, on the basis of a final decision in a review pursuant to section 678B of the CSBG Act, that an eligible entity fails to comply with the terms of an agreement, or the State plan, to provide services under this subtitle or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State shall

- (a) Inform the entity of the deficiency to be corrected;
- (b) Require the entity to correct the deficiency;
- (c) Offer training and technical assistance, if appropriate, to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate.
- (d) At the discretion of the State (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), allow the entity to develop and implement within 60 days after being informed of the deficiency, a quality improvement plan to correct such deficiency within a reasonable period of time, as determined by the State; and

- (e) Not later than 30 days after receiving from an eligible entity a proposed quality improvement plan pursuant to paragraph (d), either approve such proposed plan or specify the reasons why the proposed plan cannot be approved; and
- (f) After providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. (678(C)(a))
- (g) REVIEW.—A determination to terminate the designation or reduce the funding of an eligible entity is reviewable by the Secretary. The Secretary shall, upon request, review such a determination. The review shall be completed not later than 90 days after the Secretary receives from the State all necessary documentation relating to the determination to terminate the designation or reduce the funding. If the review is not completed within 90 days, the determination of the State shall become final at the end of the 90th day.
- (h) DIRECT ASSISTANCE.—Whenever a State violates the assurances contained in section 676(b)(8) and terminates or reduces the funding of an eligible entity prior to the completion of the State hearing described in that section and the Secretary’s review as required in subsection (b), the Secretary is authorized to provide financial assistance under this subtitle to the eligible entity affected until the violation is corrected. In such a case, the grant or allotment for the State under section 675A or 675B for the earliest appropriate fiscal year shall be reduced by an amount equal to

(3) Fiscal Controls, Audits and Withholding

Monthly financial reporting, tri-annual onsite reviews, annual desk reviews, compliance with the standards of the Office of Management and Budget provide the foundation of a monitoring plan used by OEO to ensure compliance with the Section 678D(a)(1) and 678D(a)(2) of the Act. OEO is committed to implementing the assurances related to fiscal control listed below:

- (a) **Assurance ‘676(b)(7):** The State of West Virginia, Office of Economic Opportunity, will permit and cooperate with federal investigations undertaken in accordance with Section 678D of the Act.
- (b) **Assurance 676(b)(8):** The West Virginia Office of Economic Opportunity attests that any eligible entity in the State that received funding in the previous fiscal year through a Community Services Block Grant under the Community Services Block Grant program will not have its funding terminated unless after providing notice and an opportunity for a hearing on record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act. A new funding allocation formula may be applied for Program Year 2012 to adjust each agency’s

proportional share of funding using the U.S. Census Bureau data for allocation of funding per poverty level person in the service area. In the event of substantial funding decrease, with appropriate notice to both OCS and the Community Action network in West Virginia, OEO reserves the right to adjust both the base and formula distribution.

- (c) **Assurance 676(b)(10):** The West Virginia Office of Economic Opportunity requires each eligible entity in the State to establish procedures by a low-income individual, a community or religious organization, or a representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board of the eligible entity to petition for adequate representation.

H. Accountability and Reporting Requirements

(1) Results Oriented Management and Accountability (ROMA)

The following is a description of how the State will comply with the assurance in 676(b)(12) of the Act.

Beginning in 2001 and for several years thereafter, West Virginia CSBG eligible entities began reporting outcomes information related to the ROMA reporting requirements as required by the U. S. Department of Health and Human Services. In PY 2005, OEO subsequently began gathering performance data reported by CSBG eligible entities on the National Goals, aggregated data on a statewide basis to report outcome information for the National Association for State Community Services Programs' (NASCSPP) Information Systems (IS) Survey. In 2005, OEO began reporting performance-based data on the National Goals/National Performance Indicators (NPI) outlined below. The NPI reporting system will be used in 2014 and 2015 to report outcome information and to assist in completing portions of the National IS Survey and the State's CSBG Annual Report.

Effective within the 2005 program year, OEO began requiring CSBG eligible entities, as part of their annual CSBG Application, to establish 12-month performance targets for the number of persons that they plan to serve, transition out of poverty and or achieve outcomes associated with each program service. OEO plans to monitor each eligible entity's progress toward meeting their annual target for transitioning persons out of poverty.

ROMA Goals and National Performance Indicators

Goal 1: Low-Income People Become More Self-Sufficient

National Performance Indicator

1.1 – Employment

The number of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

- A. Unemployed and obtained a job
- B. Employed and maintained a job for at least 90 days
- C. Employed and obtained an increase in employment income/benefits
- D. Achieved “living wage” employment and/or benefits

National Performance Indicator

1.2 – Employment Supports

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

- A. Obtained skills/competencies required for employment
- B. Completed ABE/GED and received certificate or diploma
- C. Completed post-secondary education program and obtained certificate or diploma
- D. Enrolled children in “before” or “after” school programs
- E. Obtained care for child or other dependent
- F. Obtained access to reliable transportation and/or driver’s license
- G. Obtained health care services for themselves or a family member
- H. Obtained safe and affordable housing
- I. Obtained food assistance
- J. Obtained non-emergency LIEAP energy assistance
- K. Obtained non-emergency WX energy assistance
- L. Obtained other non-emergency energy assistance (State/ local/ private energy program. Not including LIEAP and WX)

National Performance Indicator

1.3 – Economic Asset Enhancement and Utilization

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

- A. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits
- B. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.
- C. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.
- D. Number of participants demonstrating ability to complete and maintain a budget for over 90 days

- E. Number of participants opening an Individual Development Account (IDA) or other savings account
- F. Number of participants who increased their savings through IDA or other savings accounts and the aggregated dollar amount of savings
- G. Number of participants capitalizing a small business with accumulated savings
- H. Number of participants pursuing a post-secondary education due to savings
- I. Number of participants purchasing a home due to accumulated savings
- J. Number of participants purchasing other assets with accumulated savings

Goal 2: The Conditions in Which Low-Income People Lives are Improved

These indicators measure and collect outcomes on successful CAA projects that build “community assets,” including not only material improvements, like affordable homes and safe streets, but even changes in public policy that will reduce the causes of poverty and revitalize the low-income community.

National Performance Indicator

2.1 - Community Improvement and Revitalization

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

- A. Jobs created, or saved from reduction or elimination in the community
- B. Accessible “living wage” jobs created, or saved from reduction in the community.
- C. Safe and affordable housing units created in the community.
- D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy
- E. Accessible and affordable health care services/facilities for low-income people created or maintained.
- F. Accessible safe and affordable childcare or child development placements opportunities for low-income families created or maintained.
- G. Accessible “before” school and “after” school program placement opportunities for low-income families created or maintained.
- H. Accessible new, preserved, or expanded transportation resources available to low-income people, including public or private transportation.
- I. Accessible preserved or increased educational and training placement opportunities for low-income people in the community,

including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.

National Performance Indicator

2.2 - Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

- A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets;
- B. Increase in the availability or preservation of community facilities;
- C. Increase in the availability or preservation of community services to improve public health and safety;
- D. Increase in the availability or preservation of commercial services within low-income neighborhoods; and
- E. Increase in or preservation of neighborhood quality-of-life resources.

National Performance Indicator

2.3 – Community Engagement

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

- A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives
- B. Total number of volunteer hours donated to the agency

Goal 3: Low-Income People Own a Stake in Their Community

National Performance Indicator

3.1 – Community Enhancement through Maximum Feasible Participation

Total number of volunteer hours donated by low-income individuals to Community Action

National Performance Indicator

3.2 – Community Empowerment through Maximum Feasible Participation

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

- A. Number of low-income individuals participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.
- B. Number of low-income individuals acquiring businesses in their community as a result of community action assistance.
- C. Number of low-income individuals purchasing their own homes in their community as a result of community action assistance.
- D. Number of low-income individuals engaged in non-governance community activities or groups created or supported by community action.

Goal 4: Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved

National Performance Indicator

4.1 – Expanding Opportunities through Community-Wide Partnerships

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

- A. Nonprofit
- B. Faith Based
- C. Local Government
- D. State Government
- E. Federal Government
- F. For-Profit Business or Corporation
- G. Consortiums/Collaboration
- H. Housing Consortiums/Collaboration
- I. School Districts
- J. Institutions of post-secondary education/training
- K. Financial/Banking Institutions
- L. Health Service Institutions

Goal 5: Agencies Increase Their Capacity to Achieve Results

National Performance Indicator

5.1 – Broadening the Resource Base

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

- A. Number of C-CAPs
- B. Number of ROMA Trainers
- C. Number of Family Development Trainers and Child Development Trainers
- D. Number and Hours of staff attending trainings
- E. Number and Hours of board members attending training

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator

6.1 – Independent Living

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

- A. Senior Citizens
- B. Individuals with Disabilities (Ages: 0-17; 18-54; 55+)

National Performance Indicator

6.2 – Emergency Assistance

The number of Low-Income individuals served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:

- A. Emergency Food
- B. Emergency fuel or utility payments funded by LIEAP or other public and private funding sources
- C. Emergency Rent or Mortgage Assistance
- D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)
- E. Emergency Temporary Shelter
- F. Emergency Medical Care
- G. Emergency Protection from Violence
- H. Emergency Legal Assistance
- I. Emergency Transportation
- J. Emergency Disaster Relief
- K. Emergency Clothing

National Performance Indicator

6.3 – Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

- A. Infants and children obtain age appropriate immunizations, medical and dental care.
- B. Infant and child health and physical development are improved as a result of adequate nutrition.
- C. Children participate in pre-school activities to develop school readiness skills.
- D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.
- E. Youth improve physical health and development.
- F. Youth improve social/emotional development.

- G. Youth avoid risk-taking behavior for a defined period of time.
- H. Youth have reduced involvement with criminal justice system.
- I. Youth increase academic, athletic or social skills for school success by participating in before or after school programs.
- J. Parents and other adults learn and exhibit improved parenting skills.
- K. Parents and other adults learn and exhibit improved family functioning skills.

National Performance Indicator

6.4 – Family Supports

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

- A. Enrolled children in before or after school programs
- B. Obtained care for child or other dependent
- C. Obtained access to reliable transportation and/or driver's license
- D. Obtained health care services for themselves or family member
- E. Obtained safe and affordable housing
- F. Obtained food assistance
- G. Obtained non-emergency LIEAP energy assistance
- H. Obtained non-emergency WX energy assistance
- I. Obtained other non-emergency energy assistance (State/local/private energy programs)

National Performance Indicator

6.5 – Service Counts

The number of services provided to Low-Income individuals, as measures by one or more of the following:

- A. Food Boxes
- B. Pounds of Food
- C. Units of Clothing
- D. Rides Provided
- E. Information and Referral Calls

Note: The WV Community Action Network has developed and reports on additional indicators that are specific to WV programs.

(2) Annual Report

Section 678E (a)(2) of the Act requires each state to prepare and submit to the Secretary an annual report on the measured CSBG performance of OEO and its CSBG eligible entities .

The State of West Virginia submitted the 2012 CSBG Annual Information System (IS) Report, in March 2013 based on Section 678E (a) (2) and guidance from US DHHS Information Memorandum No. 95.

The State of West Virginia will comply with the requirement to submit the 2013 CSBG Annual Report outlining the network's activities and performance by March 31, 2014. OEO has submitted Annual Reports for West Virginia's CSBG PY 2012, through NASCSP, in accordance with CSBG Act provisions, supplemental US DHHS instructions and the NASCSP Guide to Organizing and Reporting Community Action Performance and the established OEO General Reporting Principles.

Agencies are required to report annually on their full range of ROMA outcomes, using the designated West Virginia indicators in addition to reporting on the 15 national indicators. Outcomes are to be counted and reported from all relevant community action programs and activities.

ATTACHED – 2013 Annual CSBG IS Report (Reporting Period 1/1/12 – 12/31/12)

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VI. Appendices – West Virginia

Appendix A.1	(Not available until after 8/21/13 Public Hearing)
Appendix A.2	(Not yet available)
Appendix A.3	Notification of State Plan Availability for Comment
Appendix A.4	List of Newspapers and dates of publication
Appendix A.5	Certification Regarding Lobbying
Appendix A.6	Certification Regarding Drug-Free Workplace
Appendix A.7	Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Appendix A.8	Certification Regarding Environmental Tobacco Smoke
Appendix A.9	List of CSBG Eligible Entities
Appendix A.10	Map of Geographic Areas Served by CSBG Eligible Entities
Appendix A.11	CSBG Allocations and Distributions for 2013
Appendix A.12	(Not yet available)
Appendix A.13	(Not yet available)

VII. Attachments

Attachment 1	2013 Annual CSBG IS Report (Reporting Period 1/1/12 – 12/31/12) – <i>To obtain a copy, please send a request to Shelly Woda via email at Shelly.J.Woda@wv.gov</i>
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Appendix A.4

LIST OF NEWSPAPERS & DATES OF PUBLICATION

NEWSPAPER	CONTACT INFO	DATES OF PUBLICATION
Charleston Daily Mail Legal Advertisement	1001 Virginia Street, East Charleston, WV 25301 legals@cnpaper.com	August 5-8, 2012
Parkersburg News Legal Advertisement	519 Juliana Street Parkersburg, WV 26101 legalads@newsandsentinel.com	August __, 2012 August __, 2012
Bluefield Daily Telegraph Legal Advertisement	928 Bluefield Avenue Bluefield, WV 24701 tevans@bdtonline.com	August 5-8, 2012
The Herald Dispatch Legal Advertisement	946 Fifth Avenue Huntington, WV 25701 crappold@herald-dispatch.com	August 5-8, 2012
The Dominion Post Legal Advertisement	1251 Earl L. Core Road Morgantown, WV 26505 classads@dominionpost.com	August 5-8, 2012
The Journal Legal Advertisement	207 West King Street Martinsburg, WV 25401 class@journal-news.net	August 5-8, 2012
Wheeling Intelligencer Legal Advertisement	1500 Main Street Wheeling, WV 26003 legalads@theintelligencer.net	August 5-8, 2012
The Register-Herald Legal Advertisement	P.O. Box 2398 Beckley, WV 25802 dslone@register-herald.com	August 5-8, 2012

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

Signature _____ **Date** _____
Director

Title _____
West Virginia Office of Economic Opportunity

Organization _____

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

Certification Regarding Drug-Free Workplace Requirements

Instructions for Certification

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

Appendix A.6

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

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

Certification Regarding Drug-Free Workplace Requirements --

Alternate I. (Grantees Other Than Individuals)

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

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

Appendix A.6

- (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)

700 Washington Street. East 4th Floor

Charleston, Kanawha County, WV 25301

(For the purposes of this contract, the Grantee's corporate office should be documented in this area and the Grantee will keep a list of workplaces on file for monitoring purposes as well as postings for state and Federal compliance.)

- 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.

Signature	Date
<i>Director</i>	

Title
<i>West Virginia Office of Economic Opportunity</i>

Organization

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

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

Appendix A.7

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

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

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

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

Instructions for Certification

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

The prospective lower tier participant shall provide immediate written notice to the person to whom 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.

1. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded,

Appendix A.7

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.

2. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
3. 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.
4. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
5. 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.
6. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion – Lower Tier Covered Transactions

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

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

Signature

Date

Director

Title

West Virginia Office of Economic Opportunity

Organization

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 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.

Signature

Date

Director

Title

West Virginia Office of Economic Opportunity

Organization

Appendix A.9

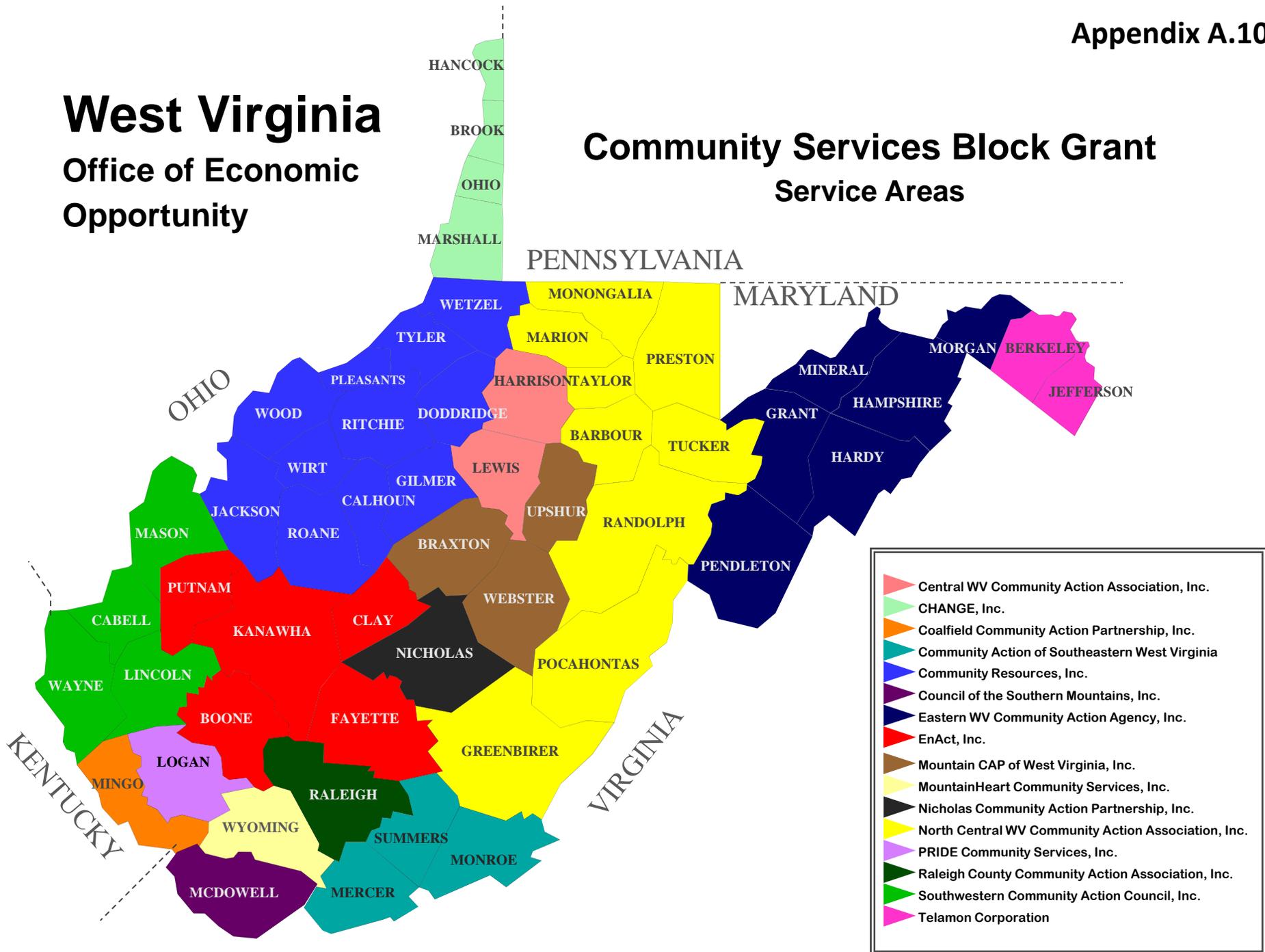
LIST OF ELIGIBLE ENTITIES

Eligible Entity	Executive Director	Address & Phone	Counties
Central WV Community Action Association, Inc.	Ms. Shannon Cunningham shannonc@cwvcaa.org	Post Office Box 1070 Clarksburg, WV 26301 (304) 622-4976	(2) Lewis, Harrison
CHANGE, Inc.	Ms. Judy Raveaux jraveaux@changeinc.org	3136 West Street Weirton, WV 26062 (304) 797-7740	(4) Brooke, Hancock, Marshall, Ohio
Coalfield Community Action Partnership, Inc.	Mr. Tim Salmons tsalmons@coalfieldcap.org	Post Office Box 1406 Williamson, WV 25661 (304) 235-1701	(1) Mingo
Community Action of South Eastern West Virginia, Inc.	Ms. Oraetta Hubbard ohubbard@casewv.org	307 Federal Street, Ste. 323 Bluefield, WV 24701 (304) 327-3506	(3) Mercer, Monroe, Summers
Community Resources, Inc.	Mr. Lewis Newberry lnewberry@cricap.org	133 Rosemar Road, Ste. 101 Parkersburg, WV 26104 (304) 485-5526	(11) Calhoun, Doddridge, Gilmer, Jackson, Pleasants, Ritchie, Roane, Tyler, Wetzel, Wirt, Wood
Council of the Southern Mountains, Inc.	Mr. Randal Johnson randalcsm@hotmail.com	148 McDowell Street Welch, WV 24801 (304) 436-6800	(1) McDowell
Eastern WV Community Action Agency, Inc.	Mr. Richard Smith ewvca@frontiernet.net	401 Maple Avenue Moorefield, WV 26836 (304) 538-7711	(6) Grant, Hampshire, Hardy, Mineral, Morgan, Pendleton
EnAct, Inc. <i>(Formerly Capital Resource Agency)</i>	Mr. Danny Scalise dscalise@enactwv.org	1701 5 th Avenue Charleston, WV 25387 (304) 414-4475	(5) Boone, Clay, Fayette, Kanawha, Putnam
Mountain CAP of West Virginia, Inc.	Ms. Kathy McMurray kcmurray@mountaincap.org	26 North Kanawha Street Buckhannon, WV 26201 (304) 472-1500	(3) Braxton, Upshur, Webster
MountainHeart Community Services, Inc.	Mr. Earl Smith earlsmith@citynet.net	Post Office Box 1509 Oceana, WV 24870 (304) 682-8271	(1) Wyoming
Nicholas Community Action Partnership, Inc.	Mr. David Jarroll djarroll@ncapwv.org	1205 Broad Street Summersville, WV 26651 (304) 872-1162	(1) Nicholas
North Central WV Community Action Association, Inc.	Ms. Vicki Geary vgeary@ncwvcaa.org	1304 Goose Run Road Fairmont, WV 26554 (304) 363-2170	(9) Barbour, Greenbrier, Marion, Monongalia, Pocahontas, Preston, Randolph, Taylor, Tucker
PRIDE Community Services, Inc.	Mr. Reginald Jones reggie@prideinlogan.com	Post Office Box 1346 Logan, WV 25601 (304) 752-6868	(1) Logan
Raleigh County Community Action Association, Inc.	Ms. Bobbi Thomas-Bailey bobbi@rccaa.org	Post Office Box 3066, EBS Beckley, WV 25801 (304) 252-6396	(1) Raleigh
Southwestern Community Action Council, Inc.	Mr. Dwight Coburn dwightcoburn@wvdsi.net	540 Fifth Avenue Huntington, WV 25701 (304) 525-5162	(4) Cabell, Lincoln, Mason, Wayne
Telamon Corporation	Ms. Robin Kees rkees@telamon.org	891 Auto Parts Lane, Box 137 Martinsburg, WV 25403 (304) 263-0916	(2) Berkeley, Jefferson

West Virginia

Office of Economic Opportunity

Community Services Block Grant Service Areas



Appendix A.11

CSBG ALLOCATIONS AND DISTRIBUTIONS FOR 2013

Eligible Entity	2013 Award Amount
Central WV CAA, Inc.	\$ 346,771
CHANGE, Inc.	\$ 414,570
Coalfield CAP, Inc.	\$ 222,478
CASE of WV, Inc.	\$ 379,615
Community Resources, Inc.	\$ 646,656
Council of the Southern Mountains	\$ 244,829
Eastern WV CAA, Inc.	\$ 358,784
EnAct, Inc.	\$ 750,303
Mountain CAP, Inc.	\$ 283,037
MountainHeart Community Services, Inc.	\$ 204,249
Nicholas CAP, Inc.	\$ 212,881
North Central WV CAA, Inc.	\$ 799,494
PRIDE Community Service, Inc.	\$ 241,308
Raleigh County CAA, Inc.	\$ 307,122
Southwestern CAC, Inc.	\$ 612,375
Telamon Corporation	\$ 346,434
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90% Restricted Funds	\$ 6,370,906
5% Discretionary Funds	\$ 358,512
5% Administrative Funds	\$ 358,512
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Total FFY 2013 Award	\$ 7,087,930