State of New Hampshire
Department of Health and Human Services

Division of Economic and Housing Stability

May 2019

Community Services Block Grant State Plan

2019 – 2020

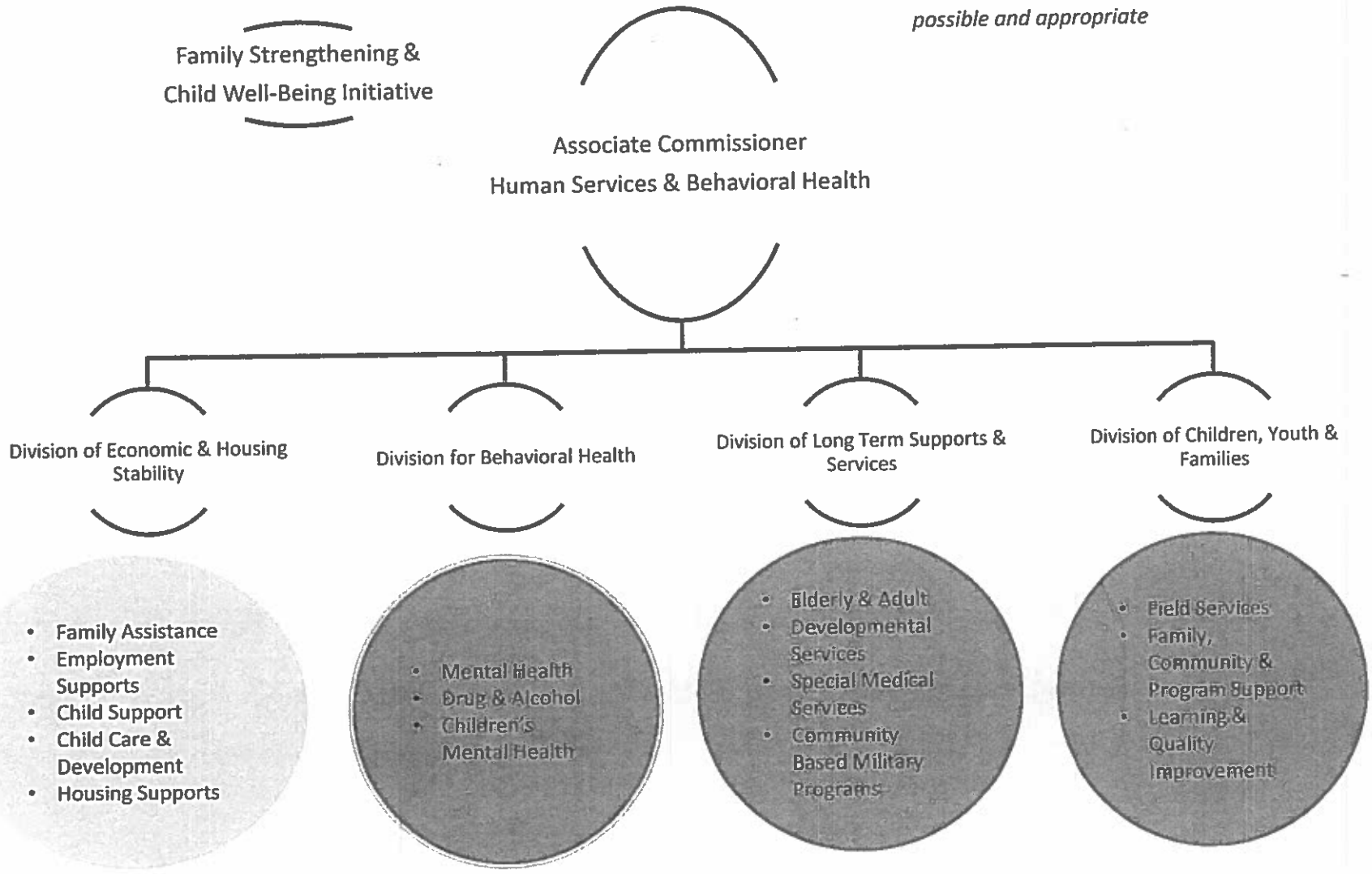
Overview

Community Services Block Grants (CSBG) funds are used to connect and make an effective use of services to individuals and families who are considered to be low-income.

Federal History
New Hampshire History

NH DHHS
Operational Area: HS & BH

**From left to right - Emphasis on rapid and holistic engagement with integrated, targeted supports and services to prevent deeper involvement and interventions whenever possible and appropriate*



New Hampshire's CSBG Eligible Entities

- Community Action Program Belknap-Merrimack Counties, Inc.
- Southern NH Services, Inc.
- Southwestern Community Services, Inc.
- Community Action Partnership Strafford County, Inc.
- Tri-County Community Action Program, Inc.

CSBG Is Unique

- Does NOT fund a particular service
- Does NOT function solely as a "stand alone" program
- Limited federal guidance and regulations; must meet CSBG programmatic assurances

CSBG Programmatic Assurances

- Eligible Entity Service Delivery, Coordination, and Innovation
- Eligible Entity Linkages
- Coordination Funds with Public/Private Resources
- Innovative Community and Neighborhood Initiatives
- Provide Emergency Food and Nutrition Services
- Provide Information and Referrals
- Coordination with Workforce Innovation and Opportunity Act Employment and Training Activities

CSBG Programmatic Assurances continued...

- Coordination with Home Energy Assistance for those that are low-income
- Coordination with Faith-based Organizations, Charitable Groups, Community Organizations
- Tripartite Board Representation
- Community Action Plans
- Community Needs Assessments
- Fiscal Controls and Audits

State Monitoring of Eligible Entities

- **Full on-site review at least once every 3 years;**
- **Other reviews as appropriate**
- **The only language in the federal CSBG Act that directly addresses the type of monitoring a state is required to conduct is:**

  Determine whether eligible entities meet the performance goals, other State administrative standards, financial management requirements and other State requirements.

Tripartite Board

- **Composition:**
  - At least 1/3: must represent the low-Income sector
  - 1/3: Public Officials
  - Remainder: Private Sector
- **Board fully engaged in CSBG, specifically in the areas of:**
  - Development
  - Planning
  - Implementation
  - Evaluation

CSBG State Plan

- **NH is required to submit a State Plan every 3 years.**

The goals for the NH State Plan goals is to:

- **Provide assistance to the Community Action Agencies network, and other neighborhood based organizations, for:**
  - the reduction of poverty,
  - the revitalization of low-income communities, and
  - the empowerment of individuals and families that are low-income in rural and urban areas to become fully self-sufficient.

CSBG State Plan

- **As of 2019, all CSBG funded agencies are now held to the Center of Excellence organizational standards.**
  - As of the 2018 review, the 5 eligible entities scored between 81 – 98 % on their organizational standards.
  - Corrective Action plans are in place to help raise the lowest scores.
  - The performance target established by the State Plan was 80%.
- **The eligible entities funding formula is based on the poverty rates by county.**
- **The State discretionary funds are to fund new innovative projects and/or the expansion of an existing program.**
- **NH has scheduled full onsite reviews of all eligible entities for 2019.**

12/11/18

CSBG State Plan

Program Name: Community Services Block Grant
Grantee Name: New Hampshire
Report Name: CSBG State Plan
Report Period: 10/01/2018 to 09/30/2019
Report Status: Saved

Report Sections>

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CSBG Cover Page (SF-424M)

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Administration for Children and Families
Community Services Block Grant (CSBG)

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OMB No 0970-0382
Expires 06/30/2021

COVER PAGE

* 1.a. Type of Submission: Plan	* 1.b. Frequency: Other (2 Year)	* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	* 1.d. Version: Initial
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

* a. Legal Name: State of New Hampshire Department of Health & Human Services			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1026000618B2		* c. Organizational DUNS: 011040545	
* d. Address:			
* Street 1:	129 Pleasant Street	Street 2:	
* City:	Concord	County:	Merrimack
* State:	NH	Province:	
* Country:	United States	* Zip / Postal Code:	03301 - 6505
e. Organizational Unit:			
Department Name: Department of Health & Human Services		Division Name: Division of Economic & Housing Stability	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Regina	Middle Name:	* Last Name: Lamprey
Suffix:	Title: CSBG Coordinator	Organizational Affiliation:	
* Telephone Number: (603) 271-9319	Fax Number (603) 271-5139	* Email: regina.lamprey@dhhs.nh.gov	

* 8a. TYPE OF APPLICANT:
A: State Government

b. Additional Description:

* 9. Name of Federal Agency:

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant

11. Descriptive Title of Applicant's Project

12. Areas Affected by Funding:
Statewide

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant	b. Program/Project:
NH	Statewide

Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal ($):	b. Match ($):

		$0	$0

* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?
a. This submission was made available to the State under the Executive Order 12372 Process for Review on :
b. Program is subject to E.O. 12372 but has not been selected by State for review.
c. Program is not covered by E.O. 12372.
* 17. Is The Applicant Delinquent On Any Federal Debt? ○ YES ◉ NO
Explanation:
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree ☑
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)

Attach supporting documents as specified in agency instructions.

Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 1
CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

1.1 Identify whether this is One-Year or a Two-Year Plan	○ One-Year ◉ Two-Year	
1.1a Provide the Federal Fiscal Years this plan covers:	Year One2019	Year Two2020

1.2.Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

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

If yes, provide the date of change and select the fields that have been updated

☐	Lead Agency	☐	Department Type	☐	Department Name
☑	Authorized Official	☐	Street Address	☐	City
☐	Zip Code	☐	Business Number	☐	Fax Number
☐	Email Address	☐	Website		

1.2a. Lead agency	

1.2b. Cabinet or administrative department of this lead agency *(Select one option and narrative where applicable)*

- ○ Community Services Department
- ○ Human Services Department
- ○ Social Services Department
- ○ Governor's Office
- ○ Community Affairs Department
- ○ Health Department
- ○ Housing Department
- ○ Other, describe

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official			
1.2d. Authorized official of the lead agency			
Name: Mark F. Jewell	Title: Director, Division of Economic & Housing Stability		
1.2e. Street Address			
1.2f. City		1.2g. State	1.2h. Zip 3301
1.2i. Telephone number and extension ( ) - ext.	1.2j. Fax number: ( ) -		
1.2k. Email address	1.2l. Lead agency website		

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

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

Has information in regards to the state point of contact has changed since the last submission of the state plan? (•) Yes ( ) No

If yes, Proide the date of change and select the fields that have been updatedDate Picker and Check all the apply11/19/2018

☐	Agency Name	☑	Point of Contact	☐	Street Address
☐	City	☑	Zip Code	☐	Office Number
☐	Fax Number	☐	Email Address	☐	Website

1.4a. Agency Name

1.4b Point of Contact Name

Name: Regina Lamprey	Title: CSBG Coordinator		
1.4c. Street address			
1.4d. City		1.4e. StateNH	1.4f. Zip 3301

1.4g. Telephone Number ( ) - ext. 1.4h. Fax Number ( ) -

1.4i. Email Address 1.4j. Agency Website

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

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

Has Information in regards to the state Community Action Association has changed since the last submission of the state plan? (•) Yes ( ) No

If yes, Provide the date of change and select the fields that have been updatedDate Picker and Check all the apply11/19/2018

☑	Agency Name	☑	Executive Director	☑	Street Address
☑	City	☑	State	☑	Zip Code
☑	Office Number	☑	Fax Number	☑	Email Address
☐	Website	☑	RPIC Lead		

1.5a. Agency Name New Hampshire Community Action Association

1.5b Executive Director or Point of Contact

Name: John Manning	Title: President		
1.5c. Street address	PO Box 5040		
1.5d. City	Manchester	1.5e. StateNH	1.5f. Zip 3801
1.5g. Telephone number (603) 668 - 8010 ext.	1.5h. Fax number (603) 645 - 6734		
1.5i. Email Address jmanning@scshelps.org 1.5j. State Association Website			

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

Section 2: State Legislation and Regulation

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SECTION 2
State Legislation and Regulation

2.1. CSBG State Legislation:
State has a statute authorizing CSBG ○ Yes ◉ No

2.2. CSBG State Regulation:
State has regulations for CSBG ○ Yes ◉ No

2.3. ***Legislation/Regulation Document: Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.***

2.4. State Authority:
Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

2.4a. Authorizing Legislation: State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last Federal fiscal year ○ Yes ◉ No

2.4b. Regulation Amendments: State established or amended regulations for CSBG last Federal fiscal year ○ Yes ◉ No

2.4c. Designation: State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency ○ Yes ◉ No

Section 3: State Plan Development and Statewide Goals

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SECTION 3
State Plan Development and Statewide Goals

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

The mission of NHDHHS is to join communities and families in providing opportunities for citizens to achieve health and independence.

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

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

The New Hampshire CSBG State Office will provide assistance to the community action agencies network and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.

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

3.3a. Analysis of state-level tools *[Check all that apply and narrative where applicable]*

- [x] State Performance Indicators and/or National Performance Indicators (NPIs)
- [ ] U.S. Census data
- [x] State performance management data *(e.g., accountability measures, ACSI survey information, and/or other information from annual reports)*
- [ ] Monitoring Visits/Assessments
- [x] Tools not identified above *(specify)*

Training from OCS

3.3b. Analysis of local-level tools *[Check all that apply and narrative where applicable]*

- [x] Eligible entity community needs assessments
- [x] Eligible entity community action plans
- [x] Public Hearings/Workshops
- [ ] Tools not identified above (e.g., State required reports)[specify]

3.3c Consultation with[Check all that applies and narrative where applicable]

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

3.4. Eligible Entity Involvement

3.4a. Describe the specific steps the State took to develop the State Plan to involve the eligible entities.

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

NH CSBG State Plan is sent to the five Eligible Entity for review and input. After the plan is emailed, there is a discussion at the next CAA State Associate meeting.

3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as

compared to previous plans in order to:

1) encourage eligible entity participation and
2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.
If the State is not making any adjustments, provide further detail.

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

With only 60% of NH CAA's responding to the ACSI Survey, the survey does not give a complete picture of the needs for State Plan development. The scores received (74) were well above the National averages in this category (50). These minor deficiencies will be addressed during the development of the next State Plan and improved upon.

3.5. Eligible Entity Overall Satisfaction:
Provide the State's target for eligible entity Overall Satisfaction during the performance period:

Year One	100	Year Two	100

Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey
of the state's eligible entities.
(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)

Section 4: CSBG Hearing RequirementsÂ

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SECTION 4
CSBG Hearing Requirements

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

NH will present the 2019 CSBG State Plan at the BALANCE OF STATE CONTINUUM OF CARE MEETING on January 8, 2019. Prior to the meeting, the State Plan will be posted on the NH Bureau of Housing Supports website (https://www.dhhs.nh.gov/dcbcs/bhhs/index.htm). The 2019 CSBG State Plan will be sent to the NH Community Action Agencies. The CSBG FFY 2019 State Plan will be presented to the Health and Human Services Oversight Committee for the legislative hearing when the legislature reconvenes.

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

NH will present the 2019 CSBG State Plan at the BALANCE OF STATE CONTINUUM OF CARE MEETING on January 8, 2019. Prior to the meeting, the State Plan will be posted on the NH Bureau of Housing Supports website (https://www.dhhs.nh.gov/dcbcs/bhhs/index.htm).

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

	Date	Location	Type of Hearing (Select as option)	If a combined hearing was held, confirm that the public was invited
1	09/19/2019	Health and Human Services Oversight Committee	Legislative	☑

4.4. Attach supportingdocumentationor a hyperlink for the public and legislative hearings.
Hearing has not been held.

Section 5: CSBG Eligible Entities

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SECTION 5
CSBG Eligible Entities

5.1. CSBG Eligible Entities:
In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity.
Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity (choose all that apply)
1	Community Action Program Belknap-Merrimack Counties Inc	Belknap County, Merrimack County	Non-Profit	Community Action Agency
2	Southern New Hampshire Services Inc.	Hillsborough County, Rockingham County	Non-Profit	Community Action Agency
3	Southwestern Community Services Inc	Cheshire County, Sullivan County	Non-Profit	Community Action Agency
4	Community Action Partnership of Strafford County	Strafford County	Non-Profit	Community Action Agency
5	Tri-County Community Action Program Inc	Carroll County, Coos County, Grafton County	Non-Profit	Community Action Agency

5.2 Total number of CSBG eligible entities 5

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

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

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete

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

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

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SECTION 6
Organizational Standards for Eligible Entities

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

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

(•) COE CSBG Organizational Standards ( ) Modified version of COE CSBG Organizational Standards ( ) Alternative set of Organizational Standards

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

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

( ) There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

6.2 Implementation: Check the box that best describes how the State officially adopt(ed) organizational standards for eligible entities in the State in a manner consistent with the State's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. *[Check all that apply and narrative where applicable]*

- [ ] Regulation
- [ ] Policy
- [x] Contracts with eligible entities
- [ ] Other, describe:

6.3. Organizational Standards Assessment: Describe how the State assess eligible entities against organizational standards this federal fiscal year(s)., *[Check all that apply.]*

- [ ] Peer-to-peer review *(with validation by the State or State-authorized third party)*
- [x] Self-assessment *(with validation by the State or State-authorized third party)*
- [ ] Self-assessment/peer review with State risk analysis
- [ ] State-authorized third party validation
- [x] Regular, on-site CSBG monitoring
- [ ] Other

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

Each Eligible Entities designated a staff member to be the Organizational Standards contact and the CSBG Coordinator is in constant contact with these individuals. And with every contact with any of the Eligible Entities, the CSBG Coordinator asked if there were any questions or concerns regarding the Organizational Standards. These contacts were phone calls, agency visits, meetings and the State Association Monthly meetings. The questions and concerns were shared with the network. Because the CSBG Coordinator was out on medical leave, there has not been any on-site visits to review the Organizational Standards documentation. A committee has been formed to work as a state on the Organizational Standards and the Annual Report. NH Organizational Standards Assessment/Verification Process This is a work-in-process and on-going. This is the first step to see where weAre at and from this point forward it will always be changing. The process will be continuous and so to the opportunity for input. At a meeting of the CSBG Organizational Standards working group, it was decided that the designated agency staff would gather the documentation to verify the completion of each standard. The

CSBG Coordinator will schedule an on-site visit to assess and verify the CSBG Organizational Standards with the designated agency staff. Using the assessment tool along with the COE Developed CSBG Organizational Standards Technical Assistance Guides, the CSBG Coordinator will review and record the documentation and/or questions for each of the standards. The CSBG Coordinator and the designated agency staff will meet and review the assessment tool. Through this process the technical assistance plan and the completion time table will completed. The CSBG Coordinator will finalize the assessment tool, the technical assistance plan and the completion time table and sent to the designated agency staff to review before the final package is sent to the agency ED/CEO. Any assistance will be provided per the technical assistance plan. The CSBG Coordinator and designated agency staff will communicate regarding the process as required by the time table. This is a work-in-process and on-going. This is the first step to see where the process is and for this point forward it will be always changing. There will be opportunity for input because the process will be continuous.

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

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 0

CSBG Eligible Entity	Description / Justification	Delete

6.5. Performance Target: Provide the percentage of eligible entities that the State expects to meet all the State-adopted organizational standards for FFY(S) for this planning period

Year One	80%	Year Two	80%

Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

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SECTION 7
State Use of Funds

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

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

Historic

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.
The eligible entities formula is based on the percent of poverty by county from the US Census.

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

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

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

Year One	95.00%	Year Two	95.00%

Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount $	Delete
Community Action Program Belknap-Merrimack Counties Inc	$487,392	
Southern New Hampshire Services Inc.	$1,528,478	
Southwestern Community Services Inc	$428,143	
Community Action Partnership of Strafford County	$407,336	
Tri-County Community Action Program Inc	$675,366	
Total	$3,526,715	

CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount $	Delete
Community Action Program Belknap-Merrimack Counties Inc	$487,392	
Southern New Hampshire Services Inc.	$1,528,478	
Southwestern Community Services Inc	$428,143	
Community Action Partnership of Strafford County	$407,336	
Tri-County Community Action Program Inc	$675,366	
Total	$3,526,715	

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

This contracting process is completed prior to the start of the Federal Fiscal Year. The State contracting process: The State will deliver to the Eligible Entities the following forms to be completed and signed by an individual authorized by the Board of the agency: 1. The Agreement (Form P-37) to be signed by a board authorized individual listed in the Certificate of Vote and notarized. 2. Exhibit A Â Scope of Services 3. Exhibit B Â Contract Price 4. Exhibit C Â Special Provisions 5. Exhibit C-1 Â Additional Special Provisions 6. Standard Exhibit D Â Certification regarding Drug-Free Workplace

Requirements. 7. Standard Exhibit E Â Certification regarding Lobbying 8. Standard Exhibit F Â Certification regarding Debarment, Suspension, and Other Responsibility Matters Â Primary Covered Transactions 9. Standard Exhibit G Â Certification Regarding the Americans with Disabilities Act Compliance. 10. Standard Exhibit H Â Certification Environmental Tobacco Smoke. 11. Standard Exhibit I Â Health Insurance Portability and Accountability Act & Standards for Privacy and Security of Individually Identifiable Health Information. 12. Standard Exhibit J - Certification Regarding the Federal Funding Accountability and Transparency Act (FFATA) Compliance The Eligible Entity, after executing the contract, will return to the State the contract package with the following documents 1. Certificate of Vote 2. The latest Agency Year Ending Financial Audit 3. The agencyÂs statement of purpose or mission statement. 4. A list of key administrative personnel 5. The resumes of each 6. A current list of the board of directors. 7. The Certificate of Good Standing, Registration or Authorization 8. Certificate of Insurance for General Liability and Workers Comp Upon return, the package is given to the Contract Unit. The time table for each of the next steps are: Department review and Commissioner signing at least 2 weeks Attorney General at least 2 weeks Admin Services 2 weeks before the next scheduled Governor & C meeting After the contract or amendment is approved by G & C and is assigns a PO number and enters it into the state accounting system, payment can be process. A copy of the executed contract/amendment is sent to the Eligible Entity.

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

7.4a. Distribution Consistency: If no, describe State procedures to ensure funds are made available to eligible entities consistently and without interruption.

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

7.5. Performance Management Adjustment:
Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the State's annual report form.

The State received a score of 100% in this area, the National average was 76%. Only 3 of the 5 CAAs participated in the survey. The state will work with the CAAs to get all 5 to participate.

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

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

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

Year One (0.00%)	Year Two (0.00%)	5.00%	

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

Year One	1.00	Year Two	1.00

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

Year One	2.00	Year Two	2.00

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

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One (0.00%)	0.00%	Year Two (0.00%)	0.00%

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

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned $	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of State-operated programs and/or local programs	$0.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	$0.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	$0.00	

7.9e. Asset-building programs	$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	$183,740.00	The Discretionary funding will be contracted in the second year of the CSBG funding cycle and will be allocated by the formula in effect at the time. It has been agreed by both the CAAs and the State that discretionary funds are to fund new innovate projects and/or the expansion of an existing program. The proposal must contain a projected outcome that will be reported at the conclusion of the project. No proposed project may begin before the funding has been contracted, the CAA must submit a proposal and the State has to approve the submitted plan. The State reserves the right to reject any project or any part of a proposal. The State will work with the CAA if the State does not approve a project.
7.9g. State charity tax credits	$0.00	
7.9h. Other activities, specify in column 3	$0.00	
Total	$183,740.00	

Remainder/Discretionary Fund Uses	Year Two Planned $	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of State-operated programs and/or local programs	$0.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	$0.00	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	$183,740.00	The Discretionary funding will be contracted in the second year of the CSBG funding cycle and will be allocated by the formula in effect at the time. It has been agreed by both the CAAs and the State that discretionary funds are to fund new innovate projects and/or the expansion of an existing program. The proposal must contain a projected outcome that will be reported at the conclusion of the project. No proposed project may begin before the funding has been contracted, the CAA must submit a proposal and the State has to approve the submitted plan. The State reserves the right to reject any project or any part of a proposal. The State will work with the CAA if the State does not approve a project.
7.9g. State charity tax credits	$0.00	
7.9h. Other activities, specify in column 3	$0.00	
Total	$183,740.00	

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

- ☐ The state directly carries out all activities (No Partnerships)
- ☐ The state partially carries out some activities
- ☐ CSBG eligible entities *(if checked, include the expected number of CSBG eligible entities to receive funds)*
- ☐ Other community-based organizations
- ☐ State Community Action association
- ☐ Regional CSBG technical assistance provider(s)
- ☐ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other

Note: *This response will link to the corresponding CSBG assurance, item 14.2.*

7.11. Performance Management Adjustment:

Describe any adjustments the State adjusting the use of remainder/discretionary funds under this State Plan as compared to past plans.Any adjustment should be based on the State's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the State is not making any adjustments, provide further detail.
Note: *This information is associated with State Accountability Measures 15h, and may pre-populate the State's annual report form.*
NII's ACSI score (94) ranked well above the National average (59) of the use of Discretionary Funds. NII's Transparency of Distribution and Responsiveness of Needs was well received by the three CAA's responding to the survey. Scoring 96 and 93 respectively, compared to the National averages of only 60.

Section 8: State Training and Technical Assistance

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 8
State Use of Funds

8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below.

(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)

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

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q3	Training	ROMA	
2	All quarters	Both	Reporting	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q3	Training	ROMA	
2	All quarters	Both	Reporting	

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan *(as indicated in the Remainder/Discretionary Funds table in item 7.9):*

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

8.2. TAPs and QIPs: Does the State have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? ○ Yes ◉ No

Note: This information is associated with State Accountability Measure 6Sk.QIPs are described in Section 676(b)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. Have not completed Organizational Standards reviews. Planning for September 2019.

8.3 Training and Technical Assistance Organizations: Indicate the types of organizations through which the State plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement *(Check all that apply.)*

- ☐ **CSBG eligible entities** *(if checked, provide the expected number of CSBG eligible entities to receive funds)*
- ☐ **Other community-based organizations**
- ☑ **State Community Action association**
- ☑ **Regional CSBG technical assistance provider(s)**
- ☑ **National technical assistance provider(s)**
- ☑ **Individual consultant(s)**
- ☐ **Tribes and Tribal Organizations**
- ☐ **Other**

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

Note: This information is associated withState Accountability Measures 3Sdmay pre-populate the State's annual report form

The State does not plan to adjust the training and technical assistance plan under this State Plan as compared to past plans. The training and technical assistance the State plan to provide is the annual Northern New England Community Action Conference and paying the software CSST maintenance and hosting costs.

Section 9: State Linkages and Communication

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 9
State Linkages and Communication

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

9.1 State Linkages and Coordination at the State Level:
Describe the linkages and coordination at the State level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).
Describe as much additional information as needed. [Check all that apply and narrative where applicable]

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

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

9.2. State Linkages and Coordination at the Local Level:
Describe the linkages and coordination at the local level that the State to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and as required by assurances under SectionsSections 676(b)(5) - (6))

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

The CSBG Coordinator attends the NH Community Action Association monthly meeting and is in daily communication with the Planning and Grants Management Director who manages the associationÂs program.

9.3. Eligible Entity Linkages and Coordination

9.3a State Assurance of Eligible Entity Linkages and Coordination:
Describe how the State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

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

The Eligible Entities have representation on any boards and committee. They work with any and all other social services organization. The state assure the by reviewing the reported the NPI 4.1 Partnerships.

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

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

Eligible Entities work with the private sector, state, county and local governments, other nonprofits and the Community Action Network to reduce the causes of poverty. Through private donations, sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to coordinate services with agencies within their service delivery areas.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:
Does the State intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act *(as required by the assurance under Section 676(b)(5) of the CSBG Act)*: ○ Yes ◉ No

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

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

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

The Eligible Entities are a member of the Statewide WIOA Committee. And as noted insection 14.1ba, all the CAAs are participating in the NH Employment Program funded by TANF. Again, with all the supportive services of the agencies, participants are helped to secure and retain employment. The CAAs also are subcontractors for the WIOA program.

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

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

The Community Action Agencies Are the subgrantees of the Low-Income Home Energy Assistance Program (LIHEAP) in NH. The LIHEAP contracts contains the emergency energy crisis intervention element of LIHEAP. The State CSBG office works closely with the State LIHEAP office.

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

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

Through the annual Community Action Plan and the Annual Report, the Eligible Entities provide documentation of the coordination and partnership with other organization. The State will also monitor CAAs on a regular basis to ensure compliance with this assurance.

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

Note: this response will link to the corresponding assurance, item 14.3c.

The annual Community Action Plan submitted by the Eligible Entities to the state list all funding sources Â federal, state, public, private and CSBG. By review the Community Action Plan and monitoring the agencies, the CSBG Coordinator determines that the Eligible Entities are coordinating funds between the funding sources.

9.8. Coordination among Eligible Entities and State Community Action Association:
Describe State activities for supporting coordination among the eligible entities and the State Community Action Association.

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

The NH Community Action Association has no staff so the agencies share in the operation of the association. The State and the Association have a very good working relationship. The CSBG Coordinator attends all of the Association meeting and is a member of the Northern New England Community Action Conference Committee.

9.9 Communication with Eligible Entities and the State Community Action Association:
In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Monthly	Meetings/Presentation	Other not chosen
State Plan Development	As needed	Meetings/Presentation	Other not chosen
Organizational Standards Progress	As needed	Meetings/Presentation	Other not chosen
State Accountability Measures Progress	As needed	Meetings/Presentation	Other not chosen
Community Needs Assessments/Community Action Plans	As needed	Meetings/Presentation	Other not chosen
State Monitoring Plans and Policies	As needed	Meetings/Presentation	Other not chosen
Training and Technical Assistance (T/TA) Plans	As needed	Meetings/Presentation	Other not chosen
ROMA and Performance Management	As needed	Meetings/Presentation	Other not chosen
State Interagency Coordination	Triennial	Meetings/Presentation	Other not chosen
CSBG Legislative/Programmatic Updates	As needed	Meetings/Presentation	Other not chosen

Tripartite Board Requirements	As needed	Meetings/Presentation	Other not chosen

	Topic	Expected Frequency	Format	Brief Description of "Other"
1	ROMA & Organizational Standards	As needed	Meetings/Presentation	

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

Note: This information is associated with State Accountability Measures 3Still, and will pre-populate the Annual Report, Module 1, Item G.6

The same outline as communication.

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

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

While NH will continue to review, NH has scored above the National average: 100 compared to 71. Scoring in the NH CAA's Awareness of Efforts, Sufficiency of Linkages and Effectiveness of Partnerships in the ACSI Survey showed 100, 93 and 93 respectively versus the National average of 63, 63 and 62. Review of these areas will be conducted during development of the next State Plan.

Section 10: Monitoring, Corrective Action, and Fiscal Controls

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

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SECTION 10
State Use of Funds

Monitoring, Corrective Action and Fiscal Controls
(Section 678B(a) of the Act)

10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist States in planning. States may indicate "no review" for entities the State does not plan to monitor in the performance period.

Note: This information is associated with State Accountability Measure 3Sa(i); this response pre-populates the Annual Report, Module 1, Table II.1.

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Action Program Belknap-Merrimack Counties Inc	Full On-site	Onsite Review	FY1 Q4	09/26/2013	09/26/2013	
2	Southern New Hampshire Services Inc.	Full On-site	Onsite Review	FY1 Q4	02/12/2014	02/12/2004	
3	Southwestern Community Services Inc	Full On-site	Onsite Review	FY1 Q4	08/08/2013	08/08/2013	
4	Community Action Partnership of Strafford County	Full On-site	Onsite Review	FY1 Q4	04/19/2013	04/19/2013	
5	Tri-County Community Action Program Inc	Full On-site	Onsite Review	FY1 Q4	08/04/2015	08/04/2015	

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Action Program Belknap-Merrimack Counties Inc	Full On-site	Onsite Review	FY2 Q4	09/26/2013	09/26/2013	
2	Southern New Hampshire Services Inc.	Full On-site	Onsite Review	FY2 Q4	02/12/2014	02/12/2014	
3	Southwestern Community Services Inc	Full On-site	Onsite Review	FY2 Q4	08/08/2013	08/08/2013	
4	Community Action Partnership of Strafford County	Full On-site	Onsite Review	FY2 Q4	04/19/2013	04/19/2013	
5	Tri-County Community Action Program Inc	Full On-site	Onsite Review	FY2 Q4	08/04/2015	08/04/2015	

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

MONITORING OBJECTIVE: Monitoring is an integral management control tool. It is an ongoing process that assesses the quality of a program over a period of time. Monitoring provides information about program operations that is critical for making informed judgments about program effectiveness and management efficiency. It is the principal means by which the following are accomplished: Ensures that programs are carried out efficiently, effectively and in compliance with applicable laws and regulations; Assists the eligible entities in improving performance, developing and increasing capacity and augmenting their management and technical skills; and Stay abreast of the efficacy of the programs within the communities the agencies serve. Monitoring is not viewed as a once a year or periodic exercise, but as an ongoing process involving continuous communication and evaluation. Such a process involves frequent telephone/email contacts, written communications, analysis of reports and audits, and periodic meetings. It is the stateÀs responsibility to keep fully informed concerning compliance with program requirements and the extent to which technical assistance is needed. The overriding goal of monitoring is to determine compliance, prevent/identify deficiencies and design corrective actions to improve or reinforce performance. Where possible, any identified deficiencies in need of corrective action should be handled through discussion, negotiation or technical assistance in a manner that maximizes local discretion. Monitoring also provides opportunities to identify accomplishments as well as successful management/implementation/evaluation techniques that might be replicated by other eligible entities. A monitoring report may contain, but not limited to, the following: Concern: A deficiency not based on a statutory, regulatory or other program requirement. Corrective actions are not issue for concerns. However, a concern should be brought to the attention of the eligible entity and, if appropriate, the state may recommend, but not require actions to address a concern and/or provide technical assistance. Finding: A deficiency based on a statutory, regulatory or other program requirement for which a corrective action is required. Monitoring Conclusion: A determination reached regarding performance based upon the monitoring results. Conclusions may be positive or negative. MONITORING OF ELIGIBLE ENTITIES (678B) In order to determine whether eligible entities meet the performance goals, administrative standards, financial management requirements, and other requirements of a State, the State shall conduct the following reviews of eligible entities: (1) A full onsite review of each such entity at least once during each 3-year period. (2) An onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives CSBG funds. (3) 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. (4) Other reviews as appropriate, including reviews of entities with programs that have had other Federal, State, or local grants terminated for cause.

10.3. Initial Monitoring Reports:
According to the State's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

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

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

10.4. Closing Findings:
Are State procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? (•) Yes ( ) No

10.4a. Closing Findings Procedures: If no describe State procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.

10.5. Quality Improvement Plans (QIPs):
Provide the number of eligible entities currently on QIPs, if applicable.

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

0

10.6. Reporting of QIPs:
Describe the State's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

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

Any eligible entity with an approved QIP will be reported to OCS within 30 calendar days.

10.7. Assurance on Funding Reduction or Termination:
The State assures,"that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided inSection 678C(b)" per Section 676(b)(8). (•) Yes ( ) No

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

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

10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? ( ) Yes (•) No

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

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public

Designation or Re-designation of New Eligible Entity Procedure If any area of the State that ceases to be served by an eligible entity, the governor may decide to solicit applications and designate a new eligible entity. Using the follow criteria: A private nonprofit organization that is geographically located in the services area or a current private nonprofit eligible entity that is geographically located in an adjoining county that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements such as the tripartite board, the CSBG assurances and the CSBG goals and purposes. Priority, in granting designation, will be given to eligible entities that are providing related services in the area consistent with a community-needs assessment. If no private, nonprofit organization is identified or determined to be qualified then the governor may select an appropriate political subdivision of the State serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision must meet the criteria list above.

10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities? ( ) Yes (•) No

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

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public
Termination or Reduction of Funding Procedure The State makes an assurance that any eligible entity in the State that received CSBG funding in the previous fiscal year will not have its funding terminated or reduced below the proportional share 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. In a termination or reduction of funding, the term ÀcauseÀ includesÀ (A) a statewide redistribution of funds provided through a community services block grant in response toÀ 1. the results of the most recently available census or other appropriate data; 2. the designation of a new eligible entity; or 3. severe economic dislocation; or (B) the failure of an eligible entity to comply with the terms of the CSBG state contract, CSBG State plan, or to meet a State requirement. If the State determines, on the basis of a final decision in a program monitoring or a cause(s) listed above, the State will: (1) inform the entity of the deficiency to be corrected; (2) require the entity to correct the deficiency; (3)(A) offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to the US HHS Secretary a report describing the training and technical assistance offered; or (B) if the State determines that such training and technical assistance are not appropriate, prepare and submit to the US HHS Secretary a report stating the reasons for the determination, (4)(A) 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 (B) not later than 30 days after receiving from an eligible entity a proposed quality improvement plan, either approve such proposed plan or specify the reasons why the proposed plan cannot be approved; and (5) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding under CSBG of the eligible entity unless the entity corrects the deficiency. A determination to terminate the designation or reduce the funding of an eligible entity is reviewable by the US HHS Secretary. The US HHS 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. Whenever a State terminates or reduces the funding of an eligible entity prior to the completion of the process described above and the US HHS SecretaryÀs review as required, 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 CSBG grant allocation for the State for the earliest appropriate fiscal year shall be reduced by an amount equal to the funds provided under directly to such eligible entity.

10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? ○ Yes ◉ No

10.10a. If Yes, provide the citation(s) of the law and/or regulation.

10.10b. If No, describe State procedures for re-designation of existing eligible entities.
Designation or Re-designation of New Eligible Entity Procedure If any area of the State that ceases to be served by an eligible entity, the governor may decide to solicit applications and designate a new eligible entity. Using the follow criteria: A private nonprofit organization that is geographically located in the services area or a current private nonprofit eligible entity that is geographically located in an adjoining county that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements such as the tripartite board, the CSBG assurances and the CSBG goals and purposes. Priority, in granting designation, will be given to eligible entities that are providing related services in the area consistent with a community-needs assessment. If no private, nonprofit organization is identified or determined to be qualified then the governor may select an appropriate political subdivision of the State serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision must meet the criteria list above.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting:
Describe how the State's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

Procedure: Federal Filing for Community Services Block Grant (CSBG) Updated: 6/22/2016 Information: The Community Services Block Grant Federal Filing is completed on an annual basis. The reporting period ends on 9/30/xxxx and a SF-425 must be filed by 12/30/xxxx (90 days) for each open grant year. Responsibility: Business Administrator III File and Location: R: Finance Â Cost Allocation Â EXPRPTS Â CSBG Instructions: Â Open the prior yearÂs CSBG 425Âs FFYxx 9-30-xxxx file. Do a Âsave asÂ for the current date. Â Retrieve quarterly column reports for QE 12/31, 3/31, 6/30 & 9/30 Â a full federal fiscal year. Column reports for the Child Abuse Federal Grant can be found at: R: Finance Â Allocation Â Reports Â State Fiscal Year - Quarterly Reports Â QE - 4500 Â CSBG Column. Â Do a ÂMove or CopyÂ to bring column reports into file. Use the column reports to populate the CAP SUMMARY tab. Â The top portion of the worksheet adds all the federal costs incurred for the year. Key each QE federal total from the column report into the CAP SUMMARY worksheet. Please see below for reference. Â The next section of the CAP SUMMARY worksheet will calculate available balances for each open grant year. Key the current annual expense, calculated above, in the appropriate row for each open grant year. You may wish to check with the Financial Manager responsible for the CSBG grant to determine how much of the annual expense is allocated to each open grant year. Please see below for reference.

10.12. Single Audit Management Decisions:
Describe State procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

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

The CSBG Coordinator use the information in the Federal Audit Clearinghouse (FAC) database as evidence to verify that the eligible entities have Âno audit findingsÂ and that the required audit was performed. Upon review of eligible entity single audits with audit findings, the CSBG Coordinator contacts the eligible entity to find the status of the findings and working with the entity develops a plan to resolve the findings.

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

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

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

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

Based on the results from the ACSI Survey, NH has scored (**88**) well above the National average (**69**) in overall Monitoring and Corrective Action. The Usefulness of Visits section scored 78, compared to 68 Nationally. This score was still above the National average, but will be reviewed in the development of the next State Plan.

Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
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SECTION 11
State Use of Funds

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

- ☐ Attend Board meetings
- ☐ Organizational Standards Assessment
- ☐ Monitoring
- ☑ Review copies of Board meeting minutes
- ☑ Track Board vacancies/composition
- ☐ Other

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

As it Occurs

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

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

The State has the written procedures from each eligible entity regarding the process by which individuals or organizations can petition for adequate representation on the eligible entities Tripartite Board. Annually, the State requires the eligible entities submit any changes to their written procedures.

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

11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.

Section 12: Individual and Community Eligibility Requirements

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SECTION 12
Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:
Provide the income eligibility threshold for services in the state.
[Check one item below.]

(•) 125% of the HHS poverty line ( ) X% of the HHS poverty line (fill in the threshold) ( ) Varies by eligible entity

0% % *[Response Option: numeric field]*

12.1a. Income Eligibility Policy and Procedures: Describe any State policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

New Hampshire does not use the CSBG funding for direct client services. Thus, the CSBG funding cannot be tracked to individual clients. CSBG funds awarded to the eligible entities are utilized for program support. To validate the appropriate use of CSBG funds for the targeted population, New Hampshire compares the percentage of CSBG funds to total funds of the eligible entity, and compares that percentage to the percentage of clients at or below 125 percent of poverty to the total number of clients served by the eligible entity. This comparison produces a comparable factor for determining that the targeted population benefited from the CSBG funds awarded to the eligible entity. New Hampshire uses the data reported in the annual CSBG Information System (IS) Survey to perform its calculations.

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

New Hampshire does not use the CSBG funding for direct client services. Thus, the CSBG funding cannot be tracked to individual clients. CSBG funds awarded to the eligible entities are utilized for program support. The state does not monitor client files or documentation or calculation of income.

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

For services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations), how does the State ensure eligible entities' services target and benefit low-income communities? The Community-targeted Services are discussed and reviewed by the CSBG Coordinator at the time of agency monitoring to ensure eligible entities' services target and benefit low-income communities.

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

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Community Services Block Grant (CSBG)

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SECTION 13
Results Oriented Management and Accountability (ROMA) System

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

Note: This response will also link to the corresponding assurance, Item 14.12 and will pre-populate the Annual Report, Module 1, Item 1.1.

The Results Oriented Management and Accountability (ROMA) System

Section 678E(b) of the CSBG Act

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

ACCOUNTABILITY AND REPORTING REQUIREMENTS (678E) (1) PERFORMANCE MEASUREMENT.Â Eligible entities will participate in a performance measurement system, which satisfies CSBG requirements. EVALUATION OF RESULTS Result Oriented Management and Accountability (ROMA) Result Oriented Management and Accountability (ROMA) is an interagency initiative promoting outcome-based strategies for community, state and federal programs managed by a Community Services Block Grant Eligible Entity. Designed by the Office of Community ServicesÂ Monitoring and Assessment Task Force in response to the 1993 Government Performance and Results Act (GPRA), ROMA provides a flexible architecture of six national goals that the CSBG network strives towards. The Diversity of Community Action Although ROMA is a national initiative, its implementation has respected and reflected the unique grassroots nature of community action. As required by law, each local agency must identify, organize and respond to the antipoverty needs of its particular service area. Using different programs, funding sources and partnerships, agencies meet the broad statutory goals of the Community Services Block Grant Act Â family development, self-sufficiency and community revitalization. (See the Appendices for the National ROMA Goals and Outcome Measures) The National ROMA Goals and Outcome Measures have evolved into the National Indicators of Community Action Performance. There is a Guide to Organizing and Reporting National Indicators of Community Action Performance to help the state and local community action agencies better organize and report ROMA outcomes that constitute 12 national indicators of community action performance. The Guide can be found on http://www.roma1.org. Reporting of national performance indicators is an important component of the broader community action initiative to use results-focused management principles to revitalize and strengthen the entire Community Services Network. (2) ANNUAL REPORT.Â Eligible entities will participate annually in preparing the statewide report, which is called the Information System (IS) Survey. The IS Survey shall include the performance measurement system, an accounting of the expenditure of CSBG funds, including an accounting of funds spent on administrative costs, and funds spent by eligible entities on the direct delivery of local services, and shall include information on the number of and characteristics of clients served by the network, based on data collected from the CAAs. The structure of the IS Survey is: Part I Section A: State Use of CSBG Funds Section B: General Information on Local CSBG Agencies Section C: General Information on State CSBG Office Section D: Accomplishments and Coordination of Funds Section E: Agency Funds by Service Category Section F: Other Resources Administered and Generated by the CSBG Network Section G: Program Participant Characteristics Part II Outcome of Efforts, National Performance Indicators The CAAs submit individual Sections D, E, F, G and Part II to the State, which are entered into a provided database and sent to Washington, DC as the stateÂs annual report. (See the Appendices for a sample of the IS Survey forms.)

13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the State will use for performance measurement.

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

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

☑ **CSBG National Performance Indicators (NPIs)**

☐ **NPIs and others**

☐ **Others**

Most federal programs have outcomes that have to be reported to the funding source, the agencies will report those outcomes under the NPIs.

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

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

The annual Northern New England Conference, which NH CSBG Training and Technical Assistance funds supports, has ROMA and ROMA NG workshops. The state also pays the hosting and maintenance fees for the statewide software, empowOR, which will track program outcomes. Each Eligible Entities designated a staff member to be the ROMA contact. A committee coordinated by the NH Community Action Association meets to standardize as much as possible statewide ROMA tracking and reporting. And to have a forum for the Certified ROMA trainers and ROMA implementers to meet and exchange ideas and information.

13.4. Eligible Entity Use of Data:
Describe how is the state plans to validate the eligible entities that are using data to improve service delivery?

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

As part of the Organizational Standards review, the state will review the eligible entitiesÂ processes for analyzing the program outcomes. At the

networkÂs working group meeting, the members will review and discuss the differences between the agencies and to work towards a network wide process for each of the common programs.
Community Action Plans and Needs Assessments
13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.
Note: this response will link to the corresponding assurance, item 14.11.
The State sends in an email the items that must be submitted to the State as the requirement of the Community Action Plan for receiving CSBG funding. This requirement is also included in the CSBG contract.
13.6. Community Needs Assessment: **Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.**
Note: this response will link to the corresponding assurance, item 14.11.
The State sends in an email the items that must be submitted to the State as the requirement of the Community Action Plan for receiving CSBG funding. This requirement is also included in the CSBG contract.

Section 14: CSBG Programmatic Assurances and Information Narrative

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SECTION 14
State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

14.1a. 676(b)(1)(A): Describe how the State will assure "that funds made available through grant or allotment will be used -

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

The state will assure that that funds made available through grant or allotment will be used according to 676(b)(1)(A) by reviewing the Community Action Plan and monitoring the agencies.

Needs of Youth

14.1b. 676(b)(1)(B) Describe how the State will assure "that funds made available through grant or allotment will be used -

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

The state will assure that that funds made available through grant or allotment will be used according to 676(b)(1)(B) by reviewing the Community Action Plan and monitoring the agencies

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the State will assure "that funds made available through grant or allotment will be used -

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

The state will assure that that funds made available through grant or allotment will be used according to 676(b)(1)(C) by reviewing the Community Action Plan and monitoring the agencies

State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and

neighborhood-based initiatives related to the purposes of this subtitle."
Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10
Eligible Entity Service Delivery, Coordination, and Innovation
14.3. 676(b)(3) "Based on information provided by eligible entities in the State, a description of..."
14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State;
The NH CAAs are the grantee for LIHEAP, Head Start, Weatherization, WIA, TANF work program. Not all of the CAAs also work with housing and homeless, VISTA, transportation, senior programs, etc
Eligible Entity Linkages - Approach to Filling Service Gaps
14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."
Note: The State describes this assurance in the State Linkages and Communication section, item 9.3b.
Eligible Entities work with the private sector, state, county and local governments, other nonprofits and the Community Action Network to reduce the causes of poverty. Through private donations, sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to coordinate services with agencies within their service delivery areas.
Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources
14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a)will be coordinated with other public and private resources."
Note: The State describes this assurance in the State Linkages and Communication section, item 9.7.
The annual Community Action Plan submitted by the Eligible Entities to the state list all funding sources Â federal, state, public, private and CSBG. By review the Community Action Plan and monitoring the agencies, the CSBG Coordinator determines that the Eligible Entities are coordinating funds between the funding sources.
Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility
14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."
Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).
The agencies are starting to look at the 2Gen model.
Eligible Entity Emergency Food and Nutrition Services
14.4. 676(b)(4) Describe how the State will assure "that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."
The agencies work with the State Emergency Management team. They also have the emergency funding for LIHEAP.
State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities
14.5. 676(b)(5) Describe how the State will assure "that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act."
Note: The State describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.
State Coordination/Linkages and Low-Income Home Energy Assistance
14.6. 676(b)(6) Provide "an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community."
Note: The State describes this assurance in the State Linkages and Communication section, items 9.2 and 9.3.
Federal Investigations
14.7. 676(b)(7) Provide "an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes
Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.
Funding Reduction or Termination
14.8. 676(b)(8) Provide "an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State

determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." Yes
Note: The State addresses this assurance in the Fiscal Controls and Monitoring section, item 10.1.
Coordination with Faith-based Organizations, Charitable Groups, Community Organizations
14.9. 676(b)(9) Describe how the State will assure "that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations."
Note: The State describes this assurance in the State Linkages and Communication section, item 9.4.
Eligible Entity Tripartite Board Representation
14.10. 676(b)(10) Describe how "the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."
Note: The State describes this assurance in the Eligible Entity Tripartite Board section, 11.3.
The State has the written procedures from each eligible entity regarding the process by which individuals or organizations can petition for adequate representation on the eligible entities Tripartite Board. Annually, the State requires the eligible entities submit any changes to their written procedures
Eligible Entity Community Action Plans and Community Needs Assessments
14.11. 676(b)(11) Provide "an assurance that the State will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."
Note: The State describes this assurance in the ROMA section, items 13.5 and 13.6.
State and Eligible Entity Performance Measurement: ROMA or Alternate system
14.12. 676(b)(12) Provide "an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."
Note: The State describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.
Validation for CSBG Eligible Entity Programmatic Narrative Sections
14.13. 676(b)(13) Provide "information describing how the State will carry out the assurances described in this section."
Note: The State provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.
☑ By checking this box, the State CSBG authorized official is certifying the assurances set out above.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No:0970-0382
Expires:06/30/2021

SECTION 15
Federal Certifications

15.1. 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.

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

15.1. Lobbying

After assurance select a check box:

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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

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

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

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

the Federal or State criminal drug statutes;

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

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

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a)The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b)If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

15.2. Drug-Free Workplace Requirements
After assurance select a check box:
☑ By checking this box, the State CSBG authorized official is providing the certification set out above.

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective

primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

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

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

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

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

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

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

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

Primary Covered Transactions

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

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

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

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

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

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

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

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

become erroneous by reason of changed circumstances.

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

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

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

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

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

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

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

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

(2) Where the prospective lower tier participant is unable to certify to

any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

15.3. Debarment

After assurance select a check box:

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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:

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

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.

Attachment 1.3 Designation letter

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

CHRISTOPHER T. SUNUNU
Governor

September 25, 2018

Mr. Clarence H. Carter
Acting Director
Office Community Services
Department of Health & Human Services
Administration for Children and Families
370 L'Enfant Promenade, SW
Washington, DC 20447

Dear Mr. Carter:

I, Christopher Sununu, Governor of the State of New Hampshire, hereby delegate the authority to execute contracts, service agreements, and block grant applications for the Community Services Block Grant (CSBG), the CSBG Assurances contained in 675(a) of the Act PL 97-35 as amended and applications to the U.S. Department of Health and Human Services to:

Director
Division of Economic & Housing Stability
NH Department of Health and Human Services
129 Pleasant Street
Concord, NH 03301

Please contact me with any questions or concerns.

Sincerely,

Christopher T. Sununu
Governor

107 North Main Street, State House - Rm 208, Concord, New Hampshire 03301
Telephone (603) 271-2121 • FAX (603) 271-7640
Website: http://www.governor.nh.gov/ • Email: governorsununu@nh.gov
TDD Access: Relay NH 1-800-735-2964

Attachment 4.2 Public Hearing Notice

BALANCE OF STATE CONTINUUM OF CARE MEETING
AGENDA
January 8, 2019
10:00 AM – 12:00 PM

WELCOME/INTRODUCTIONS

- Martha Stone, Executive Director
  Cross Roads House

Point-In-Time Count (60 minutes)

- Heidi Petzold & HMIS team

Community Services Block Grant public session (45 minutes)

- Regina Lamprey, BHS

BHS Updates

Melissa Hatfield, BHS Bureau Chief

Regional Updates

NEXT BOSCOC MEETING – March 12, 2019, Auditorium
DHHS Brown Building, 129 Pleasant Street, Concord, NH

THE DOORWAY

Summary of Doorway Activity as of 4/30/2019

Month to Month Totals Summary					
	Jan '19	Feb '19	Mar '19	Apr '19	Total to Date
Calls from 211	199	182	211	247	839
Clinical Evaluations	180	189	262	303	934
Naloxone Kits Distributed**	72	71	71	643	857
Treatment Referrals	187	265	324	408	1184
Individuals Seen	362	301	348	429	1440
Individuals Served*	472	444	493	593	2002

*The total number of individuals served represents the de-duplicated count of individuals seen in person or assisted by telephone. Individuals who were assisted by 211 and also seen by a Doorway are not counted twice. Individuals served includes individuals seeking services, and friends or family seeking information on how to help a loved one.

** Naloxone total for April 2019 includes kits distributed to community partners by eight of the Doorways.

Summary of Doorway Activity, 4/1/2019 – 4/30/2019

211 Calls by Type	Opioid	Alcohol	Other Substance	Other Social Service	Total
AVH	3	0	0	0	3
Cheshire Medical Center	30	10	8	0	48
Concord Hospital	13	14	12	15	54
DHMC	4	2	0	3	9
Granite Pathways Manchester	17	19	10	0	46
Granite Pathways Nashua	1	1	2	0	4
LRGHealthcare	20	6	2	3	31
LRH	3	0	0	0	3
Wentworth-Douglass	28	9	8	4	49
Total	**119**	**61**	42	25	247

Count of Individuals Seen by Reason Type	Total
Opioid related	291
Alcohol related	79
Cocaine related	15
Marijuana related	5
Methamphetamine related	27
Other substance related	6
Other social service related	6
Total	**429**

THE DOORWAY

Summary of Doorway Activity as of 4/30/2019

Count of Individuals Seen by Access Type	Total
Referred by 211/DHC	83
Walk-ins	114
Other*	232
Total	429

Count of Referrals Made by Type	Total
Medication Assisted Treatment	101
Outpatient-ASAM Level 1.0: Outpatient	46
Outpatient-ASAM Level 2.1: Intensive Outpatient	42
Outpatient-ASAM Level 2.5: Partial Hospitalization	5
Outpatient-Withdrawal Management	12
Peer Recovery Support	37
Residential-ASAM Level 3.1: Low Intensity	2
Residential-ASAM Level 3.5: High Intensity (Adult)	114
Residential-ASAM Level 3.5: Medium Intensity (Adolescent)	0
Residential-Withdrawal Management	49
Total	408

De-duplicated Count of Individuals Served by each Doorway				
Doorway	Individuals Seen as a result of a 211 referral call*	Individuals walking into a Doorway	Individuals Assisted by Telephone Only	Total Clients Served
AVH	0	17	3	20
Cheshire Medical Center	20	8	28	56
Concord Hospital	12	4	42	58
DHMC	2	20	7	29
Granite Pathways Manchester	4	171	42	217
Granite Pathways Nashua	1	67	3	71
LRGHealthcare	10	21	21	52
LRH	2	23	1	26
Wentworth-Douglass	32	15	17	64
Total Individuals Served*	**83**	**346**	**164**	**593**

*Individual initiated services by calling 211 and then visited a Doorway for evaluation and referral. Doorways assisted these individuals, both by phone and in person.