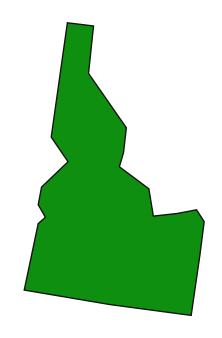
# **2012/2013 STATE PLAN**

# THE COMMUNITY SERVICES BLOCK GRANT PROGRAM



# **STATE OF IDAHO**

DEPARTMENT OF HEALTH AND WELFARE
DIVISION OF WELFARE, BUREAU OF POLICY
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# COMMUNITY SERVICES BLOCK GRANT PROGRAM STATE OF IDAHO

I. This consolidated State Plan and Application for Community Services Block Grant covers Federal Fiscal Years 2012 and 2013.

### **III.** Executive Summary

### A. CSBG State Legislation:

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

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

Governor Butch Otter has designated the Department of Health and Welfare to act as the lead agency to conduct state activities under this subtitle. The Director of the Department of Health and Welfare is Richard Armstrong. The Department of Health and Welfare has contracted with Community Action Partnership Association of Idaho 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 Department of Health and Welfare allows public comment within the state for input on the development of the plan. Notification of the proposed plan is placed in newspapers throughout the geographical areas of the state. 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 Community Action Partnership Association of Idaho.
- (2) Legislative Hearing - Information regarding the CSBG program activities was shared with the Joint Finance and Administration Committee during the 2010 legislative session. Idaho's legislature meets three months a year; January, February and March. Updated information will be presented during the 2012 legislative session.
- (3) Public Inspection of State Plan - The plan was available August 1 11, 2011 for public review and comment with a public inspection held August 11, 2011. Access to the plan was through the Community Action Partnership Association of Idaho. By contacting the Association, it was determined how best to provide the plan to the inquiring party. This could be accomplished by sending it through email, providing an internet site address or connecting them to a DHW office/community

action agency office near their location where they could pick up a printed copy of the plan. This provided complete geographical coverage of the state.

- IV. Statement of Federal and CSBG Assurances (which includes programmatic, administrative, financial and certifications)
  - A. Programmatic Assurances
    - a. Statement of Federal and CSBG Assurances (See Appendix A)
    - B. Administrative and Financial Assurances (See Appendix B)

### V. The Narrative State Plan

- A. Administrative Structure
- (1) State Administrative Agency is the Department of Health and Welfare under the Division of Welfare
  - (a) The Mission is:

To promote and protect the health and safety of Idahoans.

- (b) The Goals of the Department 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.

The Department of Health and Welfare contracts with Community Action Partnership Association of Idaho to execute certain administrative functions of the Community Services Block Grant on its behalf, however the Department retains all authority.

The contracted responsibilities include:

- (a) Subcontracting with eligible entities;
- (b) Coordinating and/or providing training and technical assistance
- (c) Drafting CSBG State Plan;
- (d) Coordinating the monitoring of eligible entities;
- (e) Outreach and Public Information;
- (f) ROMA and Information Systems Survey completion; and
- (g) Grievance and Dispute resolution
- (2) Eligible Entities: Idaho has designated seven geographical service regions for the state, covering all 44 counties. Each region has a community action agency responsible to provide 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. Idaho's eligible entities and areas are:

### **Community Action Partnership** Ten Counties:

(Regions 1 and 2) 124 New 6<sup>th</sup> Street Lewiston, ID 83501 Benewah Kootenai Bonner Latah Boundary Lewis Clearwater Nez Perce Idaho Shoshone

Western Idaho Community Action Partnership

315 - B South Main Street Payette, ID 83661

**Seven Counties:** 

Adams Gem Washington Boise Payette Valley

Canyon

El-Ada Community Action

Partnership, Inc. 701 E. 44<sup>th</sup> Street, #1 Garden City, ID 83714 **Three counties:** 

Ada Elmore Owyhee

**South Central Community Action Partnership** 

P.O. Box 531 Twin Falls, ID 83303 **Eight counties:** 

Blaine Jerome
Camas Lincoln
Cassia Minidoka
Gooding Twin Falls

**Southeastern Idaho Community** 

Action Agency P.O. Box 940 Pocatello, ID 83201 **Seven Counties:** 

Bannock Caribou Bear Lake Franklin Bingham Oneida Power

Teton

**Eastern Idaho Community Action Partnership** 

P.O. Box 51098 Idaho Falls, ID 83405

P.O. Box 490

Caldwell, ID 83606

**Nine Counties:** 

Bonneville Fremont
Butte Jefferson
Clark Lemhi
Custer Madison

Community Council of Idaho

Serving all of Idaho's

Migrant and seasonal farm workers.

Primary emphasis

is on Idaho's southern counties.

(3) Distribution and Allocation of Funds FY 2012 and 2013 allocations will be based on the 2010 Census. FY 2011 distribution was based on Census 2000.

Area:

# B. <u>Description of Criteria and Distribution Formula</u>

In general, not less than 90 percent of the funds will be made available to eligible entities and no more than 5 percent will be spent on administration.

Funds distributed to 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 carry over beyond the second fiscal year.

### C. Description of Distribution and Use of Restricted Funds

The State of Idaho plans to distribute funds under Section 675C(a) of the CSBG Act 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) In accordance with H.R. 1473: Department of Defense and Full-Year Continuing Appropriations Act, 2011.

### D. Description of Distribution and Use of Discretionary Funds

The State of Idaho will reserve up to five percent of the grant award for the following purposes:

- (1) providing training and technical assistance to those entities in need of such training and assistance;
- (2) coordinating State operated programs and services, and at the option of the State, locally operated programs and services, targeted to low-income children and families with services provided by eligible entities and other organizations funded under this subtitle, including detailing appropriate employees of State or local agencies to entities funded under this subtitle, to ensure increased access to services provided by such State or local agencies;
- (3) supporting statewide coordination and communication among eligible entities;
- (4) analyzing the distribution of funds made available under this subtitle within the State to determine if such funds have been targeted to the areas of greatest need;
- (5) supporting asset building programs for low-income individuals, such as programs supporting individual development accounts;
- (6) supporting innovative programs and activities conducted by Community Action Agencies or other neighborhood based organizations to eliminate poverty, promote self-sufficiency, and promote community revitalization;

- (7) providing funds to build the capacity of local agencies to improve communication technology;
- (8) responding to sudden and unexpected crises that threaten the health and security of families in poverty; and
- (9) supporting other activities, consistent with the purposes of this subtitle.

### E. Description of Use of Administrative Funds

Up to five percent of the grant award will be used for program oversight, including monitoring.

### F. State Community Services Program Implementation

### (1) <u>Program Overview</u>

Community Action Agencies (CAAs) have a primary mission to make the entire community more responsive to the needs, interests, and problems of low-income families, the elderly and persons with disabilities. CAAs accomplish this mission by mobilizing resources in the public, private, and nonprofit sectors of the community; advocating for the needs of their constituents, and bringing about greater institutional sensitivity.

The effectiveness of CAAs should be measured not only by the services the agencies directly 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 programs are principal community action activities; however, the CAAs also serve a purpose in the community by mobilizing resources and bringing about change. Dedication to this purpose distinguishes CAAs from other social and community service agencies.

# (a) The Service Delivery System

Approximately 1.5 million people live in Idaho's 44 counties that cover 83,000 square miles. Idaho contracts with seven agencies to provide CSBG services. CAA offices are located in 34 counties, food pantries are located in all 44 counties, and outreach is provided to smaller towns and remote sites. 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 will be eligible for services.

### (b) Linkages and Coordination with Other Public and Private Resources

Idaho's Community Action Agencies and the Community Council of Idaho are active and visible in their communities. They coordinate with other service providers and act as the "hub" for information on services available to the low-income community. Community Action and the Community Council of Idaho are the cornerstone of many rural communities, and make accessing services less threatening to people in need. Community Action and the Community Council of Idaho are proud of their partnerships with the communities, private business, and the public sector. Just a few of these partnerships include: Idaho Department of Health and Welfare, Idaho Bureau of Homeland Security, Idaho Department of Labor, Boise State University, University of Idaho, Idaho Hunger Relief Task Force, Congressional Hunger Fellows, Catholic Charities of Idaho, Easter Seals/Goodwill, Idaho Interfaith Roundtable Against Hunger, Northwest Area Foundation, 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, AmeriCorps, Mountain States Group, and many more.

Community Action identifies gaps in services and works 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.

### (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 providers leverage CSBG dollars to bring in 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 variety of foundation and private sector dollars. It is often the case in Idaho that CSBG affords agencies the ability to be granted and accept these resources. Faith based and other private organizations often want to make sure that their entire financial investment goes strictly for services, but also want assurances that the program is run well administratively. CSBG has often been used to provide this administrative quality assurance, allowing the private organization to fund direct services. But the private funding would not have come through without the administrative support.

### (d) Innovative Community and Neighborhood-based Initiatives

Classes in effective parenting and life skills will be offered throughout the state. Other innovative programs being offered include:

- Real World Budgeting and Financial Education for Refugees
- Step-Up Program assists participants in transitional housing programs to secure savings for future permanent housing
- The Circles Initiative an initiative to engage the community in helping families move out of poverty
- A shelter based GED program
- Home Buyer Essential Program teaching participants the fundamentals of financial management to help prepare them for home ownership

### (2) Community Needs Assessments

As part of their application for FY 2012/2013 CSBG funding, the Community Council of Idaho and each community action agency submitted a community action plan, and a summary of their most recent needs assessments. Actual needs assessments and results are on file and available for review.

## (3) <u>Tripartite Boards – Community Action Agencies</u>

- (a) One third of the members of the board are elected public officials, holding office on the date of selection, or their representatives, except that if the number of such elected officials reasonably available and willing to serve on the board is less than one third of the membership of the board, membership on the board of appointive public officials or their representatives may be counted in meeting the one third requirement.
- (b) Not less than one third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and each representative of low-income individuals and families selected to represent a specific neighborhood within a community resides in the neighborhood represented by the member.
- (c) The remainder of the members is officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community served.

### (4) State Charity Tax 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 purposes of CSBG are 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).

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);

by providing Family Development strategies, this includes goal setting, budgeting, debt management education opportunities and interpersonal skills, employment training, and affordable housing opportunities.

ii. to secure and retain meaningful employment;

by providing employment supports and job stabilization services:

Employment supports and job stabilization services include: 1) assisting clients in obtaining skills and/or competencies required for employment 2) offering avenues for completing ABE/GED and receiving a certificate or employment 3) offering avenues for completing a post-secondary education program and obtaining a certificate or diploma 4) helping families in enrolling children in a before or after school program 5) helping families obtain care for child or other dependent through child care referrals 6) assisting families in obtaining access to reliable transportation and /or a driver's license to get to and from employment 7) assisting families in obtaining healthcare services for themselves or family member 8) facilitating the location and offering safe and affordable housing 9) offering food assistance 10) offering non-emergency LIHEAP energy assistance 11) offering other non-emergency energy assistance 12) training in resume writing and interviewing skills 13) message center for potential employers 14) offering personal hygiene assistance and job-appropriate clothing 15) offering mentoring and support to help people resolve problems at their places of work to create a sustainable work experience 16) offering work experience programs such as on the job training programs 17) Employment placement in temporary and permanent positions.

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;

Community Action and Community Council of Idaho work with low-income Idahoans to make progress towards self-sufficiency by advancing educational opportunities through direct educational services and support services. These services include:

- General Equivalency Diploma training, testing, tutoring
- Nursing, Construction, and other Vocational training
- After school tutoring for persons experiencing homelessness
- Kindergarten Readiness Project
- Funding to cover school supplies and class/tuition fees
- Access to higher education at an affordable cost through partnerships
- English for Speakers of Other Languages, formerly English as a Second Language
- Leveraging high school and college students for civic engagement
- Experiential job and language training for refugees
- First generation college students who are low income take an accredited course called "Investigations into economic class in America" to explore poverty.
- iv. to make better use of available income;

Community Action and the Community Council of Idaho 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
- Circles<sup>TM</sup> Initiative
- Getting Ahead in a Just Getting by World trainings and presentations
- Second Chance Renters Class a renters rehabilitation training
- Step Up Program to secure savings
- Real World Budgeting and Financial Education for Refugees
- Energy conservation
- Financial Literacy and Budgeting classes
- 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;

The Community Action Agencies and the Community Council of Idaho provide substantial housing assistance made possible in part, if not completely funded 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 in Idaho include:

- Mutual Self-Help Housing an United States Department of Agriculture program to assist low-income families construct their own home where a group of participating families perform the construction labor on each other's homes
- Urban Community Revitalization Infill Housing
- Youth Build 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 to preserve Continuum of Care Programs
- Homeless Prevention and Rental assistance
- Housing Counseling
- Emergency Shelter and Shelter Assistance Vouchers
- South West Idaho Community Housing Agency who Co-Locates with local CAPs
- 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
- Affordable Housing Search and Placement
- Foreclosure Counseling
- Advocating with landlords; 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 by referring to other providers.

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

The Community Action Agencies and the Community Council of Idaho 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 operate shelters
- 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
- Barrier removal to medical services such as doctor visit vouchers, prescription assistance, and providing transportation to doctors visits
- 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;

CAAs 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 CAPs 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
- North West 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
- Idaho Advisory Council for HIV and AIDS
- Statewide Refugee Task Force
- Emergency Food and Shelter Boards
- Chambers of Commerce
- Provide Expert Training in local and state venues, on subjects such as financial management, Board oversight, how to reduce poverty through community solutions, etc.

- Poverty Simulations
- 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

The state's Community Action Agencies and Community Council of Idaho provide financial support for youth to participate in extracurricular activities in junior and senior high school. They fund the purchase of school supplies and assist with purchase of school clothing and shoes. 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 CAAs operate and invest in the following programs:

- Family Reunification
- Family Literacy Program
- High School Financial Literacy
- Youth build
- Homework Club
- Shop with a Cop
- Child Care Resources and Referral
- Volunteer Opportunities
- Kindergarten Readiness
- 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);

Community Action is in every community; it is the neighbor to many in a time of need, and often the first stop for those in trouble. It is this unique role that makes community action's coordination of other services so effective. CSBG is used to bring 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

- 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 University
- Legal Services
- Fair Housing
- Private housing opportunities
- Housing Authorities
- School Districts
- Veteran's Administration
- Free Tax Preparation and Earned Income Tax Credit

(b) Assurance '676(b) (4)Eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

Community Action Agencies and the Community Council of Idaho 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 CAAs 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 130 food pantries
- Organize gleaning and salvage programs
- Receive Fish and Game depredation supply
- Financially and administratively support food pantries located within CAAs and throughout Idaho
- Teach gardening and canning procedures
- Provide nutrition education
- Local farmer's market food voucher assistance
- Support or operate Meals on Wheels
- 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 the Culdesac Community Garden
- 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
- Congressional Hunger Fellows Partner and Host Site
- Member of the Idaho Interfaith Roundtable Against Hunger
- Member of the Idaho Hunger Relief Task Force
- Participating in statewide education effort to promote the development and distribution of accurate information about SNAP

(c) State Assurance '676 (b) (5)The eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the 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 CAAs and Community Council of Idaho representatives perform a variety of roles in ensuring that there is an effective delivery of services statewide with the Workforce Investment Act. These include, but are not limited to:

- Membership on Workforce Development Boards
- Idaho Department of Labor program partner
- National Farm workers' Jobs Program
- Title V partner
- Vocational Rehabilitation Placement assistance
- Workforce Investment Act partnerships introduced other organizations and providers to Community Action.
- Wood Pilot Project a partnership with local service providers, law enforcement and the judicial system to provide treatment to offenders and keep them in their community.
- (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.

The State of Idaho contracts with the Community Action Agencies 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, and 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 Community Action Agencies possible:

- Project Share
- Project Cares
- Lend a Hand
- Project Warmth
- Helping Hands
- Keep Kids Warm
- Utility Rate Case Intervention and leveraging for energy programs
- Various utility company financial program support

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

Idaho's CAAs 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. Community Action is a partner in all its communities, bringing together people from all types of organizations to help people out of poverty. The list of Community Action and Community Council of Idaho partners is always expanding; some of the partners include:

- St. Vincent DePaul
- Catholic Charities
- Salvation Army
- County Government Indigent Services
- Idaho Interfaith Roundtable Against Hunger
- Desert Industries
- University of Idaho Extension Nutrition Program
- Easters Seals Good Will
- United Way
- Thrift Stores
- International Rescue Committee
- Mountain States Refugee Center
- College of Western Idaho
- Eastern Idaho Technical College

- Lewis and 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
- Living Independent Network Council

### G. Fiscal Controls and Monitoring

- 1. State Program Monitoring:
- (a) In order to determine whether eligible entities meet the performance goals, administrative standards, financial management requirements, and other requirements, the State will conduct the following reviews of eligible entities.
- (i) A full onsite review of each such entity at least once during each 3-year period. In addition, all entities receive a complete administrative review annually.
- (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 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 last audits were conducted as follows:

Date	Period Covere	d Agency
Summer 2009	CY 2008	Community Action Partnership
Summer 2010	CY 2009	El-Ada, Inc.
Summer 2009	CY 2008	Eastern Idaho Community Action Partnership
Summer 2011	CY 2010	Southeastern Idaho Community Action Agency
Summer 2011	CY 2010	Western Idaho Community Action Partnership
Summer 2009	CY 2008	South Central Community Action Partnership
Summer 2010	CY 2009	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 an eligible entity fails to comply with the terms of an agreement, or the State plan, to provide services under

this subtitle or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will:

- (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 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 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 eligible entity unless the entity corrects the deficiency.
- 3. Fiscal Controls, Audits, and Withholding:

The State of Idaho monitors each community action agency and the Community Council of Idaho as follows:

- (a) Each agency must submit a monthly reimbursement report that is reviewed by State management staff for contract payments reimbursement.
- (b) 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, the State assures 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 the State, each 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.

The State will, at least every year:

- (a) prepare an audit of the expenditures of the State 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 entity upon a reasonable request for the items.

### 4. Assurances:

The State 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.
- (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.

The state assures that any eligible entity that 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, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).

(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.

Each eligible entity allows any low-income individuals, community organizations, or religious organizations who feel they are inadequately represented, to petition for adequate representation through contact with the Executive Director or directly to the board, in accordance with section 676(b)(10).

- H. Accountability and Reporting Requirements
- (1) Results Oriented Management and Accountability

The State and all eligible entities participate in the Results Oriented Management and Accountability System, pursuant to Section 678E (b). The following are the outcome measures being used in Idaho.

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

<u>National Performance Indicator 1.1:</u> 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

<u>National Performance Indicator 1.2:</u> 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 dependant
- F. Obtained access to reliable transportation and/or drivers 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)

<u>National Performance Indicator 1.3:</u> 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

<u>National Performance Indicator 2.1:</u> 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.

<u>National Performance Indicator 2.2:</u> 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.

<u>National Performance Indicator 2.3</u>: 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

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

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

A. Number of volunteer hours donated by <u>low-income individuals</u> to Community Action

<u>National Performance Indicator 3.2:</u> 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

<u>National Performance Indicator 4.1:</u> 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

<u>National Performance Indicator 5.1:</u> 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

<u>National Performance Indicator 6.1</u>: 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

<u>National Performance Indicator 6.2</u>: 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

<u>National Performance Indicator 6.3</u>: 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 1<sup>st</sup> 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

<u>National Performance Indicator 6.4:</u> 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

<u>National Performance Indicator 6.5</u>: 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

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# **Program Accomplishments and Activities**

- a. The release of CSBG-ARRA funding required constant monitoring, some adjustments and a lot of reporting. The State, State Association, and agencies, were very thorough in their planning, implementing, developing outcome indicators and capturing all necessary information for reporting. Idaho was ahead of the curve in terms of reporting requirements from OCS and was able to submit all voluntary reports to NASCSP. Idaho was able to visit each CAP agency and complete a full program and fiscal monitor of CSBG ARRA.
- b. Idaho's Community Action Agencies have been able to continue programs developed under CSBG ARRA since the expiration of the contract. Because agencies can respond and adapt to the needs of their community vital education programs such as a very successful GED program and a Refugee Job Readiness program have been able to continue. Community needs assessments identified the need for jobs and training and agencies have reallocated resources to continue priority programs.
- c. Idaho successfully and effectively spent out its ARRA funding within the prescribed timeline.

- d. The State Association presented at the American Society for Quality's World Conference on Quality and Improvement in May of 2011 on Idaho's process for rapid implementation of programs while maintaining quality.
- e. In partnership with hunger advocacy groups, started the Idaho Food Bank fund, a fund supported by voluntary donations of Idahoans' state tax return dollars. These funds go primarily to provide infrastructure support to local food banks to address the hunger needs in their communities. Currently serve on Executive and Grant committees.
- f. Having identified reliable and accessible transportation as integral to employment, serve on several regional transportation Boards throughout Idaho.
- g. Believing strong economies help promote employment and increased economic stability for those experiencing poverty, serve on Chambers of Commerce throughout Idaho.
- h. Implemented statewide Earned Income Tax Credit initiative, and supported regions' work to increase participation in free tax preparation and asset building activities.
- i. Working to increase people's access to mainstream resources, successfully wrote and implemented a grant for SSI/SSDI Outreach Access and Recovery (SOAR). Currently partner with the State and several public and private non-profit organizations to pilot this initiative in two Idaho regions.

# 2c.Comparison of Planned and Actual Expenditures for Prior Fiscal Year

### Total CSBG Funds Expended for FY2010 for:

<b>Eligible Entities</b>	Planned <u>\$3,101,807</u>	Actual <u>\$3,101,807</u>
<b>Discretionary Projects</b>	Planned <u>\$195,760</u>	Actual <u>\$195,760</u>
<b>State administrative Costs</b>	Planned <u>\$210,052</u>	Actual <u>\$210,052</u>
Total	Planned <u>\$3,297,567</u>	Actual <u>\$3,297,567</u>

# 2d. Profile of Participants

2d. Trome of Latticipant			4
1. Number of Agencies Reporting	7 2a. Total resources in a		\$41,993,980
	2b. Total amount of CS	BG allocated	\$3,256,677
2 Tabel and a Basta day on the area of a sur-		data	244 700
3. Total unduplicated number of pers	244,798		
4. Total unduplicated number of pers	2100		
-	ilies about whom one or more character		82,626
•	ilies about whom no characteristics wer		800
7. Gender	Number of Persons	13. Family Size	Number of Families
a. Male	112,251	a. One	26,650
b. Female	115,729	b. Two	13,701
	227,980	c. Three	10,202
		d. Four	10,059
8. Age		e. Five	7795
a 0-5	23,249	f. Six	4,889
b. 6-11	30,318	g. Seven	20,392
c. 12-17	26,339	h. Eight or more	2524
d. 18-23	26,035	TOTAL	73,212
e. 24-44	66,258		
f. 45-54	23,161	14. Source of Family Income	
g. 55-69	19,884	a. Unduplicated # of Families	
h. 70+	12,726	Reporting One or More	
TOTAL	227,970	Sources of Income	57,681
		b. No Income	24,727
9. Ethnicity		TOTAL	82,408
a. Hispanic or Latino	49,482	c. TANF	520
b. Not Hispanic/Latino	178,430	d. SSI	10,710
TOTAL	227,912	e. Social Security	20,511
		f. pension	0
Race		g. General Assistance	0
a. White	165,241	h. Unemployment Insurance	5,082
b. Black/African American	2,624	i. Employment + Other	893
c. American Indian and Alaska Native	4,777	j. Employment Only	20,185
d. Asian	1,311	k. Other	4,823
e. Native Hawaiian/Pacific Islander	389	TOTAL	62,724
f. Other	2,401		
g. Multi-race (2 or more of above)	12,595	15. Level of Family Income	
TOTAL	189,338	(% of HHS Guidelines)	<b>Number of Families</b>
		a. Up to 50%	27,554
10. Education Level of Adults	Number of persons 24 and older	b. 51% to 75%	12,767
a. 0-8	11,292	c. 76% to 100%	14,323
b. 9-12	27,343	d. 101% to 125%	15,427
c. high school grad/GED	38,193	e. 126% to 150%	5,688
d. 12+ some post secondary	29,175	f. 151% to 175%	2,539
	·		,

				g. 176% to 200% 201% and over	646 282
e. 2 or 4 yr college graduates TOTAL	9,189 <b>115,192</b>			TOTAL	79,226
11. Other Characteristics	Yes	No	Total	16 Housing	
a. Health Insurance	140,830	86,483	227,283	a. Own	26,221
c. Disabled	38,708	189,285	227,993	b. Rent	42,472
				c. Homeless	1,396
12. Family Types	Number o	f Families		d. Other	1,637
a. Single parent/female	13,831			TOTAL	71,726
b. Single parent/male	1,826				
c. Two-parent household	17,922				
d. Single person	26,236				
e. Two adults/no children	7,979				
f. Other	4,386				
TOTAL	72,180				

### 2e. Statistical report on CSBG Program Services

Service Category	# of Agencies Reporting	CSBG Funds
1. Employment	7	\$188,959
2. Education	7	\$151,788
3. Income Management	7	\$162,281
4. Housing	7	\$371,682
5. Emergency Services	7	\$490,127
6. Nutrition	7	\$647,211
7. Linkages	7	\$384,834
8. Self Sufficiency	7	\$817,981
9. Health	7	\$69,801
10. Other	7	\$12,903
TOTAL	7	\$3,297,567

## 2f. Training and Technical Assistance Provided by the State

- 1. CAPAI conducts monthly conference calls with Community Services Block Grant staff to address performance targets, share best practices, discuss training needs and stay abreast of new or pending changes in performance requirements.
- 2. CAPAI included as a permanent portion of its face to face trainings, Results Oriented Management and Accountability training. It has conducted four of these between 2009 and 2011.
- 3. CAPAI incorporated as a part of its Results and Learning, the Information Systems Survey report into its training on performance planning, encouraging analysis of results in evaluating planning and implementation effectiveness, as well as in incorporating changes into future planning processes.
- 4. CAPAI provided four on site individual agency Board trainings on Board responsibilities and resources.
- 5. CAPAI continued to improve and refine its Information Systems platform, database, code, and reporting processes. These improvements have increased system speed, reduced opportunity for data entry error, improved data accuracy, and enabled more nuanced and targeted reporting of services, demographics and outcomes.
- 6. CAPAI facilitated the 2012-13 Community Services Block Grant State Plan process. CAPAI prepared and distributed planning material and guidance, provided technical assistance to agencies in their individual preparation, conducted a face to face Community Services Block Grant State Plan meeting in May, 2011 and followed up with conference calls over the next 3 months to finalize the State Plan.
- 7. CAPAI has facilitated three strategic planning sessions for Community Action Agencies in Idaho.
- 8. CAPAI includes as a part of its semi-annual state wide conferences, trainings on governance, administration and financial management. In 2010 and 2011, these trainings have included the following:
  - a. **Agency Board Training** A facilitated training covering best practices in Board meetings, recruiting and replacing Board members, legal issues, fiduciary responsibilities, and policies for legal compliance of agencies and staff.

- b. **Board financial oversight and duties** –A workshop covering effective board governance, some pitfalls of Boards that are off-track and examples of best practices. Discussion topics addressed governance versus management, avoiding micromanagement, the importance of following personnel policies, and monitoring and evaluating the Executive Director.
- c. **Executive Director Training** A training applying legal principles to practical situations to help protect an agency's ability to fulfill its mission and vision.
- d. **Financial Management** Discussing fiscal responsibilities for finance committee members/staff regarding annual OMB 133 audits. It included the responsibility to ensure the proper internal controls are in place, administrative requirements and cost principles for financial, administrative and program staff.
- 9. CAPAI has provided two Family Development Certification trainings where 39 case workers received their Family Development Certification. Agencies in Idaho opened it tothe neighboring state of Utah.
- 10. CAPAI has facilitated multiple poverty simulations for Idaho communities.

### APPENDIX A

### STATUTORY ASSURANCES

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

### 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 of title IV of the Social Security Act);
    - (ii) Secure and retain meaningful employment;
    - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
    - (iv) make better use of available income;
    - (v) obtain and maintain adequate housing and a suitable living environment;
    - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
    - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
  - (b) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and
  - (c) to make more effective use of, and to coordinate with, other programs (including State welfare reform efforts); ['676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C (b) of the Act in accordance with the community

services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program. ['676(b) (2)]

- (3) To provide information provided by eligible entities in the State, including:
  - (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), 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 eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. ['676(b)(4)]
- (5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. ['676(b) (5)]
- (6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such 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 eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations, ['676(b)(9)]
- (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b) (10)]
- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs. ['676(b) (11)]
- (12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the Act. ['676(b) (12)]
- (13) To provide information describing how the State will carry out these assurances. ['676(b) (13)]

#### B. Administrative Assurances

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

- (1) The 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)]
- To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [675C(a)(1) and (2)]
- (3) In the event 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 eligible entities:
  - (a) full onsite review of each such entity at least once during each three year period;
  - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
  - (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
  - (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State, or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B(a)]
- (11) In the event 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;
  - 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)]
- To participate, by October 1, 2001, and ensure that all eligible entities in the State participate in the Results Oriented Management and Accountability (ROMA) system ['678E (a) (1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E (a) (2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in 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 Environ-mental 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	Date	
Director		
Idaho Department of Health and Welfare		

# Appendix B

### Administrative and Financial Assurances

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

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

- (8) To hold as least one legislative hearing every three years in conjunction with the development of the State plan. ['676(a)(3)]
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]
  - (10) To conduct the following reviews of eligible entities:
- (a) full onsite review of each such entity at least once during each three-year period;
- (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
- (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
- (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B(a)]
  - (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
- (a) inform the entity of the deficiency to be corrected;
- (b) require the entity to correct the deficiency;
- (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
- (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
- (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. ['678(C)(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.

- (13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]
- (14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System ['678E(a)(1)].
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for the for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. ['678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 19734 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. ['678F(c)]
- (19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. ['679]

RICHARD M. ARMSTRONG Director	Date
Idaho CSBG State Pla	an 2012/2013

Idaho Department of Health and Welfare

#### 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.

# 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(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;
- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### 4. ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C., also known as the Pro-Children Act of 1994 (Act), 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 Federal programs either directly or through States, or local government by Federal grant, contract, loan or loan guarantee.

### 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

- (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;

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);
- a description of the service delivery system targeted to low-income individuals and families in the service area;
- 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
- 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:

PR/AWARD NUMBER AND/OR PROJECT NAME:

COMMUNITY SERVICES BLOCK GRANT PROGRAM

IDAHO DEPARTMENT OF HEALTH AND WELFARE

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

RICHARD M. ARMSTRONG, Director	
SIGNATURE:	DATE:

# APPENDIX D

Required Designation Letter

Letter designating DHW as lead agency

## PUBLIC HEARING NOTICE AVAILABILTIY OF FEDERAL GRANT PLAN FOR PUBLIC REVIEW

SUBJECT: Proposed use and distribution of funds of two federally funded Grants;

Availability of Plan for public review.

PURPOSE: The purpose is to receive comment on the proposed use of funds during

Federal Fiscal Year 2012 and 2013. The Grant Plans being reviewed will

be:

**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 Friday, August 11th,

2011, at 9:30 a.m. – 1 pm, Mountain Daylight Savings Time, 5400 West Franklin Road, Suite G, Boise, Idaho, 83705. All written comments must be received before 5 p.m., Mountain Daylight Savings Time, August 11th, 2011, at 450 W. State St Boise, Idaho 83720-0036

AVAILABILITY This Plan is available for Public review at:

OF PLANS: Community Action Partnership Association of Idaho, 5400 West

Franklin Road, Suite G, Boise, Idaho, 83705 and at Idaho Department of

Health and Welfare, 450 W. State St. Boise, ID 83720-0036.

SUBMISSION OF

WRITTEN COMMENTS: Anyone may submit written comment regarding the proposed use of

these funds for these grants. Forms for this purpose and/or copies of the Plan may be obtained from 5400 West Franklin Road, Suite G, Boise, Idaho, 83705, or by calling (208) 375-7382. For more information, contact Mary Chant at (208) 375-7382, Community Action Partnership Association of Idaho, 5400 West Franklin Road, Suite G, Boise, Idaho,

83705.

### **NEWSPAPER**

Newspaper: Coeur d'Alene Press

**Location:** CDA

**Phone Number:** (208) 664-8176

**Contact:** Misty

Fax Number: (208) 664-0212

Email Address: N/A

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: legals@idahostatesman.com

Newspaper: Idaho State Journal

**Location:** Pocatello

**Phone Number:** (208) 232-4161

Contact: Lori Fax Number: N/A

Email Address: trobinson@journalnet.com

**Newspaper:** Post Register **Location:** Idaho Falls

**Phone Number:** (208) 522-1800

**Contact:** Kathy

**Fax Number:** (208) 529-3142

Email Address: N/A

# Appendix E