

Outline for Model CSBG Application

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

Please specify the Federal fiscal year or years covered by this plan.

 FFY _____ only
 FFY _____ and FFY _____

II. Letter of Transmittal - Cover letter to the Director, Office of Community Services; include the CSBG Program Contact Person, the State CSBG Official who is to receive the CSBG Grant Award with complete addresses, telephone and fax numbers.

III. Executive Summary

A. CSBG State Legislation - Describe and provide a reference for the State's statutory authority for the Community Services Block Grant Program.

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

Section 676(a) of the Act requires the Chief Executive of each State designate an appropriate State agency to act as lead agency for administration of the Community Services Block Grant. (Include letter of designation)

Designated State Lead Agency

Director/Administrator of Designated State Agency

OMB Control Number: XXXX-XXXX

Expiration Date: xx/xx/xxxx

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

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

C. Public Hearing Requirements

Describe and provide documentation on how the State complied with legislative hearing requirements of the CSBG Act regarding the State Application and Plan, as follows:

- (1) Public Hearing:** Specify the date of the public hearing held by the designated lead agency for the current State plan and describe the statewide distribution of notice of such hearing required under Section 676(a)(2)(B) of the Act.
- (2) Legislative Hearing:** Specify the date of the last legislative hearing held in conjunction with Section 676(a)(3) of the Act, which requires each State to hold as least one legislative hearing every three years in conjunction with the development of the State plan.
- (3) Public Inspection of State Plan:** Describe how the State made available for public inspection and comment the current State plan or revision to the State plan. (Section 676(e)(2) of the Act requires each State to make available to the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan.)

IV. Statement of Federal and CSBG Assurances (which includes programmatic, administrative, financial and certifications)

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

A. Programmatic Assurances

- (1) Funds made available through this grant or allotment will be used:**
 - (a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:**
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition**

off a State program carried out under part A of title IV of the Social Security Act);

(ii) secure and retain meaningful employment;

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

(iv) make better use of available income;

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

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

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

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

- creation, and entrepreneurship programs); and after-school child care programs; and
- (c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). ['676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]
- (3) To provide information provided by eligible entities in the State, including:
- (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;
- (b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
- (c) a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
- (d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]
- (4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.['676(b)(4)]
- (5) That the State and the eligible entities in the State will coordinate, and establish linkages between,

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

- (6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.['676(b)(6)]
- (7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]
- (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.['676(b)(8)]
- (9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]
- (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]

- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community- needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]
- (12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act .['676(b)(12)]
- (13) To provide information describing how the State will carry out these assurances. ['676(b)(13)] **(This is the Narrative CSBG State Plan. See section V. for detailed "how to" instructions.)**

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 unobligated funds outlined below. ['675C(a)(1) and (2)]
- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit

organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. ['675C (a)(3)]

- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. ['675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. ['675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. ['676(a)(2)(B)]
- (7) That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]
- (8) To hold as least one legislative hearing every three years in conjunction with the development of the State plan.['676(a)(3)]
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
- (a) full onsite review of each such entity at least once during each three-year period;
- (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
- (c) follow-up reviews including prompt return visits to

eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;

(d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [‘678B(a)]

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

(a) inform the entity of the deficiency to be corrected;

(b) require the entity to correct the deficiency;

(c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;

(d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;

(e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678(C)(a)]

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

(13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become

entitled under the community services block grant program. ['678D(a)(3)]

- (14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System ['678E(a)(1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for the for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. ['678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. ['678F(c)]
- (19) To consider religious organizations on the same basis as other non-governmental organizations to provide

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

C. Other Administrative Certifications

The State also certifies the following:

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

"Signature (indicates the sign off of assurances in previous Section IV)"

Administrator/Director of Designated Lead Agency

Date

V. The Narrative State Plan ("How To Develop"

Instructions)

Provide the following information, as outlined below:

A. Administrative Structure

(1) State Administrative Agency

- (a) Outline the mission and responsibilities of the lead agency designated to administer the State's community services block grant program.
- (b) Goals and Objectives: Outline the goals and objectives of the lead agency that administers the State's community services block grant program.

(2) Eligible Entities

- (a) Provide a list of eligible entities and
- (b) Show geographic areas served.

(3) Distribution and Allocation of Funds

- (a) Planned Distribution of Funds for Current Fiscal Year

B. Description of Criteria and Distribution Formula

Describe criteria and distribution formula for allocation of CSBG funds to eligible entities. Describe limitations on funding and procedures for use of carry-over balances.

C. Description of Distribution and Use of Restricted Funds

Show the planned distribution of restricted funds allocated under Section 675C(a) of the Act to eligible entities and provide a description of how funds will be used by eligible entities to further the stated purposes of the CSBG for the fiscal year or years covered by this plan. Beginning with FY 2000, identify and describe instances where funds have been recaptured and redistributed, as allowed under Section 675C(a)(3) of the Act.

D. Description of Distribution and Use of Discretionary Funds

Show how the State plans to use discretionary funds made available from the remainder of the grant, as described in Section 675C(b) of the Act, (excluding administration) for the fiscal year or years covered by this plan. Include a description of how the State will support innovative community and neighborhood-based initiatives.

E. Description of Use of Administrative Funds

Section 675(b)(2) of the Act specifies that no State may use more than the greater of \$55,000, or 5 percent of its grant or allotment for administrative expenses, including monitoring activities. Describe and provide a breakdown of planned State administrative expenses for the fiscal year or

years covered by this plan. Specify use of CSBG funds for the State's Charity Tax Credit Program, if applicable.

F. State Community Services Program Implementation

(1) Program Overview: Describe the following using information provided to the State by eligible entities, as required under Section 676(b)(2) of the Act:

(a) The Service Delivery System

A description of the service delivery system for services provided or coordinated with funds made available through grants made to eligible entities with restricted funds, targeted to low-income individuals and families in communities within the State. Include a description of the geographical area served and a listing of eligible entities (grantees) and service areas.

(b) Linkages

A description of how linkages will be developed by local entities to fill identified gaps in services, through the provision of information, referrals, case management, and follow up consultations.

(c) Coordination with Other Public and Private Resources

A description of how funds made available through grants to eligible entities will be coordinated with other public and private resources.

(d) Innovative Community and Neighborhood-based Initiatives

A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

(2) Community Needs Assessments

Describe how the State will comply with the following assurance in '676(b)(11): *The State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.*

Information describing how the State will carry out this assurance:

(3) Tripartite Boards:

Section 676B of the Act requires that, in order for a private non-profit entity or public organization to be considered to be an eligible entity for the purposes of the community services block grant program, it must administer the community services block grant program through a tripartite board or another mechanism specified by the State, whose members are chosen in accordance with democratic selection procedures to assure that not fewer than 1/3 of its members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the program to serve low-income communities.

Describe State policies and procedures to ensure this requirement is met:

(4) State Charity Tax Program:

If there is in effect under State law a charity tax credit program: (a) specify the amount of the contribution to the charity tax credit program from the community services block grant program; and (b) describe how the State will ensure that such funds will ensure that benefit only qualified charities that primarily assist poor individuals, as defined under Section 675C of the Act.

Information describing how the State will carry out this requirement:

(5) Programmatic Assurances

Describe how each of the assurances outlined in Section 676(b) of the CSBG Act will be carried out, as follows:

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

Funds made available through the grant or allotment will be used:

(1) 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 farmworkers, and elderly low-income individuals and families to enable families and individuals to:

(i) *remove obstacles and solve problems*

that block the achievement 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.

(2) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support

development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

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

Information describing how the State will carry out this assurance. (Include a description of how these activities will enable families and individuals to achieve the objectives described in subsections i to vii above).

(b) Assurance '676(b)(4): 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.

Information describing how the State will carry out this assurance:

(c) State Assurance '676(b)(5): and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

Information describing how the State will carry out this assurance. (Include a description of how the State and eligible entities will coordinate the provision of employment and training activities through

statewide and local workforce investment systems under the Workforce Investment Act of 1998).

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

Information describing how the State will carry out this assurance:

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

Information describing how the State will carry out this assurance:

G. Fiscal Controls and Monitoring

(1) State Program Monitoring: Describe the lead agency's plans for conducting the following reviews of eligible entities, as required under Section 678B(a) of the Act:

- (a) a full onsite review of each such entity at least once during each 3-year period;
- (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
- (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
- (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause.
- (e) Specify the date of the last audit conducted and the period covered by the audit for each eligible

entity.

(2) Corrective Action, Termination and Reduction of Funding:

Describe the State's plan for complying with the requirements of Section 678C of the Act. (Section 678C of the Act requires states to comply with certain requirements 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)

(3) Fiscal Controls, Audits, and Withholding:

Describe the State's systems of fiscal controls, procedures, and plans for audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act. (4) Assurances: Describe how each of these assurances, outlined in Section 676(b) of the Act, will be carried out, as follows:

(a) The assurance '676(b)(7): The State will permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act.

Information describing how the State will carry out this assurance:

(b) The assurance '676(b)(8): 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 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.

Information describing how the State will carry out this assurance:

(c) The assurance '676(b)(10): The State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income

individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

Information describing how the State will carry out this assurance:

H. Accountability and Reporting Requirements

(1) Results Oriented Management And Accountability:

Describe how the State will comply with the following assurance, in '676(b)(12) of the Act: 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 or another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act. (Include a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization) These measures must measure performance towards meeting the following stated National Goals of the Community Services Block Grant Program:

Goal 1 Low-income people become more self-sufficient (self-sufficiency).

Goal 2 The conditions in which low-income people live are improved (community revitalization).

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

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

Goal 5 Agencies increase their capacity to achieve results.

Goal 6 Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.(family stability)

(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 performance of the State and its eligible entities. In order to address with Congressional reporting requirements under Section 678E of the Act, this report

must include **at a minimum** information that is pertinent and comprehensive, and which describes in detail CSBG activities and services as well as addresses outcomes which measure how CSBG funds were used to promote self-sufficiency, family stability, and community revitalization.

Use the following outline to report on CSBG services and activities and outcome measurements for the prior fiscal year:

(a) Performance Objectives

(b) Program Accomplishments and Activities

(c) Comparison of Planned and Actual Expenditures for Prior Fiscal Year

(1) Planned Distribution of Funds to Eligible Entities (as shown in previous State plan) vs. Actual Expenditures

(Note: Beginning in FY 2000: Were any funds recaptured and redistributed? If so, please describe).

(2) Planned Distribution of Funds for Discretionary Purposes (as shown in previous State plan) vs. Actual Expenditures

(3) Planned Use of Funds for State Administration (as shown in previous State plan) vs. Actual Expenditures

(d) Profile of Participants Served (Number and characteristics of clients served)

(e) Statistical Report on CSBG Program Services

Education

Emergency Services

Health

Housing

Income Management

Linkages

Nutrition

Economic Development

Self-sufficiency

Special/Innovative Programs

(f) Training and Technical Assistance Provided by the State

VI. Appendices

A. Documentation of Legislative and Public Hearings

(Include copies of public notices, letters, newspaper articles, etc.)

| **B. Additional Data or Information(as needed)**

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