



IDAHO DEPARTMENT OF
HEALTH & WELFARE

C.L. "BUTCH" OTTER - Governor
RICHARD M. ARMSTRONG - Director

OFFICE OF THE DIRECTOR
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August 30, 2013

Seth Hassett, Director
U.S. Department of Health and Human Services
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
370 L'Enfant Promenade SW., 5th Floor West
Washington, DC 20447

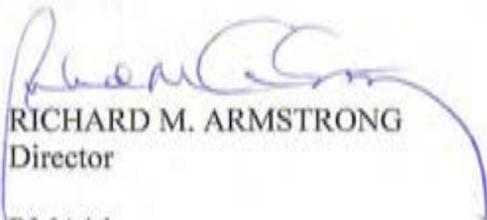
Dear Mr. Hassett:

Enclosed is a signed copy of the State of Idaho Community Services Block Grant (CSBG) Plan for 2014-2015. In accordance with U.S. Department of Health and Human Services (HHS), the following documents are included with the grant application:

- CSBG Statutory Assurances
- CSBG Administrative Certifications
- Copy of the Governor's letter delegating signature authority to the Director
- Legal Notifications Document for the CSBG Review

If you have any questions regarding the application, please contact Genie Sue Weppner, Program Manager, at (208) 334-5656 or Sara Herring, Program Specialist, at (208) 334-5752.

Sincerely,



RICHARD M. ARMSTRONG
Director

RMA/eb

enclosures

FFY 2014 and FFY 2015 STATE PLAN

THE COMMUNITY SERVICES BLOCK GRANT PROGRAM



STATE OF IDAHO

DEPARTMENT OF HEALTH AND WELFARE
DIVISION OF WELFARE, BUREAU OF POLICY
P.O. BOX 83720
BOISE, IDAHO 83720-0036
(208) 334-5815

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COMMUNITY SERVICES BLOCK GRANT PROGRAM - STATE OF IDAHO

I. Federal Fiscal Years covered by this State Plan and Application.

This State Plan and Application cover Federal Fiscal Years 2014 and 2015.

II. Letter of Transmittal

A cover letter is included with this Plan and will be submitted to the Office of Community Services (OCS) by September 1, 2013. The letter is addressed to the Director of OCS and includes the State CSBG Program contact person and the State CSBG official who is to receive the CSBG Grant Award, along with complete address, telephone, and fax numbers.

III. Executive Summary

Approximately 1.6 million people live in Idaho's 44 counties that cover 83,000 square miles. In 2012, Idaho's CSBG-eligible entities served 221,092 or 14% of the overall population.¹ The CSBG-eligible entities' coverage reaches all 44 counties to provide much needed stabilization services and family and community initiatives to help families achieve self-sufficiency.²

Realizing that family self-sufficiency cannot be reached through a one-size-fits-all approach, Idaho's CSBG-eligible entities continually develop innovative programs and services to meet the needs of the populations they serve. The most recent community needs assessments conducted by Idaho's CSBG-eligible entities consistently identify three statewide needs: employment that pays a living wage, access to nutritious affordable foods, and affordable housing.

Idaho has a high percentage of working poor, with 16.5% of Idaho's workers living in poverty—these individuals need help to obtain living-wage jobs.^{3,4} Idaho's CSBG-eligible entities strive to help families become self-sufficient and create inroads to higher-paying jobs for their clients through providing job training, skill development, and education.

Food insecurity is another statewide issue in Idaho identified in the most recent needs assessment. In 2012, nutrition services were one of the most delivered services by Idaho's CSBG-eligible entities. Even though Idaho has a Supplemental Nutrition Assistance Program (SNAP) participation rate of 81% and 14% of Idaho's overall population is on SNAP, the monthly benefit for families is not lasting the entire month; further, about half of nutrition services participants at CSBG-eligible entities are over the income limit for SNAP, but qualify for services at the CSBG-eligible entity⁵—the need remains for emergency food services in Idaho.

Finally, finding safe, affordable, and stable housing can be a challenge for low-income Idaho families. A family of four would need to make \$57,443 per year in

¹ Idaho CSBG Information Systems Survey, 2012.

² Idaho's CSBG-eligible entities are the Community Action Agencies and Community Council of Idaho.

³ *U.S. Department of Labor, Bureau of Labor Statistics, Local Area Unemployment Statistics, July 2, 2013.*

⁴ *U.S. Census Bureau, Small Area Income and Poverty Estimates (SAIPE), 2011. Estimates for 2011 were released in December 2012.*

⁵ Cunnyngham, Karen E., "Reaching Those in Need: State Supplemental Nutrition Assistance Program Participation Rates in 2010." December, 2012.

order to afford fair market monthly rent of \$704⁶. Because 75% of the families served by CSBG-eligible entities live below the poverty line, they cannot afford this rent. In order to make a difference in the lives of these Idahoans, the CSBG-eligible entities employ an array of resourceful strategies, such as leveraging Housing and Urban Development funding to provide supportive housing or implement self-help home building programs and weatherization programs to help low-income families find and stay in safe, affordable housing.

It is through strategically planned, innovative, and community-based initiatives that CSBG-eligible entities work with their communities to alleviate the causes and conditions of poverty. The remainder of this plan will outline current initiatives and Idaho's CSBG plan for continuing to support the purposes of the CSBG Act.

A. CSBG State Legislation:

This program is authorized by the provisions of Sections 56-202 and 56-203, Idaho Code, which authorize the Idaho Department of Health and Welfare (DHW) to enter into contracts with the federal government to provide assistance.

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

Governor C.L. "Butch" Otter has designated the DHW to act as the lead agency to conduct state activities under this subtitle (see Letter of Designation, Appendix D).

The Director of the DHW is Mr. Richard Armstrong.

The Administrator of Welfare is Mr. Russell Barron.

The DHW has contracted with Community Action Partnership Association of Idaho (CAPAI) to assist with certain administrative functions at its direction.

C. Public Hearing Requirements

(1) Public Hearing - Prior to submission of the State CSBG plan, the DHW and CAPAI allows public comment within Idaho for input on the development of the plan. Notification of the proposed plan is placed in newspapers throughout the state at least ten days prior to the hearing. Public input regarding the CSBG plan is incorporated where applicable and in accordance with federal and state rules. Affidavits of notice of public hearings are available on file at CAPAI in Boise.

(2) Legislative Hearing - Information regarding the CSBG program activities was shared with the Joint Finance and Administration Committee during the 2013 legislative session. Idaho's legislature meets for three months each year: January, February and March.

(3) Public Inspection of State Plan - The plan was available August 1 - 11, 2013 for public review and comment with a public inspection held August 12, 2013. Access to the plan was through CAPAI, DHW and the CSBG eligible-entities. The plan was made available through the CAPAI website at: www.idahocommunityaction.org and by contacting CAPAI to provide the plan through email, or by connecting the person making the request of the plan to a DHW office or CSBG-eligible entity office near their location where they could obtain a printed copy of the plan. This process provided complete geographical coverage of the state.

⁶ Henry, Ben and Fredericksen, Amy. 2012 Job Gap Report. Alliance for a Just Society. February, 2013.

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

As part of the biennial Application and Plan required by Section 676 of the CSBG Act (the Act), the designee of the chief executive of the state hereby agrees to the assurance in Section 676 of the Act.

A. Programmatic Assurances

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

- (a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a state program carried out under part A, Title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.
- (b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that

would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

- (c) To make more effective use of, and to coordinate with, other programs (including state welfare reform efforts) [‘676(b)(1)].
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C (b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program. [‘676(b) (2)].
- (3) To provide information provided by CSBG-eligible entities in the State, including:
 - (a) a description of the service delivery system for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities within the State;
 - (b) a description of how linkages will be developed to fill identified gaps in services through the provision of information, referrals, case management, and follow-up consultations;
 - (c) a description of how funds made available through grants made under section 675C(a) will be coordinated with other public and private resources; and
 - (d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [‘676(b)(3)].
- (4) To ensure that CSBG-eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. [‘676(b)(4)].
- (5) That the State and the CSBG-eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the CSBG-eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. [‘676(b) (5)].
- (6) To ensure coordination between anti-poverty 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; [‘676(b) (6)].

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

B. Administrative Assurances

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

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. [‘675A(b)].
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to CSBG-eligible entities for the stated purposes of the community services block grant program and to make such funds available to CSBG-eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the

provisions regarding recapture and redistribution of unobligated funds outlined below. [675C(a)(1) and (2)].

- (3) In the event the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [675C(a)(3)].
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [675C(b)(2)].
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 765(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [675(c)].
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State plan. [676(a)(2)(B)].
- (7) That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State community services block grant program activities. [676(a)(1)].
- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. [676(a)(3)].
- (9) To make available for public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [676(e)(2)].
- (10) To conduct the following reviews of CSBG-eligible entities:
 - (a) full onsite review of each such entity at least once during each three year period;
 - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
 - (d) follow-up reviews including prompt return visits to CSBG-eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - (e) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State, or local grants (other than assistance

than assistance provided under the community services block grant program) terminated for cause. [‘678B(a)]

- (11) In the event the State determines an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the Community Services Block Grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the act, to:
 - (a) inform the entity of the deficiency to be corrected;
 - (b) require the entity to correct the deficiency;
 - (c) offer training and technical assistance, if appropriate, to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan, and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678(C) (a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. [‘678D(a)(3)]
- (14) To participate, by October 1, 2001, and ensure that all CSBG-eligible entities in the State participate in the Results Oriented Management and Accountability (ROMA) system. [‘678E (a) (1)]
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its CSBG-eligible entities, as described under ‘678E (a) (2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any

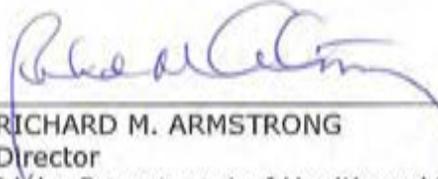
partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election, or any voter registration activity. [678F(b)]

- (18) To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [678F(c)]
- (19) To consider religious organizations on the same basis as other nongovernmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. [679]

C. Other Administrative Certifications

The State also certifies the following:

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



RICHARD M. ARMSTRONG
Director
Idaho Department of Health and Welfare

Date 8-27-2013

V. The Narrative State Plan

A. Administrative Structure

(1) State Administrative Agency

The DHW, under the Division of Welfare, is the State Administrative Agency.

(a) DHW's Mission Statement:

To promote and protect the health and safety of Idahoans.

Responsibilities:

Sections 56-202 and 56-203, Idaho Code, authorize Idaho's DHW to enter into contracts with the federal government to carry out the purposes of the Community Services Block Grant Act, 42 USC 9901, *et seq* (the Act). It is the responsibility of the DHW to ensure all applicable federal requirements are met and the administrative requirements of CSBG are clear and uniform.

The DHW contracts with CAPAI to execute certain administrative functions of the Community Services Block Grant on its behalf; however, the DHW retains all authority.

The contracted responsibilities include:

- (a) Subcontracting with CSBG-eligible entities;
- (b) Coordinating and/or providing training and technical assistance;
- (c) Drafting the CSBG State Plan;
- (d) Coordinating the monitoring of CSBG-eligible entities;
- (e) Outreach and Public Information;
- (f) ROMA and Information Systems Survey completion; and
- (g) Grievance and Dispute resolution.

Idaho's CSBG state plan serves several purposes: first, this plan is a request to receive an allotment for FFY 2014 and FFY 2015 under the CSBG Act. Next, as required by federal law, it contains the certification and assurances that the state will meet programmatic and public hearing requirements set forth by Congress. Finally, the state plan describes how the CSBG program operates in Idaho, outlines the proposed uses of CSBG restricted, administrative and discretionary funding, and reflects the locally determined program priorities established through needs assessments and community planning efforts.

(b) The Goals of the DHW are:

Goal 1: Improve the health status of Idahoans.

Goal 2: Increase the safety and self-sufficiency of individuals and families.

Goal 3: Enhance the delivery of health and human services.

(2) CSBG-Eligible Entities

Idaho has designated seven geographical service regions for the state, covering all 44 counties. Each region has a community action agency responsible for providing a full range of CSBG services within its counties.

In addition, a migrant seasonal farm worker organization provides CSBG services to farm workers and their families throughout Idaho.

(a) Idaho's CSBG-eligible entities and areas are:

Community Action Partnership **Ten counties:**
 (Regions 1 and 2)
 124 New 6th Street
 Lewiston, ID 83501

Benewah	Kootenai
Bonner	Latah
Boundary	Lewis
Clearwater	Nez Perce
Idaho	Shoshone

Western Idaho Community Action Partnership **Seven counties:**
 315 - B South Main Street
 Payette, ID 83661

Adams	Gem
Washington	Boise
Payette	Valley
Canyon	

El-Ada Community Action Partnership, Inc. **Three counties:**
 701 E. 44th Street, #1
 Garden City, ID 83714

Ada	Elmore	Owyhee
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South Central Community Action Partnership **Eight counties:**
 P.O. Box 531
 Twin Falls, ID 83303

Blaine	Jerome
Camas	Lincoln
Cassia	Minidoka
Gooding	Twin Falls

SouthEastern Idaho Community Action Agency **Seven counties:**
 P.O. Box 940
 Pocatello, ID 83201

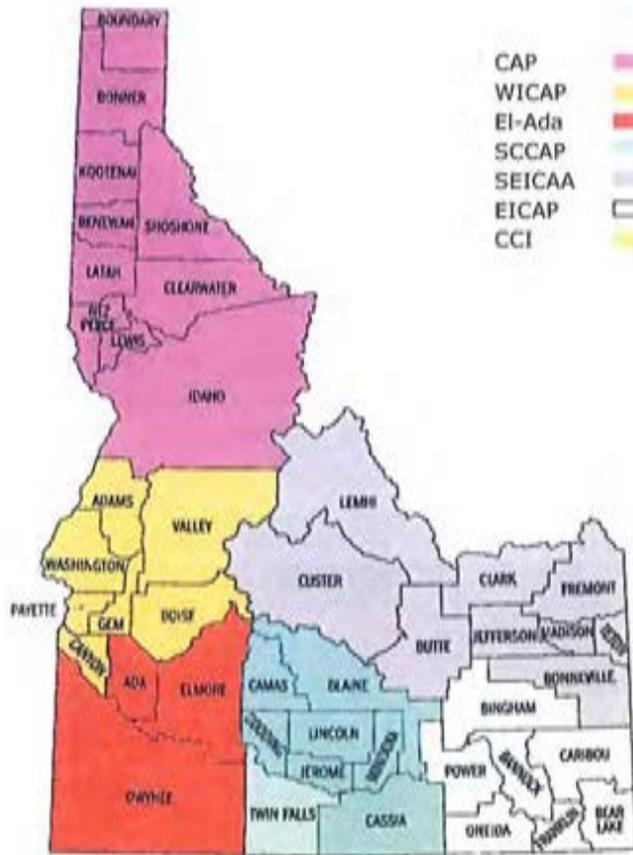
Bannock	Caribou	Power
Bear Lake	Franklin	
Bingham	Oneida	

Eastern Idaho Community Action Partnership **Nine counties:**
 P.O. Box 51098
 Idaho Falls, ID 83405

Bonneville	Fremont	Teton
Butte	Jefferson	
Clark	Lemhi	
Custer	Madison	

Community Council of Idaho **Area:**
 P.O. Box 490
 Caldwell, ID 83606

Serving all of Idaho's Migrant and seasonal farm workers. Primary emphasis is on Idaho's southern counties.



(3) Distribution and Allocation of Funds:

(a) The planned distribution of funds will be based on Idaho receiving a \$3,000,000 allocation. While this is less than the final allocation for FY 2012 and FY 2013, we are expecting further cuts due to sequestration. If Idaho received additional funding, we will allocate the funds to the CSBG-eligible entities based on our funding formula discussed in section V.C. The funding allocation planned for FY 2014 is as follows:

CSBG 2014

Allocations	Program	Discretionary	Admin	Total
CAP - N	\$344,974.00	\$16,783.00		\$361,757.00
CAP - NC	\$275,027.00	\$13,349.00		\$288,376.00
WICAP	\$440,872.00	\$21,490.00		\$462,362.00
El-Ada	\$457,160.00	\$22,290.00		\$479,450.00
SCCAP	\$323,957.00	\$15,751.00		\$339,708.00
SEICAA	\$310,239.00	\$15,077.00		\$325,316.00
EICAP	\$358,771.00	\$17,460.00		\$376,231.00
CCOI	\$189,000.00	\$7,800.00		\$196,800.00
DHW			\$30,000.00	\$30,000.00
CAPAI		\$20,000.00	\$120,000.00	\$140,000.00
Totals	\$2,700,000.00	\$150,000.00	\$150,000.00	\$3,000,000.00

B. Description of Criteria and Distribution Formula

In general, no less than 90 percent of the funds will be made available to CSBG-eligible entities and no more than 5 percent will be spent on administration. FY 2014 and 2015 allocations will be based on the poverty rates by county from the 2010 Census.

Funds distributed to CSBG-eligible entities under this grant for a fiscal year shall be available for obligation during that fiscal year and the succeeding fiscal year, subject to recapture and redistribution. There is no carryover beyond the second fiscal year.

C. Description of Distribution and Use of Restricted Funds

The DHW plans to distribute funds under Section 675C(a) of the Act to the CSBG-eligible entities in the following ways:

- (1) The Community Council of Idaho will receive seven percent of the total grant.
- (2) Each of the seven regions will receive a base amount of six percent of the total grant, distributed to the six community action agencies (one agency covers two regions).
- (3) After allowance for state administration and discretionary funding, the balance will be allocated among the regions, through the community action agencies, based on the percent of poverty in each county compared to the total poverty in the state.
- (4) There are no limitations on funding outside of the above mentioned parameters.
- (5) No funds have been recaptured or redistributed.
- (6) All restricted funds will be spent to alleviate the causes and conditions of poverty in local communities based on community needs assessments.

The distribution of funds for FFY 2014 will be the following:

CSBG-Eligible Entities	Program
CAP - N	\$344,974.00
CAP - NC	\$275,027.00
WICAP	\$440,872.00
El-Ada CAP	\$457,160.00
SCCAP	\$323,957.00
SEICAA	\$310,239.00
EICAP	\$358,771.00
CCOI	\$189,000.00
Totals	\$2,700,000.00

D. Description of Distribution and Use of Discretionary Funds

The DHW will reserve up to five percent of the total grant award for discretionary spending. CAPAI will hold back 50% of each entity's discretionary allocation to provide funds to build the capacity of local agencies through improved communication technology by paying for a statewide database. The remaining 50% of each agency's discretionary allocation will be contracted to the CSBG-eligible entity to use for supporting innovative programs and activities consistent with the purposes of this subtitle as determined by each entity through their community needs assessment. All CSBG-eligible entities have identified that they will use their remaining 50%

discretionary funding to invest in the new Idaho statewide database or costs associated with supporting the database.

An important part of state-level CSBG work is to tell a better story of how CSBG-eligible entities in Idaho work in their communities. For CAPAI, DHW and the CSBG-eligible entities, having access to accurate, timely, agency-wide and statewide data is crucial. While Idaho has operated a statewide CSBG database since 2005, it falls short in many areas. The CSBG-eligible entities have pooled their resources for CAPAI to enter into a contract with Empowerment Solutions Group for a new statewide client and outcome tracking system. Further, this new system will interface with the DHW LIHEAP payment system, reducing current double data entry. Implementation will begin in the fall of 2013.

E. Description of Use of Administrative Funds

Up to five percent of the grant award will be used for administrative expenses, including program oversight and monitoring. DHW retains 20% of the total administrative funds and contracts the remaining to CAPAI to carry out the administrative duties outlined in section V.A.1a.

Idaho does not have a Charity Tax Credit Program.

F. State Community Services Program Implementation

(1) Program Overview

Idaho's CSBG-eligible entities have a primary mission to respond to the needs, best interests, and problems of low-income families, the elderly and persons with disabilities. CSBG-eligible entities accomplish this mission by mobilizing and leveraging resources in the public, private, and nonprofit sectors of their community, advocating for the needs of their community members and implementing innovative community-based initiatives.

The effectiveness of CSBG-eligible entities is measured not only by the services they provide, but more importantly, by improvements and changes in the communities' attitudes, practices and responsiveness toward low-income families, the elderly and persons with disabilities, and in allocating public and private resources for anti-poverty purposes.

The administration and operation of service-delivery programs are principal activities; however, the CSBG-eligible entities also mobilize resources and create changed lives. It is the CSBG-eligible entities' dedication to this purpose that distinguishes them from other social and community service agencies.

(a) The Service Delivery System

Idaho's DHW contracts with CAPAI, who then contracts with the seven eligible entities to provide CSBG services (a listing of these entities can be found in section V.A.2). The CSBG-eligible entities have offices in 39 counties; outreach is provided to smaller towns and remote sites. In this way, Community Action continues to increase its presence in Idaho through additional satellite offices and cooperatives.

Only individuals or families whose income is at or below 125 percent of the federal poverty level are eligible for CSBG services.

CSBG-eligible entities are adept at serving their communities. Through years of experience and conducting biennial community needs assessments, CSBG-eligible entities customize their services to meet the varying needs of their communities.

(b) Linkages

Idaho's CSBG-eligible entities work to meet the needs of their communities as identified through community needs assessments. Working with limited resources and funding, CSBG-eligible entities in Idaho develop relationships with local entities to leverage the resources they have to fill the gaps in services. For example, affordable healthcare is a need in all communities in SouthEastern Idaho Community Action Agency's service area. This local entity does not have the capacity to operate a clinic or provide funding for each family who needs to access this service. In order to meet the needs of the community, the local agency has developed relationships with the local income-based clinics to refer clients and works with their local non-profits and faith-based partners to leverage funding and provide partial payments to doctors for needed care.

Another example of collaboration is in Idaho's South Central Community Action Partnership's service area, where this local agency covers a large rural area whose population is not large enough to justify supporting an office in each county. In order to reduce this gap in service, this entity provides outreach and coordinates linkages with county welfare offices, St. Luke's community counselor, utility companies and city offices in order to provide food, energy assistance and emergency services. Partnerships with a local senior centers also provide free physical space to the entity when needed for energy assistance appointments.

CSBG-eligible entities identify gaps in services and work with other service providers and government agencies to fill those gaps and avoid duplication of services. They organize and attend meetings and participate in task forces with local service provider groups, and work closely with city, county and state governments to ensure the effectiveness of services to the low-income.

CSBG-eligible entities also coordinate with other service providers and act as the "hub" for information on services available to the low-income community. Idaho's CSBG-eligible entities are the cornerstone of many rural communities, and make accessing services less intimidating to people in need. Idaho's CSBG-eligible entities are proud of their partnerships with the communities, private business, and the public sector.

Just a few of these partnerships include: Idaho DHW, Idaho Department of Labor, Boise State University, University of Idaho, Idaho Hunger Relief Task Force, Catholic Charities of Idaho, Easter Seals/Goodwill, Idaho Interfaith Roundtable Against Hunger, Human Needs Council, Chambers of Commerce, Local City and County Government, the multiple housing authorities in Idaho, International Refugee Commission, Head Start, Area Agency on Aging, Idaho Food Bank, Idaho Housing and Finance Association, Salvation Army, Corpus Christi Ministries, St. Vincent de Paul, World Rescue Mission, Idaho Legal Aid Services, Veterans Administration, Idaho Office of Refugees, Second Harvest Inland Northwest, Deseret Industries, Idaho State University, District Health Departments, AmeriCorps, Mountain States Group, and many more.

(c) Coordination with Other Public and Private Resources

Community Service Block Grant funding serves as a vital link in securing other partners and resources to fight poverty. Idaho's CSBG-eligible entities leverage CSBG dollars to bring in funding from: Housing and Urban Development, other Health and Human Services, United States Department of Agriculture, AmeriCorps, University of Idaho, College of Western Idaho, College of Southern Idaho, Lewis and Clarke State College, Eastern Idaho Technical College, Boise State University, Idaho State University, Internal Revenue Service, Wells Fargo Bank, Idaho Credit Union Association, United Way, Department of Energy, and a number of foundations and private sector sources.

Further, because faith-based and other private organizations often want to ensure their entire financial investment goes directly to services and that the program is administratively well-run CSBG is often used to provide this quality assurance. This allows the private organization to fund direct services that otherwise would not have come through without the administrative support.

(d) Innovative Community and Neighborhood-Based Initiatives

Idaho's CSBG-eligible entities have always been cultivators of innovation. CSBG allows agencies the flexibility of addressing the needs in community needs assessment in creative and new ways designed specifically for each community.

Examples of innovative programs submitted to DHW and CAPAI by the CSBG CSBG-eligible entities through the 2014 and 2015 CAP Plans include the following:

Community Action Partnership (CAP):

CAP engages a variety of community partners in providing a cradle-to-grave community "pipeline" out of poverty. This initiative, known as the Pipeline, focuses on long-term, and high-impact strategies designed to maximize individual and family stability, and provide skills, motivation and opportunities needed for people to leave poverty.

The Pipeline addresses all life stages. For children, CAP partners with the local school districts to implement school-based initiatives for students and their parents. Afterschool programming is based on "The Leader in Me," from Stephen Covey's *7 Habits of Highly Effective People*. The outcomes CAP has obtained include children reading at grade level, families exhibiting new parenting skills, and increased family functioning. This initiative has been so successful that local employers of the Happy Day Corporation send their employees to these classes to help them become better supervisors.

For community members in college, CAP provides a course for first-generation low-income college students to equip them with the skills needed to stay in college. Now, all freshmen at Lewis-Clark State College attend this class.

For the workplace, CAP uses their Workplace Getting Ahead Course, where low-income employees attend a two-hour class for 10 consecutive weeks that focuses on emotional intelligence, hidden rules of the workplace, financial education, and goal setting. Participants are partnered with members of the larger community to work together on achieving goals. This program brings increased job retention, a decrease in business turnover, an increased income and savings.

Finally, CAP addresses the needs of seniors to transition from the hospital to home. Trained volunteers support the seniors through the transition and help to decrease seniors' re-entry into the hospital.

South Central Community Action Partnership (SCCAP):

The Emergency Medical Program (EMP) seeks to help those with the inability to pay for medical care. EMP improves access to the comprehensive services needed to promote total health and self-sufficiency among low-income, disabled, homeless, and those at risk of homelessness within the eight counties of south central Idaho.

Wraparound services are provided to include housing stabilization and case management and, in some cases, secure monthly financial Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) benefits to further stabilize the household. All clients who come to SCCAP are provided one-on-one case management to assess their needs. SCCAP sees the family as a whole unit and understands that delivery of services cannot be the same for all families. If the family is eligible for SCCAP's transitional housing program, weatherization, or energy assistance services, they are offered these services at this time.

SouthEastern Idaho Community Action Agency (SEICAA):

In June 2012, SEICAA hosted the first Youth Empowered Summer (YES) Camp for 3rd-8th grade students in Pocatello, Idaho. The project was a pilot program to provide energy, nutritional, and financial education. The annual one-day event is planned by a committee comprised of SEICAA staff, Idaho Power, Intermountain Gas, Idaho Central Credit Union, and the University of Idaho Extension Office. An additional partner includes Pocatello Community Charter School, who provides use of their building for the event. Committee members develop curriculum and age-appropriate activities for children, provide volunteers and staff to present the information, and help gather door prizes and gifts for children in attendance.

The second annual YES Camp, held in June 2013, hosted 95 children in grades 3-8. This represents an increase of about 30 children from the previous YES Camp. Students were provided with financial education, nutritional tips and hands-on healthy snack activity, and energy conservation education.

Children at YES Camp participated in activities such as brainstorming short- and long-term financial goals with their peers, differentiating between "wants" and "needs," and learning terms such as "balance," "interest," and "withdrawal." They also learned all about checkbooks, credit reports, and the risks of payday loans.

In addition, children were given the opportunity to learn about the pros and cons of renewable energy and non-renewable energy, and concrete ideas on how to help their parents save energy around their homes in the winter and summer. They also practiced reading a utility bill. The camp's success has confirmed for SEICAA that this is a needed program and will continue to plan YES Camp annually.

Eastern Idaho Community Action Partnership (EICAP):

The Haven Shelter (Haven) provides emergency shelter, short-term transitional housing and supportive services to homeless families and single women. EICAP works with Haven clients to develop a plan that will lead them to self-sufficiency. EICAP works with numerous local agencies and service organizations, including Health and Welfare, Drug Court, EICAP's Emergency Services and Housing Divisions, Probation and Parole, local counselors, local churches, participants family members, Wood Pilot Project, Bonneville County Jail and Court systems, Idaho Legal Aid and many others.

The Haven focuses on education and operates an in-house GED program in partnership with EICAP's Community Services Department. This program is unique, because EICAP does not require a mandatory number of study hours per test or subject. This "Fast-Track" GED program is a proven success since—March 2008, the GED program has enrolled 1,345 students, with 486 having obtained their GED.

Continuing education is the next step for most Haven participants to work towards self-sufficiency. With the help and guidance of the Haven staff, participants apply for grants and loans to reach their educational goals. EICAP provides assistance with housing needs during this time to participants who successfully complete the Haven Shelter program and demonstrate a need for continued guidance or direction.

The Haven program focuses on children's education as well. The Family Literacy Program provides a teacher to the children living at the Haven. EICAP replicates the computer software and curriculum provided at local schools. Most of the children at the Haven have fallen behind at school due to their housing situation. The Haven staff works with the children to get them back up to the appropriate grade level. At the same time, the teacher works with the parents, modeling skills and providing resources to better help their children be successful in school.

(2) Community Needs Assessments

As part of their application for FY 2014 and FY 2015 CSBG funding, the CSBG-eligible entities submitted a Community Action Plan and a report detailing the needs from their most recent needs assessments. Actual needs assessment questionnaires and results are on file and available for review by contacting CAPAI's State Community Services Coordinator at (208) 375-7382, ext. 14.

The information gathered from the needs assessments drives each entity's goal setting and CAP Plans. CSBG-eligible entities use different methods to obtain their needs assessments. All CSBG-eligible entities engage their participants, the low-income community and their partners through a survey to assess needs. Further, each entity completes research on the demographics, available resources, and socio-economic factors of their communities to better understand the state of poverty, the needs in their community, and to be able to implement programs designed specifically for their communities.

(3) Tripartite Boards

All CSBG-eligible entities have a tripartite Board, compliant with Section 676B of the Act outlining:

(a) One-third of Board members are elected public officials holding office on the date of selection, or their representative. If, however, there are not enough elected officials able to fill the one-third requirement, a Board-appointed public official or their representative can fulfill the one-third requirement.

(b) No fewer than one-third of the Board is comprised of persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and each representative of low-income individuals and families selected to represent a specific neighborhood within a community must reside in the neighborhood represented by the member.

(c) The remainder of the Board is comprised of officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

In order to ensure CSBG-eligible entities maintain compliance with the Act, CAPAI and DHW monitor CSBG-eligible entities at least once every three years for compliance. The monitoring includes interviews with Board members and the Executive Director, as well as a desk review of Board documents. CSBG-eligible entities are contractually required to submit to CAPAI monthly Board minutes, Bylaws (as updated), and rosters that define the sector that each Board member represents. Further, CAPAI and DHW provide training and technical assistance for Boards upon request.

(4) State Charity Tax Program:

Idaho does not have a State Charity Tax program.

(5) Programmatic Assurances

(a) Assurance 676(b)(1)

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

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

The purpose of CSBG is to provide assistance to states and local communities, working through a network of community action agencies 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 and migrant or seasonal farm workers to become fully self-sufficient (particularly families who are attempting to transition off public assistance). To this end, Idaho's CSBG-eligible entities implement a varied approach to reduce the causes and conditions of poverty in their community. The following will outline the ways in which Idaho's CSBG-eligible entities address each CSBG programmatic assurance.

The State will use CSBG funds to accomplish these goals:

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

In order to remove obstacles to self-sufficiency and transition families off public assistance, Idaho's CSBG-eligible entities take a holistic approach to serving families by providing strengths-based case management strategies. These strategies include goal setting, budgeting, debt management education opportunities and interpersonal skills, employment training, concrete supports including emergency services and affordable housing opportunities.

- ii. to secure and retain meaningful employment;*

To assist families in securing and retaining employment, Idaho CSBG-eligible entities will provide employment support and job-stabilization services which will include:

- Assisting clients in obtaining skills and/or competencies required for employment by offering classes on résumé writing, interviewing skills, resolving workplace problems, and on-the-job training.
- Financial assistance for completing ABE/GED and receiving a certificate or completing a post-secondary education program and obtaining a certificate or diploma.
- Helping families enroll children in a before- or after-school program.
- Obtaining care for child or other dependent through child care referrals.
- Assisting families in obtaining access to reliable transportation or a driver's license to get to and from employment through voucher programs or referral services.
- Assisting families in obtaining healthcare services for themselves or family members.
- Providing safe and affordable housing or assistance with locating such housing.
- Offering emergency and non-emergency food assistance, LIHEAP energy assistance, hygiene items and clothing.

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

Idaho's CSBG-eligible entities work with low-income Idahoans to make progress towards self-sufficiency by advancing educational opportunities through direct educational services and support services, which include the following:

- Offering General Equivalency Diploma training, test fees, and tutoring.
- Providing nursing, construction, and other vocational training, as well as higher education at an affordable cost offered through partner agencies.
- Operating programs such as Kindergarten Readiness Project and Head Start.

- Providing funding to cover school supplies and class or tuition fees.
- Providing English for Speakers of Other Languages (formerly English as a Second Language).
- Creating programs that offer experiential job and language training for refugees.
- Creating an accredited college course for first-generation college students who are low-income called "Investigations into Economic Class in America" to explore poverty.

iv. to make better use of available income;

Idaho's CSBG-eligible entities work with low-income individuals and families to help them maximize their available income by offering the following resources and services. Not all agencies offer all of the following programs, but all of these are offered in Idaho:

- Individual Development Accounts (IDA);
- Individual and family debt management;
- Earned Income Tax Credit (EITC) outreach;
- Volunteer Income Tax Assistance (VITA);
- Circles™ Initiative – provides support and training so families can stay within a budget;
- Getting Ahead in a Just Getting by World and additional life preparation curriculum;
- Second Chance Renters Class – curriculum for renters who have been or are at risk of becoming homeless;
- Step Up Program – to secure savings, either long- or short-term, and learn how to save;
- Energy conservation – to learn how to reduce energy usage and save money;
- Financial literacy and budgeting classes for youth and adults including, information on predatory lending;
- Second chance banking – connecting the unbanked to banks; and
- Supplemental programs, such as Idaho Telephone Assistance Program, The Emergency Food Assistance Program, Low Income Home Energy Assistance, and others.

v. to obtain and maintain adequate housing and a suitable living environment;

Idaho's CSBG-eligible entities provide substantial housing assistance made possible in part or entirely by CSBG. Not all agencies offer all of the following programs, but all of these are offered in Idaho. Some of the housing opportunities offered Idaho's CSBG-eligible entities include:

- Mutual Self-Help Housing – a United States Department of Agriculture program to help low-income families construct their own home, with a group of participating families performing the construction labor on each other's homes;
- Community revitalization infill housing;
- YouthBuild – youth ages 16-24 work towards their GED or high school diploma and learn job skills through building affordable housing in their communities;
- Transitional housing and veterans transitional housing;
- Supportive Services for Veteran Families (SSVF);
- Supportive services to preserve Continuum of Care programs;

- Homeless prevention and rental assistance;
- Housing counseling;
- Emergency shelter and shelter assistance vouchers;
- Own and operate senior, disabled, farm worker, formerly homeless, low-income housing stock;
- Housing stability and independent living outreach services;
- Homemaker Services - to maintain independent living;
- Second Chance Renters Rehabilitation (SCRR);
- Affordable housing search and placement;
- Foreclosure counseling; and
- Tenant advocacy; energy assistance, medical assistance programs, food boxes, housing repairs intended to help low-income people remain in their homes; child care referral and provider training programs, and referrals to other providers.

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

Idaho's CSBG-eligible entities provide emergency assistance through loans and grants by determining the type of assistance needed and providing vouchers or referring to other providers. Additional emergency assistance includes:

- Nutritional assistance;
- Fuel or utility payments funded by LIHEAP or other public and private funding sources;
- Vehicle and home repair;
- Referrals to homeless shelters and shelter operations;
- Emergency protection from violence – either through an emergency shelter or through assisting with a motel voucher until space at an emergency shelter is secured;
- Referrals to legal assistance;
- Transportation;
- Disaster relief - in the form of various emergency services;
- Clothing;
- Rental assistance;
- Removal of barriers to medical services – such as doctor visit vouchers, prescription assistance, and providing transportation to doctor visits;
- Applications to mainstream resources; and
- Homeless Mobile Outreach – which includes information and referral services, transportation vouchers, prepackaged or canned food, HIV screening, general health screenings (blood pressure, blood sugar, and basic needs), and advocacy.

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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

CSBG-eligible entities strengthen community capabilities for planning and coordinating the use of a broad range of federal, state, local and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;

A partial list of the coordination and participation efforts CSBG-eligible entities are making possible in Idaho include:

- Participation on the Human Needs Council;
- Participation with the Volunteer Disaster Organization;
- Membership on the Workforce Investment Board;
- Participation on local emergency planning committees;
- Northwest Area Foundation grantee;
- Coordination with and support of the Retired Senior Volunteer Program;
- Mentoring children of incarcerated parents;
- Workforce Development;
- Partnership with Summer Family Camp;
- Coordination of SSI/SSDI Outreach Access and Recovery (SOAR);
- Membership on state and local 10-year planning groups to end homelessness;
- Continuum of Care membership;
- Idaho Housing Task Force;
- Idaho Hunger Relief Task Force (IHRTF);
- Idaho Advisory Council for HIV and AIDS (IACHA);
- Statewide refugee task force;
- Emergency food and shelter boards;
- Chambers of Commerce;
- Poverty simulations; and
- RSVP Neighborhood Watch.

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

Idaho's CSBG-eligible entities provide financial support for youth to participate in extracurricular activities, purchase of school supplies, clothing and shoes in junior and senior high school. They coordinate counseling and crisis services for troubled youth, including assistance to the entire family through Family Development programs. They are involved in child care referral and child care provider training programs. Additionally, the CSBG-eligible entities operate and invest in the following programs:

- Family reunification;
- Family literacy program;
- High school financial literacy;
- YouthBuild;
- Shop with a Cop;
- Child care resources and referral;
- Volunteer opportunities;
- Kindergarten Readiness and Head Start; and
- Retired Senior Volunteer Program – Youth Mentoring Program.

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

CSBG brings together a variety of resources, such as:

- SSI/SSDI Outreach Access and Recovery applications;
- County governments;
- Health and Welfare programs, such as Food Stamps, Telephone Assistance, Children's Health Insurance Program, Idaho Child Care Programs and others;
- Housing and Urban Development programs;
- Weatherization;
- Low Income Home Energy Assistance Program (LIHEAP);
- Health districts, hospitals and clinics;
- Head Start, Child Care, and Family Development;
- Prisoner reentry programs;
- Child Support Referrals;
- Emergency Food and Shelter Program (EFSP);
- Area Offices on Aging;
- Community food banks;
- Faith-based organizations;
- Community colleges and universities;
- Legal services;
- Fair housing;
- Private housing opportunities;
- Housing authorities;
- School districts;
- Veteran's Administration; and
- Free tax preparation and Earned Income Tax Credit outreach.

(b) Assurance 676(b) (4) CSBG-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.

Idaho's CSBG-eligible entities understand the importance of helping people meet their basic needs in order to progress from instability to stable economic situations. In an effort to alleviate hunger in Idaho CSBG-eligible entities offer a variety of programs, partnerships and innovative initiatives such as:

- Organize food drives;
- Provide emergency food boxes;
- Distribute TEFAP commodities through a network of over 109 food pantries;
- Organize gleaning and salvage programs;
- Bring choice into the pantry through market style pantries;
- Operate the Head Start Body Smart program;
- Partner with farm to school efforts;
- Organize Kitchen Connection – sharing resources;
- Receive Fish and Game depredation supply;
- Financially and administratively support food pantries located within CSBG-eligible entities and throughout Idaho;
- Teach gardening and canning procedures;
- Provide nutrition education;
- Organize local farmer's market and grocery store food voucher assistance;

- Support or operate Meals on Wheels and senior center congregate meals;
- Administer Fresh Food Fund – a donation based fund that provides a 1-1 match, up to \$10, for purchases made at the Capital City Public Market with Supplemental Nutrition Assistance Program (SNAP) benefits;
- Raise awareness for food insecurity;
- Operate Community Gardens;
- Facilitate the creation and sustainability of Tables of Hope – a community effort to redistribute excess, unused food to community dining sites;
- Support and participate in the work of Hunger Free Communities projects;
- Partner with state and local food banks to alleviate hunger in Idaho;
- Partner with the Idaho Interfaith Roundtable Against Hunger;
- Work with the Idaho Hunger Relief Task Force; and
- Participate in statewide education effort to promote the development and distribution of accurate information about SNAP.

(c) State Assurance 676 (b) (5) The CSBG-eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the CSBG-eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

Idaho's CSBG-eligible entities perform a variety of roles in coordinating an effective delivery of services statewide with the Workforce Investment Act. Our partners include, but are not limited to:

- Workforce Development Boards;
- Idaho Department of Labor program;
- National Farm workers' Jobs Program;
- Title V program;
- Feed the Children;
- Vocational Rehabilitation Placement;
- Workforce Investment Act; and
- Wood Pilot Project.

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

CAPAI contracts with the CSBG-eligible entities for other low-income programs, such as the Low-Income Home Energy Assistance Program (including emergency crisis intervention), the Department of Energy's Weatherization Assistance Program, The Emergency Food Assistance Program, and The Emergency Food and Shelter Program. These contracted low-income programs make the following private investment and partnerships with local CSBG-eligible entities possible:

- Project Share;
- Project Cares;
- Helping Hands;
- Keep Kids Warm;

- Utility rate case intervention and leveraging for energy programs;
- Various utility company financial program support;
- Statewide carbon trading; and
- Energy-saving kits.

(e) Assurance '676 (b) (9) The State and CSBG-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.

Idaho's CSBG-eligible entities coordinate programs and form partnerships with other providers of services to eligible low-income individuals and families. These agencies include religious organizations, charitable groups and community-based organizations. CSBG-eligible entities are a partner in all their communities, bringing together people from all types of organizations to help people out of poverty. The list of these partners is always expanding; some of the partners include:

- St. Vincent de Paul;
- AARP;
- Bonneville Interagency Council;
- Catholic Charities;
- Salvation Army;
- County Government Indigent Services;
- Idaho Interfaith Roundtable Against Hunger;
- Deseret Industries;
- University of Idaho Extension Nutrition Program;
- Eastern Seals Goodwill;
- United Way;
- Thrift Stores;
- International Rescue Committee;
- Mountain States Refugee Center;
- College of Western Idaho;
- Eastern Idaho Technical College;
- Lewis-Clark State College;
- Mustard Seed and Mustard Tree;
- Terry Reilly Health Services;
- Women's and Children's Alliance;
- Local domestic violence agencies and shelters;
- Supportive Housing and Innovative Partnerships, Inc.;
- YMCA;
- Boys and Girls Club;
- Big Brothers Big Sisters; and
- Living Independent Network Council.

G. Fiscal Controls and Monitoring

1. State Program Monitoring:

(a) In order to determine whether CSBG-eligible entities meet the performance goals, administrative standards, financial management requirements, and other requirements, CAPAI and DHW will conduct the following reviews of CSBG-eligible entities.

- (i) A full onsite review of each CSBG-eligible entity at least once during each 3-year period.
- (ii) An onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program.
- (iii) Follow-up reviews including prompt return visits to CSBG-eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State.
- (iv) Other reviews as appropriate, including reviews of entities with programs that have had other federal, state or local grants (other than assistance provided under this subtitle) terminated for cause.
- (v) The most recent OMB A-133 fiscal audits were conducted as follows:

Date	Period Covered	Agency
May 2013	FY 2012	Western Idaho Community Action Partnership
August 2012	FY 2011	SouthEastern Idaho Community Action Agency
June 2013	FY 2012	Eastern Idaho Community Action Partnership
May 2013	FY 2012	South Central Community Action Partnership
May 2013	PY 2012	Community Action Partnership
June 2011	PY 2010	El-Ada Community Action Partnership
January 2013	FY 2012	Community Council of Idaho

- (vi) The most recent CAPAI and DHW monitoring visits occurred as follows:

Date	Period Covered	Agency
Summer 2011	PY 2010	Western Idaho Community Action Partnership
Summer 2011	PY 2010	SouthEastern Idaho Community Action Agency
Summer 2012	PY 2011	Eastern Idaho Community Action Partnership
Summer 2012	PY 2011	South Central Community Action Partnership
Summer 2012	PY 2011	Community Action Partnership
Summer 2013	PY 2012	El-Ada Community Action Partnership
Summer 2013	PY 2012	Community Council of Idaho

2. Corrective Action, Termination and Reduction of Funding:

If the State determines on the basis of a final decision in a review that a CSBG-eligible entity fails to comply with the terms of an agreement or the state plan to provide services under this subtitle or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), CAPAI and DHW will:

- (a) inform the CSBG-eligible entity of the deficiency to be corrected;
- (b) require the CSBG-eligible entity to correct the deficiency;
- (c) offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to the Secretary a report describing such assistance offered; or if the State determines that such training and technical assistance are not appropriate, prepare and submit to the Secretary a report stating the reasons for the determination;

- (d) taking into account the seriousness of the deficiency and the time reasonably required to correct it, the state may allow the CSBG-eligible 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. Not later than 30 days after a proposed quality improvement, the state shall either approve such proposed plan or specify the reasons why it cannot be approved; and
- (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the CSBG funding of the CSBG-eligible entity unless the entity corrects the deficiency.

3. Fiscal Controls, Audits, and Withholding:

The State of Idaho monitors each CSBG-eligible entity as follows:

- (a) Each agency must submit a monthly reimbursement report that is reviewed by CAPAI and State management staff for contract payments reimbursement.
- (b) CAPAI, State program, and fiscal staff conduct at least one on-site review every three years to review program and fiscal records.
- (c) As part of the contractual requirements, CAPAI and DHW assure that cost and accounting standards of the *Office of Management and Budget Circulars A-110 and A-122* shall apply to all recipients of funds under this subtitle.
- (d) As part of the contractual agreement with CAPAI and DHW, each CSBG-eligible entity must receive an annual audit in accordance with the Single Audit Act, as provided in chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act Amendments of 1996"). Each audit shall be conducted by an entity independent of any agency administering activities or services carried out under this subtitle and shall be conducted in accordance with generally accepted accounting principles.

DHW and CAPAI will, at least every year:

- (a) Prepare an audit of the expenditures of the State of Idaho of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle; and
- (b) Make appropriate books, documents, papers, and records available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for examination, copying, or mechanical reproduction on or off the premises of the appropriate CSBG-eligible entity upon a reasonable request for the items.

4. Assurances:

DHW and CAPAI will carry out each of the assurances outlined in Section 676 (b) of the Act, as follows:

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

Information on how CAPAI and DHW will carry out this assurance:

If a federal investigation is undertaken in Idaho, CAPAI and DHW will cooperate to the fullest extent by ensuring the appropriate people and documents are made available. Further, CAPAI and DHW will ensure federal investigators have an appropriate location to complete their investigation.

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

Information on how CAPAI and DHW will carry out this assurance:

CAPAI and DHW assure that any CSBG-eligible entity having received CSBG funding in the previous fiscal year will not have its CSBG 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, DHW determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b). To do this, CAPAI and DHW will continue to fund an agency until a determination made by the Secretary has been received.

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

Information on how CAPAI and DHW will carry out this assurance:

Each CSBG-eligible entity allows any low-income individuals, community organizations, or religious organizations who feel they have been inadequately represented to petition for adequate representation through contact with the Executive Director or the Board of the CSBG-eligible entity, in accordance with section 676(b)(10). To ensure this is being done, CAPAI and DHW will include the above requirement in contracts and monitor triennially for compliance.

H. Accountability and Reporting Requirements

(1) Results Oriented Management and Accountability (ROMA)

The State and all CSBG-eligible entities participate in the Results Oriented Management and Accountability System, pursuant to Section 678E (b). Beginning in FFY 2013, all eligible entities receive, at a minimum, annual ROMA training.

Idaho has certified its first Nationally Certified ROMA Trainer and will hold a ROMA Train-the-Trainer in FFY 2014 to certify at least one person from each CSBG-eligible entity. Further, Idaho received NASCSP's "Data Champion Award" for its exemplary reporting in FFY 2012. Also, the CSBG-eligible entities are investing in a new statewide database to capture accurate, timely and ROMA-relevant outcomes.

The following are the outcome measures being used in Idaho:

Goal 1: Low-income people become more self sufficient

National Performance Indicator 1.1: The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

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

National Performance Indicator 1.2: The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by one or more of the following:

- A. Obtained skills/competencies required for employment
- B. Completed ABE/GED and received certificate or diploma
- C. Completed post-secondary education program and obtained certificate or diploma
- D. Enrolled children in before or after school programs
- E. Obtained care for child or other dependent
- F. Obtained access to reliable transportation and/or driver's license
- G. Obtained health care services for themselves or family member
- H. Obtained safe and affordable housing
- I. Obtained food assistance
- J. Obtained non-emergency LIHEAP energy assistance
- K. Obtained non-emergency WX energy assistance
- L. Obtained other non-emergency assistance (state/local/private energy programs)

National Performance Indicator 1.3: The number of low income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance as measured by one or more of the following:

- A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount
- B. Number and percent of participants who obtained court ordered child support payments and the expected dollar amount of payments
- C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected dollar amount of savings.
- D. Number and percent of participants who demonstrate ability to complete and maintain a budget for over 90 days.
- E. Number and percent of participants who increased their savings through IDA or other savings accounts and the amount of savings
- F. Participant who purchase a home with accumulated savings

G. Participants who purchase other assets with accumulated savings

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

National Performance Indicator 2.1: Increase in, or safeguarding of, threatened opportunities and community resources or services for low income people in the community as a result of Community Action projects/initiatives or advocacy with other private agencies as measured by one or more of the following:

- A. Jobs created, or saved, from reduction or elimination in the community
- B. Accessible "living wage" jobs created, or saved from reduction or elimination in the community
- C. Safe and affordable housing units created in the community
- D. Safe and affordable housing units in the community preserved or improved through construction weatherization or rehabilitation achieved by Community Action activity or advocacy.
- E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination
- F. Accessible safe and affordable child care or child development placement opportunities for low income families created, or saved from reduction or elimination
- G. Accessible before and after school program placement opportunities for low-income families created, or saved from reduction or elimination
- H. New or expanded transportation resources available to low income persons
- I. Educational and training placement opportunities for low-income people in the community including vocational, literacy, and life skill training, ABE/GED and post secondary education.

National Performance Indicator 2.2: The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

- A. Increase in the availability or preservation of commercial services within low-income neighborhoods.

National Performance Indicator 2.3: Community Engagement – The number of community members working with Community Action to improve conditions in the community, as measured by one or more of the following:

- A. Community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives
- B. Volunteer hours donated to the agency

National Performance Indicator 2.4: Employment Growth from ARRA funds – the total number of jobs created or saved, at least in part be ARRA funds in the community:

- A. Jobs created at least in part be ARRA funds
- B. Jobs saved at least in part by ARRA funds

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

National Performance Indicator 3.1: Community Enhancement through Maximum Feasible Participation – The number of volunteer hours donated to Community Action.

- A. Number of volunteer hours donated by low-income individuals to Community Action

National Performance Indicator 3.2: Community Empowerment through Maximum Feasible Participation – Low-income people who are mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that if their community, as measured by one or more of the following:

- A. Low-income people who participate in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through Community Action
- B. Low income people who acquire businesses in their community
- C. Low income people who purchase their own home
- D. Low-income people who engage in non-governance community activities or groups

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

National Performance Indicator 4.1: Expanding Opportunities through Community-Wide Partnerships – Number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

- A. Non-Profit
- B. Faith Based
- C. Local Government
- D. State Government
- E. Federal Government
- F. For-Profit Business or Corporation
- G. Consortiums/Collaborations
- H. Housing Consortiums/Collaborations
- I. School Districts
- J. Institutions of Post Secondary Education/Training
- K. Financial/Banking Institutions
- L. Health Service Institutions
- M. State Wide Associations or Collaborations

Goal 5: Agencies Increase their Capacity to Achieve Results

National Performance Indicator 5.1: Agency Development – Number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

- A. Number of C-CAPS
- B. Number of Family Development Trainers
- C. Number of Child Development Trainers
- D. Number of Staff attending training
- E. Number of Board members attending training
- F. Hours of staff in training
- G. Hours of board members in training

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

National Performance Indicator 6.1: Independent Living – The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:

- A. Senior Citizens
- B. Individuals with Disabilities

National Performance Indicator 6.2: Emergency Assistance – The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:

- A. Emergency Food
- B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources
- C. Emergency rent or mortgage assistance
- D. Emergency car or home repair
- E. Emergency shelter
- F. Emergency medical care
- G. Emergency protection from violence
- H. Emergency legal assistance
- I. Emergency transportation
- J. Emergency disaster relief
- K. Emergency clothing
- L. Emergency walk-in service coordination and crisis intervention visits with Family Development Case Managers

National Performance Indicator 6.3: Child and Family Development – The number and percentage of all individuals in the families participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following:

- A. Infants and children obtain age-appropriate immunizations, medical and dental
- B. Infant and child health and physical development are improved as a result of adequate nutrition
- C. Children participate in pre-school activities to develop school readiness skills
- D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st grade
- E. Youth improve social and emotional development
- F. Youth avoid risk taking behavior for a defined period of time
- G. Youth increase academic, athletic, or social skills for school success
- H. Parents and other adults learn and exhibit improved parenting skills
- I. Parents and other adults learn and exhibit improved family functioning skills

National Performance Indicator 6.4: Family Supports – Low-income people who are unable to work, especially seniors, adults with disabilities and caregivers for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:

- A. Enrolled children in before or after school programs
- B. Obtained care for child or adult
- C. Obtained access to reliable transportation or drivers license
- D. Obtained health care services for themselves or family member
- E. Obtained safe and affordable housing
- F. Obtained food assistance

- G. Obtained non-emergency LIHEAP energy assistance
- H. Obtained non-emergency WX energy assistance
- I. Obtained other non-emergency energy assistance

National Performance Indicator 6.5: Service Counts – The number of services provided to low-income individuals and/or families, as measured by one or more of the following:

- A. Food boxes
- B. Pounds of food
- C. Units of clothing
- D. Rides provided
- E. Information and referral calls

(2) Annual Report: Section 678E(a)(2) of the Act requires each state to prepare and submit to the Secretary an annual report on the measured performance of the state and its CSBG-eligible entities. In order to address Congressional reporting requirements under Section 678E of the Act, this report must include at a minimum information that is pertinent and comprehensive, and describes in detail CSBG activities and services, as well as addresses outcomes which measure how CSBG funds promote self-sufficiency, family stability, and community revitalization. The following outline is used to report on CSBG services, activities and outcome measurements for the prior fiscal year:

(a) Performance Objectives:

DHW and CAPAI are charged with administering the CSBG funds to CSBG-eligible entities to reduce poverty, revitalize low-income communities, and empower low-income families to become self-sufficient.

(b) Program Accomplishments and Activities:

DHW and CAPAI review and confirm the program accomplishments of the CSBG-eligible entities through the submission of data in the annual Information Systems Survey (IS Report). The entirety of Idaho's compilation of this report can be found in Appendix B of this state plan.

Some additional accomplishments are as follows:

- 1) CAPAI and the CSBG-eligible entities have increased people's access to mainstream resources by successfully implementing SSI/SSDI Outreach Access and Recovery (SOAR) and obtaining funding for implementation.
- 2) In FFY 2012, Eastern Idaho Community Action Partnership earned the Award of Excellence.
- 3) The Community Council of Idaho has committed to work toward the Award of Excellence.
- 4) Idaho has its first Nationally Certified ROMA Trainer.
- 5) Idaho received NASCSP's "Data Champion Award" for its exemplary reporting in FFY 2012.
- 6) Idaho is investing in a new statewide database to ensure CSBG-eligible entities can capture accurate, timely and ROMA-relevant outcomes.

- 7) The Executive Director of Community Action Partnership in North Idaho has participated in the Organizational Standards Center of Excellence workgroup.
- 8) A CAPAI staff member, DHW employee and CSBG manager sit on the regional ROMA Next Generation committee.
- 9) CAPAI has implemented a new communication strategy involving a monthly electronic newsletter, a publication highlighting CSBG-eligible entities targeted to Idaho's Legislators, standards for communication among the state network, and a commitment to consistency of communication throughout.
- 10) Through advocacy efforts directed toward the Idaho Legislature, CAPAI and the CSBG-eligible entities obtained spending approval for the Cooperative Grocery Tax Credit Welfare Fund to use the funding for the Low Income Home Energy Assistance Program (LIHEAP).
- 11) Idaho had nine people become Certified Community Action Professionals in 2012.

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

Total CSBG Funds Expended for FFY 2012:

	Planned:	Actual:
CSBG-eligible entities	\$3,066,166	\$3,066,166
Discretionary projects	\$169,525	\$169,525
State administrative costs	\$137,350	\$137,350
Total:	\$3,373,041	\$3,373,041

(d) Profile of Participants (as reported in the FY2012 CSBG IS Report)

Gender	Number of Persons
Female	113,187
Male	107,565
Total	220,752

Age Group	Number of Persons
0 to 5 years	19,447
6 to 11 years	28,298
12 to 17 years	25,358
18 to 23 years	24,939
24 to 44 years	65,003
45 to 54 years	22,197
55 to 69 years	22,163
70 and over	13,398
Total	220,803

Ethnicity	Number of Persons
Hispanic	45,637
Non-Hispanic	175,403
Total	221,040

Disabled	Number of Persons
Yes	55,745
No	165,295
Total	221,040

Race	Number of Persons
American Indian or Alaska Native	4,432
Asian	1,102
Black or African American	2,665
Multi-race	2,010
Native Hawaiian and Other Pacific Islander	468
Other	42,432
White	164,581
Total	217,690

Education	Number of Persons
0 - 8 Grade	10,762
9 - 12 Grade	27,225
12+ Some Post-Secondary	34,240
High School Graduate	31,578
2- or 4-Year College	8,513
Total	112,318

Health Insurance	Number of Persons
Yes	136,797
No	77,057
Total	213,854

Income Source	Number of Families
No Income	18,194
TAFI	897
SSI	16,099
SS	30,500
Unemployment	4,978
Employment Only	28,582
Other	8,336
Total	107,586

Family Size	Number of Families
1	21,067
2	12,897
3	9,342
4	9,063
5	7,041
6	4,773
7	2,605
8+	2,998
Total	69,786

Poverty Level of Family Income	Number of Families
Up to 50%	2,153
51% to 75%	799
76% to 100%	879
101% to 125%	473
126% to 150%	189
151% to 175%	34
176% to 200%	13
200% and over	11
Total	4,551

(e) Statistical Report on CSBG Program Services

Service Category	# of Agencies Reporting	CSBG Funds
1. Employment	7	\$113,489
2. Education	7	\$146,124
3. Income Management	7	\$143,153
4. Housing	7	\$291,768
5. Emergency Services	7	\$468,583
6. Nutrition	7	\$760,944
7. Linkages	7	\$499,443
8. Self-Sufficiency	7	\$675,646
9. Health	7	\$64,541
10. Other	7	\$18,610
TOTAL:	7	\$3,182,301

(f) Training and Technical Assistance Provided by the State

1. CAPAI conducts monthly webinars with CSBG managers to address performance targets, share best practices, discuss training needs and stay abreast of new or pending changes in performance requirements.
2. CAPAI continues to improve and refine its Information Systems process, database, code, and reporting processes. CAPAI convened a database committee that spent eight months researching, discussing and meeting to select a new statewide database to collect ROMA outcomes.
3. CAPAI facilitated the 2014-15 CSBG State Plan process. CAPAI prepared and distributed planning material and guidance, provided technical assistance to entities in their individual preparation, conducted a face-to-face CSBG State Plan meeting in May, 2013 and followed up with conference calls over the next three months to finalize the State Plan.
4. CAPAI includes trainings on governance, administration and financial management as a part of its semi-annual statewide conferences. In 2012 and 2013, these trainings have included the following:
 - a. **2013 National Performance Indicator Training** – This session was presented by NASCSP and focused on the NPIs and how to use them. The training addressed reporting outcomes, using data for evaluation, and data validation.
 - b. **2013 Effective Communication Training** – As part of CAPAI’s new communication strategy, this workshop covered effective written, verbal, and non-verbal communication. The training incorporated practical strategies for dealing with challenging situations, as well as email etiquette and public speaking skills.
 - c. **2012 Executive Director Training** – This training focused on risks and challenges CSBG-eligible entities face and how to successfully work through them. Topics included leadership, lobbying, advocacy, and human resource and liability issues.

- d. **2013 Financial Management** – This discussion concentrated on fiscal responsibilities for finance committee members and staff regarding procurement issues.
5. CAPAI has facilitated multiple poverty simulations throughout Idaho's communities.
6. CAPAI has enhanced its technical assistance around monitoring activities to include, at the conclusion of the monitoring season, written accounts of all CSBG-related findings and the appropriate solution for each.
7. In January 2013, CAPAI's fiscal officer began conducting quarterly fiscal conference calls with all agency fiscal officers to provide regular contact, technical assistance, and best-practice sharing.

Appendix A: Documentation of Legislative and Public Hearings

PUBLIC HEARING NOTICE AVAILABILITY OF FEDERAL GRANT PLAN FOR PUBLIC REVIEW

SUBJECT: Proposed use and distribution of funds of two federally funded grants.

PURPOSE: This Public Hearing Notice solicits comment on the proposed use of funds during Federal Fiscal Years 2014 and 2015. The grant plans being reviewed are:

Low Income Home Energy Assistance Program (LIHEAP)

Community Services Block Grant (CSBG)

PUBLIC HEARING SCHEDULE: A public hearing, for both plans will be held on Monday, August 12, 2013, from 9:30 a.m. – 1:00 p.m. MDT at the office of Community Action Partnership Association of Idaho, 5400 West Franklin Road, Suite G, Boise, Idaho, 83705. All written comments must be received before 5:00 p.m. MDT on August 12, 2013, by Genie Sue Weppner at the Idaho Department of Health and Welfare, 450 W. State St Boise, Idaho 83720-0036

AVAILABILITY OF PLANS: Plans for the proposed use and distribution of funding for the above referenced grants are available for public review at: Community Action Partnership Association of Idaho, 5400 West Franklin Road, Suite G, Boise, Idaho, 83705 and at the Idaho Department of Health and Welfare, 450 W. State St. Boise, ID 83720-0036 or online at www.idahocommunityaction.org.

SUBMISSION OF WRITTEN COMMENTS: Anyone may submit written comment regarding the proposed use of funds for these grants. Forms for this purpose and/or copies of the plans may be obtained from Community Action Partnership Association of Idaho, 5400 West Franklin Road, Suite G, Boise, Idaho, 83705, or by calling (208) 375-7382. For more information, contact Katy Kujawski at (208) 375-7382, Ext. 14 or kkujawski@capai.org.

Newspapers

The above referenced Public Notice was printed in the following Idaho publications:

Newspaper: Coeur d'Alene Press
Location: CDA
Phone Number: (208) 664-8176
Contact: Misty
Fax Number: (208) 664-0212
Email Address: legals@cdapress.com

Newspaper: Tribune Publishing
Location: Lewiston
Phone Number: (208) 743-9411
Contact: Karen Lewis
Fax Number: N/A
Email Address: klewis@lmtribune.com

Newspaper: Idaho Press Tribune
Location: Nampa
Phone Number: (208) 467-9253
Contact: Rae
Fax Number: N/A
Email Address: legals@idahostatesman.com

Newspaper: Idaho Statesman
Location: Boise
Phone Number: (208) 377-6306
Contact: Janice
Fax Number: N/A
Email Address: legals@idahostatesman.com

Newspaper: The Times News
Location: Twin Falls
Phone Number: (208) 733-0931
Contact: Ruby
Fax Number: N/A
Email Address: ruby.aufderheide@magicvalley.com

Newspaper: Idaho State Journal
Location: Pocatello
Phone Number: (208) 232-4161
Contact: Lori
Fax Number: N/A
Email Address: ldavie@journalnet.com

Newspaper: Post Register
Location: Idaho Falls
Phone Number: (208) 522-1800
Contact: Stacy
Fax Number: (208) 529-3142
Email Address: sdockery@postregister.com

**Legislative Hearing:
January 15, 2013**

JFAC COMMITTEE MEETING MINUTES

1/15/13

The hearing was held in Room C310, Statehouse, commencing at 8:00 a.m. and concluding at 10:48 a.m. with Chairman Bell presiding.

Roll Call:

Senators: Cameron, Keough, Mortimer, Vick, Nuxoll, Johnson, Bayer, Thayne, Schmidt, Lacey

Representatives: Bell, Bolz, Eskridge, Thompson, Gibbs, Stevenson, Miller, Youngblood, Ringo, King

Absent/Excused: None

Staff Present: Ellsworth

Others Present: David Taylor, Department of Health & Welfare;
Sara Stover, Division of Financial Management

DEPARTMENT OF HEALTH AND WELFARE

Division of Welfare

Presenter: Russ Barron, Division Administrator

- ❖ Division of Welfare makes up 5.7% of the Department's overall budget
- ❖ Budget overview for FY 2014
 - Trustee & benefits; \$79M, 55%
 - Personnel; \$34.7M, 24.2%
 - Operating; \$29.8M, 20.8%
 - One-time operating; \$10M, 7%
 - Total; \$143.5M
- ❖ In 2012 the Division of Welfare served 1 in 3 Idahoans
- ❖ 2012 Program Services administered
 - Food Stamps, \$366M: 331,000 served; administration costs, 3.8%
 - Child Support, \$200M: 300,000 served, administration costs, 10.35%
 - Medicaid Eligibility Determination, \$1,646M: 298,000 served, administration costs, 0.69%
 - Aged, Blind & Disabled, \$8 M: 17,250 served, administration cost, 5.30%
 - Idaho Child Care Program, \$22M: 6,550 served, administration cost, 6.48%
 - Temporary Assistance, \$17M: 5,900 served, administration costs, 5.88%

- Community Services, \$3M: 224,000 served, administration costs, 1.62%
- Emergency Food Assistance, \$2M: 183,000 served, administration costs, 0.40%
- Home Energy Assistance, \$26M: 49,000 served, administration costs, 0.15%
- Weatherization, \$8M: 2,000 served, administration costs, 1.37%
- ❖ Food stamp population and services details
 - Children 48%= 109,851
 - Non-disabled adults 39%=88,235
 - Disabled adults 10%
 - Seniors 3%
- ❖ Eligibility: requirements and responsibilities
- ❖ 2012 child support program cooperation requirements
 - One of five states requiring food stamp participants to cooperate with Child Support
 - Budget holdbacks ended their ability to require food stamp participants to cooperate with Child Support
 - Operating one of the most cost effective Child Support programs with one of the lowest staff to case ratios in the country
 - Cooperation with Child Support is important to foster responsible participation in government programs
- ❖ Recognition
 - Successfully maintained web data reliability for Child Support audit
 - Best timeliness in food stamps in the country
 - Most cost-effective eligibility business processes
 - Highest in Food Stamp program accuracy
 - Effective Medicaid eligibility processes (CHIP)
 - Most effective and efficient Weatherized program
 - Most improved Child Support arrears collections
 - Received competitive private grant for integrated service delivery
- ❖ Medicaid and the Affordable Care Act (ACA)
 - Recommendations today:
 - Only for the mandatory requirements of ACA
 - One-time funding for modernization project
 - Minimum ongoing funding for mandatory changes
- ❖ Medicaid Readiness one-time funding
 - Modernization
 - Mandatory expansion
 - Connection
- ❖ Additional Idahoans on Medicaid
 - Mandatory Medicaid expansion, 60,000
- ❖ Eligibility efforts and tasks each month
- ❖ Operational funding for mandatory ACA
 - Responsibly implement mandated requirements (The Patient Protection & Affordable Care Act)
 - Apply expertise to minimize resources and costs

- ❖ Governor's SFY 2013 & 2014 budget
 - Medicaid Readiness supplemental (2013)
 - Medicaid Readiness
 - Medicaid for ACA operations
 - SNAP/Child Support Program coordination
 - Energy Assistance spending authority
- ❖ Governor's budget recommendation
 - Medicaid Readiness 2013 supplemental
 - One-time development for Medicaid Readiness; \$6,320,000 federal funds –required for mandatory Medicaid changes
 - Medicaid Readiness 2014
 - One-time development for Medicaid Readiness (required mandatory Medicaid changes)
 - General Funds – one-time; \$910,000
 - General Funds – one-time; \$8,190,000
 - Medicaid Eligible/un-enrolled caseload; \$622,200
 - General Funds, \$156,00, one-time \$10,300
 - Federal Funds, \$445,600, one-time \$10,300
 - MAGI (Modified Adjusted Gross Income): Mandatory Medicaid changes for 2014
 - General Funds, \$312,000, one-time \$20,600
 - Federal Funds, \$891,200, one-time \$20,600
 - Mandatory Medicaid changes in operations for 2014
 - Total on-going
 - General Funds \$468,000
 - Federal Funds \$1,336,800
 - Operating one-time 50/50
 - General Funds, \$30,900
 - Federal Funds, \$30,900
 - Snap (Special Needs Assistance Program)/ Child Support Program Cooperation
 - Child Support Personnel & Operating
 - General Funds, \$146,800
 - Federal Funds, \$146,800
 - Grocery tax credit donations – Energy Assistance authority
 - Dedicated Funds – one-time, \$832,900
 - Dedicated Funds. \$22,700
 - Total\$1,058,600

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IDAHO DEPT OF HEALTH & WELFARE
450 W. STATE ST., 2ND FLOOR
BOISE ID 83702

Start: 07/26/2013 Stop: 08/06/2013
Times Ord: 10 Times Run: ***
STDP 2.00 X 67.00 Words: 274
Total STDP 134.00
Class: 0001 LEGAL NOTICES
Rate: L2 Cost: 645.16
Affidavits: 1

Contact: GENIE WEPPNER
Phone: (208)334-5656
Fax#:
Email:
Agency:

Ad Descrpt: LN20824 PUBLIC HEARING
Given by: *
Created: lda20 07/22/13 11:15
Last Changed: lda20 07/22/13 11:32

COMMENTS:

07/22/13 emailed ad, sent proof, LD

PUB	ZONE	ED	TP	START	INS	STOP	SMTWTFS
ISJ	A		96	S	07/26,27,28,30,31	08/01,02,03,04,06	

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

IDAHO STATE PUBLISHING
PO BOX 431
POCATELLO ID 83204

ORDER CONFIRMATION (CONTINUED)

Salesperson: LORI DAVIE

Printed at 07/22/13 11:33 by lda20

Acct #: 118407

Ad #: 933275

Status: N

PUBLIC HEARING NOTICE

**AVAILABILITY OF FEDERAL GRANT
PLAN FOR PUBLIC REVIEW**

SUBJECT: Proposed use and distribution of funds of two federally funded grants.

PURPOSE: This Public Hearing Notice solicits comment on the proposed use of funds during Federal Fiscal Years 2014 and 2015. The grant plans being reviewed are:

Low Income Home Energy Assistance Program (LIHEAP)

Community Services Block Grant (CSBG)

PUBLIC HEARING SCHEDULE: A public hearing, for both plans will be held on Monday, August 12, 2013, from 9:30 a.m. 1:00 p.m. MDT at the office of Community Action Partnership Association of Idaho, 5400 West Franklin Road, Suite G, Boise, Idaho, 83705. All written comments must be received before 5:00 p.m. MDT on August 12, 2013, by Genie Sue Weppner at the Idaho Department of Health and Welfare, 450 W. State St Boise, Idaho 83720-0036

AVAILABILITY OF PLANS: Plans for the proposed use and distribution of funding for the above referenced grants are available for public review at:

Community Action Partnership Association of Idaho, 5400 West Franklin Road, Suite G, Boise, Idaho, 83705 and at the Idaho Department of Health and Welfare, 450 W. State St. Boise, ID 83720-0036 or online at www.idahocommunity-action.org.

SUBMISSION OF WRITTEN COMMENTS: Anyone may submit written comment regarding the proposed use of funds for these grants. Forms for this purpose and/or copies of the plans may be obtained from Community Action Partnership Association of Idaho, 5400 West Franklin Road, Suite G, Boise, Idaho, 83705, or by calling (208) 375-7382. For more information, contact Katy Kujawski at (208) 375-7382, Ext. 14 or kkujawski@capai.org.

July 26, 27, 28, 30, 31, 2013
August 1, 2, 3, 4, 6, 2013

LN20824

**Appendix B:
H.2 - CSBG Annual Report (attached)**

Idaho**Section A: State Use of CSBG Funds**

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

From: 01/01/12 To: 12/31/12

2. Total CSBG funds expended in FY 2012 for:

	Planned	Actual
a. Eligible Entities	\$3,066,166	\$3,066,166
b. State Administrative Costs	\$169,525	\$169,525
c. Discretionary Projects	\$137,350	\$137,350
d. Total Funds	\$3,373,041	\$3,373,041

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

\$1,075,655

4. Carry-forward of FY 2012 funds to FY 2013 programs

\$1,265,074

5. State CSBG funds (see instructions)

\$0

6. TOTAL CSBG funds expended by State in FY 2012

\$3,373,041

c. Name of newly served county(ies) in FY 2012:

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

a. What types of organizations received the awards?

1. Indian Tribes or tribal organizations	
2. Migrant or farmworker organizations	\$9,654
3. State subgrantee associations	\$21,217
4. Eligible Entities	\$106,479
5. Other (please specify below):	

		Section A Discretionary
Total Discretionary Funds Expended	\$137,350	\$137,350

b. For what purposes were the awards given?

1. Awards to local agencies for expansion to new areas	
2. Grants for exemplary or demonstration programs	
3. Competitive grants for exemplary or demonstration programs	
4. Training or technical assistance for local agencies	
5. Statewide programs	
6. General Support	\$137,350
7. Other (please specify below):	

		Section A Discretionary
Total Discretionary Funds Expended	\$137,350	\$137,350

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

5. State statute regarding CSBG:

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

b. Did your State legislature enact authorizing legislation, or amendments to an existing authorizing statute during FY 2012? Yes No

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

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

2) Does it "grandfather" CAAs? Yes No

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

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

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

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

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

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

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

6. a. Did it cost more in FY 2012 than the federally allowed limit in your State's CSBG allocation for your State to effectively administer the range of services and activities required by the CSBG Act? Yes No

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

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

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

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

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

8. a. How many National peer-to-peer ROMA trained staff work in the State Office?

b. How many Certified Community Action Professionals (CCAPs) work in the State Office?

requirements, and establishing office lease and operating agreements for the use of agency-owned equipment and office space that Home Energy Management would be utilizing. Now in its seventh year, Home Energy Management continues to be an invaluable asset to South Central Community Action Partnership and our entire community.

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

South Central Community Action Partnership worked very closely with our Board, Certified Public Accountants and attorney. We also collaborated with local realtors, home builders, city & county building departments, financial institutions, and utility companies.

South Central Community Action Partnership's Tripartite Board of Directors

We relied strongly on the experience of our private sector Board members, many of whom had developed and operated their own businesses. Our public sector members, made up of county commissioners who were primarily retired business owners, brought a balance of private business and government experience. Also at the table were our low-income Board members, who helped define and develop how to structure the way proceeds from Home Energy Management would best serve South Central Community Action Partnership's mission.

South Central Community Action Partnership's Certified Public Accountants and Attorney We received professional advice from our attorney to ensure that our legal structure was in place, while our Certified Public Accountants directed us on best accounting processes to demonstrate transparent financial transactions between South Central Community Action Partnership and Home Energy Management.

Local Realtors

South Central Community Action Partnership consulted with area realtors on home improvements and energy retrofits that homebuyers were seeking when looking at purchasing an existing home, as well as what home sellers would likely invest to have their home be more appealing for the market. This allowed us to determine what types of services Home Energy Management could offer.

Home Builders and Developers

South Central Community Action Partnership approached several builders and developers to determine opportunities to bid on new projects that included all aspects of energy-related improvements such as installing windows, doors, and siding; insulating attics, walls, and floors; and performing various diagnostics.

City & County Building Departments

South Central Community Action Partnership sat down with city and county officials to analyze the frequency and volume of building permits issued in order to establish a priority of energy-efficient measures and home improvements and remodeling being completed on residential homes and small business.

Financial Institutions

South Central Community Action Partnership worked with loan officers from local banks to get a sense of typical home improvement loans and how Home Energy Management could become a recommended contractor.

Utility Companies

South Central Community Action Partnership consulted with two major utility companies that offered incentives or energy improvement programs for rate payers and discussed the requirements of becoming a preferred contractor for their companies.

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

This training was so successful that we then invited the communication specialist to share her expertise with our member agencies at our annual Idaho Community Action Annual Meeting. Again, the training proved so popular that we plan to have the communication specialist return in August for our annual statewide summer training.

We also hired a facilitator to work with each program we manage: Community Service Block Grant, Weatherization, and Low Income Home Energy Assistance Program. We have already facilitated one work group with the Community Services Block Grant directors and learned how to better meet their needs.

Community Action Partnership Association of Idaho reviewed our statewide communication plans and improved our Annual Report format to more effectively deliver information about our agencies' accomplishments. In addition to our monthly e-newsletters, website, and social media presence, we recently implemented a monthly e-newsletter, Community Action Profile, targeted to our state legislators. We want to educate Idaho's lawmakers on poverty in Idaho and the positive outcomes our agencies produce for their communities.

We are confident that by continually improving our methods of communication and engaging in regular community outreach, Community Action Partnership Association of Idaho will remain a key advocate in the fight against poverty in Idaho.

- b. Please describe what you consider to be the top three management accomplishments achieved by your agencies during FY 2012. Show how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services.

Top Three Agency Management Accomplishments:

Agency Name:

Community Council of Idaho

Accomplishment:

The Community Council of Idaho is excited to announce that construction of a state-of-the-art community center in Burley, Idaho began in April 2013, thanks to \$990,000 from the U.S. Department of Housing and Urban Development Economic Development Initiative's Special Project Division.

With the involvement of our Board of Trustees, management staff for Emiliano Zapata, Employment and Training management staff, the city of Burley, and Houston Bugatsch Architects Chartered, the community center will integrate the Emiliano Zapata Migrant and Seasonal Head Start Center and the Burley Community Resource & Business Center.

The Emiliano Zapata Migrant and Seasonal Head Start Center will have six classrooms, two each for preschoolers, toddlers and infants, and a commercial kitchen.

The Burley Community Resource & Business Center will have three offices, a business and computer lab, a food pantry for food bank storage, a multipurpose community meeting room with capacity for 100 people, common spaces and a lobby/reception area. Individuals can rent space in our Business Center at a special rate.

The city of Burley was selected for this project, due to much-needed renovations at both our Head Start and Business centers in Burley.

With this combination of new construction and renovations, we will merge our current Community Resource Center and our Emiliano Zapata Head Start Center and expand the square footage of our Head Start and Business centers to accommodate our increased need for space.

The facility will be completed in September 2013.

Agency Name:

El-Ada Community Action Partnership

Accomplishment:

South Central Community Action Partnership's Mission and Vision Statements were also reviewed.

After considerable discussion about the nature of poverty and the stigma associated with so-called "low-income" programs, South Central Community Action Partnership's mission statement was updated as follows to reflect the current reality of the organization's programs, constituent base and community impacts: South Central Community Action Partnership exists to provide a wide range of services in an effort to help improve the quality of life for people with an economic disadvantage.

In line with this change, South Central Community Action Partnership's Vision Statement was modified to read: Empowering people to overcome the causes and effects of poverty.

Our focus then centered on the three main areas identified during the organizational analysis, specifically, achieving diversified funding, improving communications, and pursuing program development.

Action steps were outlined, defining responsibilities of Board, executive management and staff. In order to meet this directive, South Central's Board restructured their committees, which now consist of Governance, Resource Development, Finance, Housing, Public Relations and Strategic Planning.

Through these committees, our Board has created action steps focusing on helping the agency fulfill its Strategic Plan and Mission. Our current Strategic Plan is a five-year plan that will be reviewed and measured annually, keeping in mind that it is a "working" document, developed in line with the Six National Goals and Results Oriented Management and Accountability Practices.

3. Mobilizing Resources to Support Innovative Solutions

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

i. Agency Name:

ii. Program Name:

iii. CSBG Service Category:

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

Western Idaho Community Action Partnership began a program within its new thrift store, Sax Thrift Avenue, to train participants in marketable skills like cashiering, inventory control, light bookkeeping, maintenance and customer relations.

At the training center, volunteers teach small engine repair, appliance repair, sewing/mending, furniture refurbishing etc. to those who need a trade. Training in computer skills, resume writing, job search and Life Skills Classes provide participants with well-rounded knowledge to prepare them for the workforce and self-sufficiency. Sax Thrift Avenue is funded in part by the sales of items donated to the store. Rent is paid for using CSBG funds.

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

There are no other training programs in the area that will give such a well-rounded education to participants, beginning on the ground floor with a trainee who has no skills or knowledge and taking them through learning a trade, basic computer skills, resume writing and job search skills without them having to qualify by having a disability.

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

Section D: Accomplishments and Coordination of Funds

JASCSP CSBG IS FY 2012

Printed On: 3/11/2013

Please do NOT use acronyms.
See instructions for further details.

4. Providing Positive Results for Vulnerable Populations

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

Agency Name:

i. Description of initiative

In June 2012, Southeastern Idaho Community Action Agency hosted its first Youth Empowered Summer camp for students in 3rd through 8th grade in Pocatello, Idaho. The project was a pilot program to provide energy, nutritional, and financial education and to assess interest for continuation of the camp in the future.

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

The one and a-half-day event was planned by a committee comprised of SEICAA staff, Idaho Power, Intermountain Gas, Idaho Central Credit Union, and the University of Idaho Extension Office; Pocatello Community Charter School donated use of their building for the event. Committee members developed the curriculum and age-appropriate activities for children and provided volunteers and staff to present the information. Committee members also helped gather door prizes and gifts for children in attendance.

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

The first annual Youth Empowered Summer camp hosted 65 youth. Students were provided with age-appropriate financial education, nutritional tips and hands-on healthy snack activity, and energy conservation education. According to parental surveys, 100% said their kids liked the camp and all feedback was positive. Additionally, 100% of children participants surveyed indicated they would tell their friends to go next year.

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

Community Service Block Grant funds were utilized for committee planning meetings and staff time for planning, developing curriculum, teaching students, and coordinating the various logistical aspects of the camp. Southeastern Idaho Community Action Agency plans to continue this project with another Youth Empowered Summer camp in June 2013.

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

Agency Name:

i. Description of initiative

Now in its third year, Western Idaho Community Action Partnership's Senior Respite Program provides a much-needed break for those caring for infirm senior household members. Each week, homemaking staff from Western Idaho Community Action Partnership visit clients' homes and spend four to five hours attending to basic household tasks and spending time with housebound elders so their caregivers can take time for themselves. The program helps reduce family stress, preserve family stability, prevent abuse and neglect, and keep seniors in their homes.

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

The Canyon County Organization on Aging provides training and referrals, and the Area Agency on Aging and the Elderly Opportunity Agency, Inc. provide referrals for the Senior Respite Program. Adams, Gem, Payette, Valley and Washington counties assist with funding.

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

In 2012, Western Idaho Community Action Partnership's Senior Respite Program assisted 12 families within its seven-county service area located in Idaho's western region.

Idaho - NPI 1.1

Outcomes of Efforts, FY 2012

Number of Agencies Reporting: 7

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

Employment

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

	L.) Number of Participants Enrolled in Program(s) (#)	IL.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [(III/II)*100] (%)
A. Unemployed and obtained a job	748	439	351	79.95%
B. Employed and maintained a job for at least 90 days	695	322	234	72.67%
C. Employed and obtained an increase in employment income and/or benefits	657	202	181	89.60%
D. Achieve "living wage" employment and/or benefits	404	105	169	160.95%

Number of Agencies Reporting: 6

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

Economic Asset Enhancement and Utilization

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

I.) Number of Participants Enrolled in Programs (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual)	IV.) Percentage Achieving Outcome in Reporting Period [(III)/(II)=IV] (%)	V.) Aggregated Dollar Amounts (Payments, Credits, or Savings) (\$)
4	150	116	77.33%	\$180,643
0				
6	24,484	24,649	100.67%	\$803,467

Enhancement A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits

Enhancement B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments

Enhancement C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings

Number of Agencies Reporting: 7

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

Community Improvement and Revitalization

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

	I.) Number of Projects or Initiatives (#)	II.) Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Jobs created, or saved, from reduction or elimination in the community	2 4	571
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community	2 8	295
C. Safe and affordable housing units created in the community	3 7	220
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy	6 26	3,648
E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination	2 2	7,163
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination	1 1	796
G. Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination	2 2	838
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation	0	
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post secondary education	6 14	1,488

Number of Agencies Reporting: 7

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

Community Engagement

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

**I.) Total
Contribution by
Community (#)**

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

5	2,306
---	-------

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

7	277,791
---	---------

Number of Agencies Reporting: 7

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

Community Enhancement through Maximum Feasible Participation

The number of volunteer hours donated to Community Action

**I.) Total
Number of
Volunteer**

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

7	50,819
---	--------

Number of Agencies Reporting: 7

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

Expanding Opportunities through Community-Wide Partnerships

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

	I.) Unduplicated Number of Organizations (#)	II.) Number of Partnerships (#)
A. Non-Profit	7 331	417
B. Faith Based	7 175	197
C. Local Government	7 132	171
D. State Government	7 64	103
E. Federal Government	7 42	55
F. For-Profit Business or Corporation	7 643	794
G. Consortiums/Collaboration	7 87	103
H. Housing Consortiums/Collaboration	7 31	38
I. School Districts	7 86	113
J. Institutions of postsecondary education/training	7 49	58
K. Financial/Banking Instituions	7 85	106
L. Health Service Institutions	7 121	158
M. State wide associations or collaborations	7 22	33

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

	1 3	3
	0	
	0	
N. Total number of organizations and total number of partnernships CAAs work with to promote family and community outcomes (automatically calculates)	1,871	2,349

Number of Agencies Reporting: 7

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

Independent Living

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

I.) Number of Vulnerable Individuals Living Independently (#)

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

7	31,262
---	--------

B. Individuals with Disabilities

Ages:		
0-17	3	5,144
18-54	4	7,407
55-over	4	2,376
Age Unknown	4	19,422
TOTAL individuals with disabilities		34,349

Number of Agencies Reporting: 7

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

Child and Family Development

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

	I.) Number of Participants Enrolled in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period $\frac{III}{II} \times 100\%$
Infant and Child A. Infants and children obtain age appropriate immunizations, medical, and dental care.	3 1,825	1,700	1,766	103.88%
Infant and Child B. Infant and child health and physical development are improved as a result of adequate nutrition	4 1,920	1,259	1,632	129.63%
Infant and Child C. Children participate in pre-school activities to develop school readiness skills	5 1,809	1,420	1,270	89.44%
Infant and Child D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	4 1,603	1,040	544	52.31%
Youth E. Youth improve health and physical development	3 1,230	102	1,223	1199.02%
Youth F. Youth improve social/emotional development	4 162	135	100	74.07%
Youth G. Youth avoid risk-taking behavior for a defined period of time	3 104	113	84	74.34%
Youth H. Youth have reduced involvement with criminal justice system	2 66	75	51	68.00%
Youth I. Youth increase academic, athletic, or social skills for school success	5 3,309	1,230	3,019	245.45%
Adult J. Parents and other adults learn and exhibit improved parenting skills	4 1,751	1,701	1,646	96.77%
Adult K. Parents and other adults learn and exhibit improved family functioning skills	6 6,407	5,071	4,956	97.73%

Number of Agencies Reporting: 7

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

Service Counts

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

I.) Number of Services (#)

A. Food Boxes	7	273,282
B. Pounds of Food	3	2,990,077
C. Units of Clothing	4	8,822
D. Rides Provided	3	40,002
E. Information and Referral Calls	6	142,578

Appendix C: Certifications

REGARDING LOBBYING;
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS;
DRUG-FREE WORKPLACE REQUIREMENTS;
ENVIRONMENTAL TOBACCO SMOKE;
AND SUBGRANTEE ASSURANCES.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR, Part 82, A new Restrictions on Lobbying, @ 34 CFR Part 85, Government-wide Debarment and Suspension (Nonprocurement), Government-wide Requirements for Drug-Free Workplace (Grants), A Public Law 103-227 Part C, Environmental Tobacco-Smoke, and Sections (676)(b) and 681 of Community Services Block Grant Statutory Assurances. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

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 any 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, A 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.

State 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 For 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.

2. 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 meaning set out in the Definition and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may devise the methods 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.

Certifications 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 from covered transactions 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 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 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.

3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

(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 not later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving 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 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;
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
 - i. 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):

455 W. State Street
Boise, Ada County, ID, 83702

4. ENVIRONMENTAL TOBACCO SMOKE

The Pro-Children Act of 1994 (20 U.S.C. Section 6081-84) prohibits smoking in facilities, or in some cases portions of facilities, where certain federally funded services are provided on a routine or regular basis for children under the age of 18. The Act applies if funds are being provided through an applicable federal grant, loan, loan guarantee, contract or Subgrant. The law applies to public elementary and secondary education and library facilities. It also applies to facilities used for the Head Start program, the WIC program (the supplemental food and nutrition program for women and children), and certain health care services for children. The smoking prohibition does not apply to private residences; to service providers whose sole source of federal funds is Medicare or Medicaid; or to portions of facilities used for inpatient treatment of individuals who are dependent on or addicted to drugs or alcohol. Civil money penalties, not exceeding \$1,000 for each day of violation, not exceeding the amount of applicable federal funds received, may be imposed for non-compliance. Also, federal funds may be withheld or the award may be terminated. Recipients must certify, as a condition for receiving applicable federal funds, that smoking will not be permitted within facilities, or portions of facilities, covered by the Act.

The applicant/grantee certifies that it will comply with the requirements of the Act, and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The DSP shall include the language of this certification in any subawards that contains provisions for children's services and shall ensure that all subgrantees shall certify accordingly.

5. SUBGRANTEE ASSURANCES--CSBG

Section (675)(c)(13) of the Community Services Block Grant Statutory Assurances--As Amended by P.L. 103-252, Human Services Amendments of 1994. As part of the annual CSBG application required by the State of

Idaho, Department of Health and Welfare, the Executive Director shall certify that the agency agrees to submit a community action plan (which shall be available to the Secretary of the Department of Health and Human Services for inspection) that includes:

- (a) a community needs assessment (including food needs);
- (b) a description of the service delivery system targeted to low-income individuals and families in the service area;
- (c) a description of how linkages will be developed to fill identified gaps in service through information, referral, case management, and follow up consultations;
- (d) a description of how funding under this Act will be coordinated with other public and private resources; and
- (e) a description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.

6. VOTER REGISTRATION ACTIVITY

The Contractor hereby agrees to prohibit any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activity.

7. HATCH ACT REFORM

Section 675(c)(6) is no longer applicable. It was repealed by the Hatch Act Reform Amendments of 1993, P.L. 103-94

As the authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications and with pertinent amendments to these acts made during the term of the contract. The Contractor further agrees to comply with all pertinent parts of Federal rules and regulations implementing these acts.

NAME OF APPLICANT: IDAHO DEPARTMENT OF HEALTH AND WELFARE PR/AWARD NUMBER AND/OR PROJECT NAME: COMMUNITY SERVICES BLOCK GRANT PROGRAM

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

RICHARD M. ARMSTRONG, Director

SIGNATURE:

DATE: 8-27-2013

APPENDIX D:

Letter designating DHW as lead agency



C. L. "BUTCH" OTTER
GOVERNOR

August 22, 2007

Ms. Josephine Robinson, Director
Federal Office of Community Services
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Washington, D.C. 20201

Dear Ms. Robinson:

I hereby delegate authority to Idaho Department of Health and Welfare Director Richard M. Armstrong for submission and approval of state plans and to make application to the Federal Office of Community Services, Administration for Children and Families, Department of Health and Human Services, for the Community Service Programs. These programs include: the Low Income Energy Assistance Program, the Community Services Block Grant, the Residential Energy Assistance Challenge Program, and the Community Food & Nutrition Program.

This delegation of authority is effective immediately. It extends to any changes or additions to the state plans and grant applications, including assurances required by Congress or the Executive Branch.

As Always – Idaho, "Esto Perpetua"

A handwritten signature in cursive script, reading "C. L. Butch Otter".

C. L. "Butch" Otter
Governor of Idaho

CLO/kh