



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Office of Community Services

## Community Services Block Grant (CSBG) State Plan

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is 08/31/2024. If you have any comments on this collection of information, please contact M. Monique Alcantara at [melania.alcantara@acf.hhs.gov](mailto:melania.alcantara@acf.hhs.gov).

## Instructions

The CSBG State Plan is currently under review through the Office of Management and Budget (OMB) clearance per the requirements of the Paperwork Reduction Act of 1995. OCS created this fillable form as a tool for CSBG grantees as they plan for the administration of CSBG for Fiscal Year (FY) 2022. CSBG grantees can use this tool for planning purposes including, but not limited to: consultation with stakeholders, and meeting public and legislative hearing requirements (Section 676(a)(2)(B) and Section 676(a)(3) of the CSBG Act).

Once the CSBG State Plan receives clearance through OMB and the CSBG State Plan is available through GrantSolutions.gov, CSBG grantees may copy and paste their answers into the online form.

### This form allows for the following types of responses:

**Checkbox** – Select the box to choose an option.

Choose an item. **Dropdowns** – Select the box, and then click the down arrow that appears to select an available option.

Click or tap to enter a date. **Date Picker:** Select the box, and then click the down arrow that appears to select an available option.

Click or tap here to enter text. **Narrative Text Field (No Characters Limit).** Click the box to start entering text.

**Narrative Text Field (Character Limit).** Start typing within the gray square to enter text. These fields only allow for a certain character limit as described in the **blue** instructive text.

**Tables:** Some tables allow you to add additional rows as needed. To add a row within this form: place your cursor within any column of the table, and then select the plus sign (+) at the end of the row.

- For the purposes of this form, tables 5.1, 7.2, and 10.1 allows you to add rows. However, within OLDC, you will be unable to add or delete rows and Column 1 of each table will be read-only.

**Please note:** There is no requirement for CSBG grantees to use this tool. This tool cannot be submitted in lieu of the CSBG State Plan within GrantSolutions.gov neither can this tool be attached within GrantSolutions.gov as the official submission.

**SECTION 1: CSBG Administrative Information**

**1.1.** Identify whether this is a one-year or a two-year plan. Two-Year

**1.1a.** Provide the federal fiscal years this plan covers: **Year One** 2024  
**Year Two** 2025

**GUIDANCE:** If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”.

**1.2. Lead Agency and Authorized Official:** Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

**Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan?**  Yes  No Yes

If yes, select the fields that have changed. [\[Check all the apply\]](#)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Lead Agency                    | <input type="checkbox"/> Department Type | <input type="checkbox"/> Department Name |
| <input checked="" type="checkbox"/> Authorized Official | <input type="checkbox"/> Street Address  | <input type="checkbox"/> City            |
| <input type="checkbox"/> Zip Code                       | <input type="checkbox"/> Office Number   | <input type="checkbox"/> Fax Number      |
| <input type="checkbox"/> Email Address                  | <input type="checkbox"/> Website         |  |

**1.2a. Lead agency** [\[Narrative, 150 Characters\]](#)

**GUIDANCE:** Please only provide the exact name of the CSBG state lead agency as designated within the designation letter and an acronym (as applicable).

**EXAMPLE:** Office of Community Services (OCS)

**1.2b. Cabinet or administrative department of this lead agency** [\[Check one and provide a narrative where applicable\]](#)

- Community Affairs Department
- Community Services Department
- Governor’s Office
- Health Department
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe: [\[Narrative, 100 characters\]](#)

**1.2c. Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official [\[Narrative, 100 Characters\]](#) - In January of 2023, Cabinet Secretary David Scrace, M.D. retired

from New Mexico Human Services Department. Kari Armijo was named as the acting, interim cabinet secretary.

**1.2d. Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements. [Narrative, 50 characters each]

**Name** Kari Armijo

**Title** Acting Interim Cabinet Secretary

**1.2e. Street Address**  1474 Rodeo Road

**1.2f. City** [Narrative, 50 characters] Santa Fe

**1.2g. State** [Dropdown] New Mexico

**1.2h. Zip Code** [Numerical Response, 5 digits] 87505

**1.2i. Telephone Number** [Numerical Response, 10-15 digits] 505-827-7750

**1.2j. Fax Number** [Numerical Response, 10 digits] 505-827-6286

**1.2k. Email Address** [Narrative, 150 characters] kari.armijo@hsd.nm.gov

**1.2l. Lead Agency Website** [Narrative, 200 characters] https://hsd.state.nm.us

**Note:** Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

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

**GUIDANCE:** The designation letter should be updated whenever there is a change to the designee.

**INSTRUCTIONAL NOTE:** The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

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

**Has information regarding the state point of contact changed since the last submission of the State Plan?**  Yes  No **Yes**

If yes, select the fields that have changed. [Check all the apply]

- |                                      |  |   |                                     |
|--------------------------------------|--|---|-------------------------------------|
| <input type="checkbox"/> Agency Name | <input checked="" type="checkbox"/> Point of Contact | <input type="checkbox"/> Street Address           | <input type="checkbox"/> City       |
| <input type="checkbox"/> State       | <input type="checkbox"/> Zip Code                    | <input checked="" type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number |

Email Address     Website

1.4a. Agency Name [Narrative, 150 characters] **New Mexico Human Services Department**

1.4b. Point of Contact Name [Narrative, 50 characters each]

Name **Christopher Rowland**

Title **CSBG Program Manager**

1.4c. Street Address [Narrative, 200 characters] **1474 Rodeo Road**

1.4d. City [Narrative, 50 characters] **Santa Fe**

1.4e. State [Dropdown] **New Mexico**

1.4f. Zip Code [Numerical Response, 5 digits] **87505**

1.4g. Telephone Number [Numerical Response, 10 – 15 digits] **505-670-4668**

1.4h. Fax Number [Numerical Response, 10 digits] **N/A**

1.4i. Email Address [Narrative, 150 characters] **christopherp.rowland@hsd.nm.gov**

1.4j. Agency Website [Narrative, 200 characters] **https://www.hsd.state.nm.us**

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

**There is currently a state Community Action Association within the state.**

Yes     No    **Yes**

**Has information regarding the state Community Action Association changed since the last submission of the State Plan?**

Yes     No    **Yes**

If yes, select the fields that have changed. [Check all that apply]

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

1.5a. Agency name [Narrative, 150 characters] **New Mexico Association of Community Partners**

1.5b. Executive Director or Point of Contact [Narrative, 50 characters each]

Name **Charles England**

Title **Executive Director**

1.5c. Street Address [Narrative, 200 characters] **P.O. Box 26684**

1.5d. City [Narrative, 50 characters] **Albuquerque**

1.5e. State [Dropdown] Choose an item. **New Mexico**

1.5f. Zip Code [Numerical Response, 5 digits] **87125**

- 1.5g. **Telephone Number** [Numerical Response, 10 – 15 digits] 505-264-3726
- 1.5h. **Fax Number** [Numerical Response, 10 digits] N/A
- 1.5i. **Email Address** [Narrative, 150 characters] ed@nmacp.org
- 1.5j. **State Association Website** [Narrative, 200 characters] https://nmacp.org
- 1.5k. **State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead**  Yes  No Choose an item. yes

## SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG.  Yes  No **Yes**
- 2.2. **CSBG State Regulation:** State has regulations for CSBG.  Yes  No **No**
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. [Attach a document and/or provide a link, 1500 characters]

**GUIDANCE:** The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year.  Yes  No **No**
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year.  Yes  No **No**

## SECTION 3: State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency. [Narrative, 2500 characters]

The mission of the New Mexico Human Services Department (HSD) is to transform lives. Working with our partners, we design and deliver innovative, high-quality health and human services that improve the security and promote independence for New Mexicans in their communities.

- 3.2. State Plan Goals:** Describe the state’s CSBG-specific goals for state administration of CSBG under this State Plan. The goals of the State of New Mexico CSBG program are derived from the Federal and State Statutes, and the mission of HSD. The CSBG program addresses the reduction of poverty, the revitalization of low-income communities, the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient and afford everyone the opportunity to live in decency and dignity. To achieve these goals, the State CSBG Office will ensure that CSBG funds are used to provide a wide range of services and activities that have a measurable impact on the causes of poverty. Specifically for FY 2024 and FY 2025, the State CSBG Office goal is to provide support to the eligible entities so that all six continue to meet all 58 organizational standards. The standards will ensure that the eligible entities have the capacity to deliver high quality service to low-income individuals and families in order to break the cycle of dependency. The State CSBG Office will also provide support to the eligible entities as need to adjust to the post COVID19 pandemic business environment. The State CSBG Office continues to work with all six (6) eligible entities to ensure consistent reporting of the National Performance Indicators (NPIs) throughout the network. This will enable the State CSBG Office to obtain and report on agreed upon measures and outcomes across the State.

**GUIDANCE:** States should consider feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their State Plan goals.

**Instructional Note:** For examples of “goals,” see State Accountability Measure 1Sa(i).

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

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

- 3.3a. Analysis of state-level tools** [Check all that applies and provide additional information where applicable]

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census data
- State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- Monitoring Visits/Assessments



- Tools Not Identified Above (specify) [Narrative, 500 characters]

The State CSBG Office has created quarterly reporting tools to track the achievement of annual goals and simplify annual reporting for the CAAs. The State CSBG Office incorporated quarterly reporting in FY21.

**3.3b. Analysis of local-level tools** [Check all that applies and provide additional information where applicable]

- Eligible Entity Community Needs Assessments
- Eligible Entity Community Action Plans
- Public Hearings/Workshops
- Tools Not Identified Above (e.g., state required reports) [specify] [Narrative, 500 characters]

New Mexico created quarterly reporting tools to track the achievement of annual goals and simplify annual reporting for the CAAs and incorporated quarterly reporting in FY 2021. The State CSBG Office in partnership with the State Association brought NASCSP in to assist the eligible entities with uniformity in their performance indicators so each eligible entity is reporting the same outcome. NASCSP provided training on reporting tools for modules 3 and 4. Organizational Standards review and quarterly meetings, all provided analysis of local level tools.

**3.3c. Consultation with** [Check all that applies and provide additional information where applicable]

- Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- State Association
- National Association for State Community Services Programs (NASCSPP)
- Community Action Partnership (NCAP)
- Community Action Program Legal Services (CAPLAW)
- CSBG Tribal Training and Technical Assistance (T/TA) provider
- Regional Performance Innovation Consortium (RPIC)
- Association for Nationally Certified ROMA Trainers (ANCRT)
- Federal CSBG Office
- Organizations not identified above (specify) [Narrative, 500 characters]

Tracking software- The State CSBG Office will require all eligible entities to receive annual training on the software they use to track CSBG outcomes.

**3.4. Eligible Entity Involvement**

**3.4a. State Plan Development:** Describe the specific steps the state took in developing the State Plan to involve the eligible entities. [Narrative, 3000 Characters]

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

The eligible entities and the State Association were provided a copy of the draft plan on will include date later for comment and feedback. The eligible entities and State Association were also informed of the public hearing which was held on will include later

- 3.4b. Performance Management Adjustment:** Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state’s analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 3000 Characters\]](#)

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

No Changes have been made.

- 3.5. Eligible Entity Overall Satisfaction:** Provide the state’s target for eligible entity Overall Satisfaction during the performance period. [\[3 digits\]](#) **Year One 75** **Year Two 75**  
**Instructional Note:** The state’s target score will indicate improvement or maintenance of the states’ Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state’s eligible entities.

**Note:** Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state’s annual report form.

**GUIDANCE:** The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

**GUIDANCE:** Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

## SECTION 4: CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act. [\[Narrative, 2500 Characters\]](#)

**GUIDANCE:** Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g. via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

A virtual public hearing was held on [update when available](#). Notice of the public hearing was published in (1) the Albuquerque Journal, a newspaper available throughout the State that is used for public announcements; and (2) the New Mexico Register, the official publication for notices of rule-making and other materials related to administrative law. These notices provided a telephone number to request a copy of the proposed State Plan, and also provide the following hyperlink to the proposed Plan on HSD's website: <http://www.hsd.state.nm.us/LookingForInformation/incomesupport-division-plans-and-reports.aspx>. The final State Plan will be available for inspection through the same telephone number and hyperlink. Additionally, the final State Plan will be distributed to the eligible entities and the State Association.

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act. [\[Narrative, 2500 Characters\]](#)

Notice of the virtual public hearing was published 30 days prior to the public hearing in (1) the Albuquerque Journal, a newspaper available throughout the State that is used for public announcements; and (2) the New Mexico Register, the official publication for notices of rule-making and other materials related to administrative law.

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

**Instructional Note: A public hearing is required for each new submission of the State Plan.** The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date <a href="#">Select a Date</a>	Location <a href="#">Provide the facility and city - Narrative, 100 characters</a>	Type of Hearing <a href="#">Select an option</a>	If a Combined Hearing was held confirmed that the public was invited.
<a href="#">Click or tap to enter a date.</a>		<a href="#">Choose an item.</a>	<input type="checkbox"/>

**NOTE: ADD-A-ROW function** – States can add rows as needed for each hearing as needed. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

**GUIDANCE:** A combined hearing refers to having one joint public and legislative hearing.

- 4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings.  
[Attach supporting documentation or provide a hyperlink(s), 500 characters]

Will add when available.

**GUIDANCE:** Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

**EXAMPLE NAMING CONVENTION:** 4.4. Public and Legislative Hearings Agenda 062117

## SECTION 5: CSBG Eligible Entities

**5.1. CSBG Eligible Entities:** In the table below, indicate whether each eligible entity in the state is public or private, the type(s) of entity, and the geographical area served by the entity.

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Community Action Agency of Southern New Mexico	Doña Ana / Sierra / Luna / Grant / Hidalgo	Nonprofit	Community Action Agency
Economic Council Helping Others, Inc.	San Juan	Nonprofit	Community Action Agency
HELP-New Mexico <small>Click or tap here to enter text.</small>	Bernalillo / Colfax / Los Alamos / Mora / Rio Arriba / San Miguel / Sandoval / Santa Fe / Taos / Torrance	Nonprofit	Community Action Agency
Mid-West New Mexico Community Action Program <small>Click or tap here to enter text.</small>	Valencia / Socorro / Catron / Cibola / McKinley	Nonprofit	Community Action Agency
Southeast New Mexico Community Action Corporation	Lincoln / Chaves / Eddy / Otero / Lea	Nonprofit	Community Action Agency
Eastern Plains Community Action Agency	Curry / De Baca / Guadalupe / Harding / Quay / Roosevelt / Union	Nonprofit	Community Action Agency

**NOTE: WITHIN OLDC,** you will not be able to add-a-row. Any additions/deletions to the Eligible Entity List should be made within the CSBG Eligible Entity List within OLDC prior to initializing a new CSBG State Plan within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

**Note:** Table 5.1. pre-populates the Annual Report, Module 1, Table C.1.

**GUIDANCE:** Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

**NOTE:** Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

**INSTRUCTIONAL NOTE: Limited Purpose Agency** refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

**INSTRUCTIONAL NOTE: 90 percent funds** are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state under Section 675A or 675B.

**5.2.** Total number of CSBG eligible entities: **06**  
*[Within OLDC, this will automatically update based on Table 5.1.]*

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

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

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

**GUIDANCE:** The following three questions will only need to be answered based on your response to 5.3.

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.	

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

**GUIDANCE:** A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.



**5.3b. De-Designations and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

CSBG Eligible Entity	Reason
NA	Choose an item.

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

**5.3c. Mergers:** In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
NA	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

**GUIDANCE:** This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.

## SECTION 6: Organizational Standards for Eligible Entities

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

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

- COE CSBG Organizational Standards
- Modified Version of COE CSBG Organizational Standards
- Alternative Set of organizational standards

**Note:** Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

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

[\[Narrative, 2500 characters\]](#)

N/A

**6.1b. Alternative Organizational Standards:** If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. [\[Attachment \(as applicable\)\]](#) N/A

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

There were no changes from the previous State Plan submission [\[If not selected, provide a narrative, 2500 characters\]](#)

Provide reason for using alternative standards [\[Narrative, 2500 characters\]](#)

Describe rigor compared to COE-developed Standards [\[Narrative, 2500 characters\]](#)

**6.2. Implementation:** Check the box that best describes how the state officially adopted organizational standards for eligible entities in a manner consistent with the state’s administrative procedures act. If “Other” is selected, provide a timeline and additional information, as necessary. [Check all that applies and provide a narrative (as applicable)]

- Regulation
- Policy
- Contracts with Eligible Entities
- Other, describe: [Narrative, 4000 characters]

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

- Peer-to-Peer Review (with validation by the state or state-authorized third party)
- Self-Assessment (with validation by the state or state-authorized third party)
- Self-Assessment/Peer Review with State Risk Analysis
- State-Authorized Third-Party Validation
- Regular On-Site CSBG monitoring
- Other [Narrative, 2500 characters] Yearly desk review

**6.3a. Assessment Process:** Describe the planned assessment process. [Narrative, 4000 characters]

**GUIDANCE:** Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

The State CSBG Office uses several monitoring tools to ensure the six (6) eligible entities continue to meet all 58 Organizational Standards throughout the year. The State CSBG Office will continue to ensure the monitoring tools and processes put into place do not need adjustments. The State CSBG Office will obtain verification on compliance for all Standards where the calendar of events state if changed or as needed during the yearly application/ amendment process. Standards that are met with Board minutes/packets will be obtained four (4) to six (6) times a year depending on how often the eligible entity holds board meetings. The Board minutes will meet a standard as long as there is a Board quorum, and the minutes document a conversation and/or approval of a standard. The organizational standards will be assessed as part of the State CSBG Offices daily operations, the application/amendment process, annual report will be done yearly and two (2) onsite management evaluations for those eligible entities that are scheduled for an onsite management evaluation will take place.

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

**GUIDANCE:** You will only need to respond to the following question if you responded “yes” to 6.4.

**6.4a.** Provide the specific eligible entities the state will exempt from meeting organizational standards and provide a description and a justification for each exemption. Total Number of Exempt Entities: [Auto – calculated] **Note: this form will not auto-calculate, please enter the number of exempt entities:** Click or tap here to enter text.

CSBG Eligible Entity	Description/Justification
Click or tap here to enter text.	

**NOTE: ADD-A-ROW FUNCTION** – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

**6.5. Performance Target:** Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [Insert a percentage] **Year One 100 %      Year Two 100 %**

**Note:** Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

**GUIDANCE:** Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets

**SECTION 7: State Use of Funds**

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

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

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other [Narrative, 1500 characters]

**7.1a. Formula Description:** Describe the current practice for allocating CSBG funds to eligible entities. [Narrative, 4000 characters]

Historically, New Mexico provides a base amount of \$50,000 to each eligible entity and then the remainder of funds are allocated by using census data and the number of persons in poverty by county. New Mexico has 33 counties. The eligible entities in New Mexico service anywhere from one (1) to ten (10) counties.

The most recent OCS audit which took place in 2021 provided an opportunity for improvement regarding not having a formalized allocation process for the Migrant Seasonal Farm Workers contract. This contract is in the last year of a 4-year term and the State CSBG Office will not renew this contract in year 2 of the State Plan. The funds from this contract will be distributed to the eligible entities using historical funding formula.

**7.1b. Statute:** Does a state statutory or regulatory authority specify the formula for allocating “not less than 90 percent” funds among eligible entities?

Yes  No No

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

**Planned CSBG 90 Percent Funds – Year One**

CSBG Eligible Entity	Funding Amount (\$)
CAASNM	668,067
ECHO	265,824
EPCAA	210,444
HELP	1,540,321
HELP MIGRANT	79,516
MID-WEST	451,023

CSBG Eligible Entity	Funding Amount (\$)
SNMCAC	496,611
<b>Total (Auto-calculated)</b>	<b>\$3,711,806</b>

*NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".*

### Planned CSBG 90 Percent Funds – Year Two

CSBG Eligible Entity	Funding Amount (\$)
CAASNM	228,067
ECHO	265,824
EPCAA	210,321
HELP	1,540,321
HELP MIGRANT	79,516
MID-WEST	451,023
SNMCAC	496,611
<b>Total (Auto-calculated)</b>	<b>\$ 3,711,806</b>

*NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".*

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

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

[Narrative, 4000 characters]

The Human Services Department (HSD) implements CSBG by awarding a four (4) year Governmental Services Agreement (GSA), amended annually if needed, to the six (6) eligible entities in New Mexico. For each state fiscal year contract period (July 1st through June 30th) the State CSBG Office provides each eligible entity with its projected allocation of CSBG funds. Each entity then submits an application or amendment for funding within approximately 45 days of receiving its projected allocation. Yearly, through the application or amendment, many documents are obtained which help each eligible entity meet the 58 organizational standards. The State CSBG Office reviews the application or amendment and all documentation submitted and identifies any concerns to the entity. The budget, budget justification forms, and outcome plans may be revised. Review and revisions by the State CSBG Office takes approximately 30 days. When finalized, the budget and outcome plan are incorporated into the GSA or amendment. The GSA or amendments must be approved within the HSD, Contract or amendment drafting and approval takes approximately 60 days. Following the execution of the GSA or amendment, and contingent on the availability of federal funds, compensation is by quarterly advance payments to eligible entities in good standing. The State will provide

these quarterly payments within 30 days of notification of the distribution of the federal award.

**7.3a. Distribution Method:** Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

- Reimbursement
- Advance
- Hybrid
- Other [Narrative, 4000 characters]

**7.4. Distribution Timeframe:** Does the state intend to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award?

Yes  No

Yes

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

[Narrative, 4000 characters]

**Note:** Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the state's annual report form.

**7.5. Distribution of Funds Performance Management Adjustment:** Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail. [Narrative, 4000 characters]

No changes have been made. The current process is: Eligible entities in good standing are eligible to receive quarterly advances, contingent on the availability of federal funds. Each advance amount is 3/12th of the total contract compensation. Upon State CSBG Office request, each eligible entity submits a written request for the advance amount. The State CSBG Office reviews and authorizes the payment using the HSD accounting software. The payment is processed by HSD accounts payable unit and approved by the New Mexico Department of Finance and Administration.

**Note:** This information is associated with State Accountability Measure 2Sb and may pre-populate the state's annual report form.

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

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

Year One 5 % Year Two 5 % [Numeric response, specify %]

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

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

**Year One** 4 **Year Two** 4 **[Numeric response, 0.00 – 99.99]**

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

**Year One** 2 **Year Two** 2 **[Numeric response, 0.00 – 99.99]**

**Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]**

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

**GUIDANCE:** “No” should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One** 5 % **Year Two** 5 %

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

**INSTRUCTIONAL NOTE:** The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

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

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

**Use of Remainder/Discretionary Funds – Year One**

<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
7.9a. Training/Technical Assistance to eligible entities	\$87,000	These planned services/activities will be described in State Plan Item 8.1 <a href="#">[Read-Only]</a>
7.9b. Coordination of state-operated programs and/or local programs	\$0	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication <a href="#">[Read-Only]</a>
7.9c. Statewide coordination and communication among eligible	\$15,000	These planned services/activities will be described in State Plan Section 9,



<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
entities		State Linkages and Communication <a href="#">[Read-Only]</a>
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	\$5,000	Review of quarterly and annual reports
7.9e. Asset-building programs (Briefly describe under Column 4)	\$0	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$0	
7.9g. State Charity tax credits (Briefly describe under Column 4)	\$0	
7.9h. Other activities (Specify these other activities under Column 4)	\$68,000	Workshops, national presenters, RPIC Region VI Conference, and grant/funding researcher
<b>Totals (Auto-Calculated)</b>	<b>\$175,000.00</b>	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

### Use of Remainder/Discretionary Funds – Year Two

<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
7.9a. Training/Technical Assistance to eligible entities	\$87,000	These planned services/activities will be described in State Plan Item 8.1 <a href="#">[Read-Only]</a>
7.9b. Coordination of state-operated programs and/or local programs	\$0	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication <a href="#">[Read-Only]</a>
7.9c. Statewide coordination and communication among eligible entities	\$15,000	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication <a href="#">[Read-Only]</a>
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	\$5,000	Review of quarterly and annual reports
7.9e. Asset-building programs (Briefly describe under Column 4)	\$0	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$0	
7.9g. State Charity tax credits (Briefly	\$0	

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act) describe under Column 4)	Planned \$	Brief Description of Services and/or Activities
7.9h. Other activities (Specify these other activities under Column 4)	\$43,000	Workshops, national presenters, and grant/funding researcher
<b>Totals (Auto-Calculated)</b>	<b>\$150,000.00</b>	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

**GUIDANCE:** If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

**7.10. Remainder/Discretionary Funds Partnerships:** Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9. [Check all that applies and narrative where applicable]

- The State Directly Carries Out All Activities (No Partnerships)
- The State Partially Carries Out Some Activities
- CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) [Numeric response, 0 – 100] Click or tap here to enter text.
- Other Community-based Organizations
- State Community Action Association
- Regional CSBG Technical Assistance Provider(s)
- National Technical Assistance Provider(s)
- Individual Consultant(s)
- Tribes and Tribal Organizations
- Other [Narrative, 2500 characters]

**Note:** This response will link to the corresponding CSBG assurance in Item 14.2.

**7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:**

Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State Plans? Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [Narrative, 4000 characters]

**Note:** This information is associated with State Accountability Measures 3Sb and may pre-populate the state’s annual report form.

Will include comments received during Public Hearing and Public Comment Period. The State CSBG Office and the State Association will continue to provide guidance and training to all eligible entities to ensure consistent reporting of NPIs across the network. Additionally, training and technical assistance (T/TA) will continually be made available to the eligible entities to

increase knowledge within the network regarding ROMA, Community Action Plans and Strategic Planning. Any remaining discretionary funds from FFY 2024 will be moved into the SFY 2025 GSAs.

## SECTION 8: State Training and Technical Assistance

**8.1. Training and Technical Assistance Plan:** Describe the state’s plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. The T/TA plan should include all planned CSBG-funded T/TA activities funded through the administrative or remainder/discretionary funds of the CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

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

### Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY1 Q1	Training	Organizational Standards - General	
FY1 Q1	Technical Assistance	Governance/Tripartite Boards	
FY1 Q1	Technical Assistance	ROMA	
FY1 Q1	Training	Other	HR Issues
FY1 Q2	Training	Community Assessment	
FY1 Q2	Training	ROMA	
FY1 Q2	Technical Assistance	ROMA	
FY1 Q2	Technical Assistance	Governance/Tripartite Boards	
FY1 Q2	Training	Other	Community Level Work
FY1 Q3	Technical Assistance	Organizational Standards - General	
FY1 Q3	Training	ROMA	
FY1 Q3	Technical Assistance	ROMA	
FY1 Q4	Training	Other	Advocacy
FY1 Q4	Technical Assistance	Governance/Tripartite Boards	
FY1 Q4	Training	Communication	
FY1 Q4	Both	Monitoring	

**NOTE: ADD-A-ROW FUNCTION** – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.

### Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY2 Q1	Technical Assistance	Governance/Tripartite Boards	

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
FY2 Q1	Training	Fiscal	
FY2 Q1	Technical Assistance	ROMA	
FY2 Q2	Technical Assistance	Governance/Tripartite Boards	
FY2 Q2	Training	Organizational Standards - General	
FY2 Q2	Training	ROMA	
FY2 Q3	Technical Assistance	Governance/Tripartite Boards	
FY2 Q3	Technical Assistance	Strategic Planning	
FY2 Q3	Training	ROMA	
FY2 Q4	Training	Organizational Standards - General	
FY2 Q4	Both	ROMA	
FY2 Q4	Technical Assistance	Governance/Tripartite Boards	
FY2 Q4	Training	Monitoring	

**NOTE: ADD-A-ROW FUNCTION** – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 500 characters.

**8.1a. Training and Technical Assistance Budget:** The planned budget for all training and technical assistance:

**Year One** \$175,000 **Year Two** \$150,000

**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance. [Narrative, 2500 characters]

The State CSBG Office will collaborate with the State Association to develop a statewide T/TA plan. The State Association will employ a T/TA survey to collect data from the six (6) eligible entities. The quarterly training events will highlight the five (5) to six (6) highest ranking needs. The State CSBG Office and State Association will meet quarterly with the six (6) eligible entities to ensure the plan is on target and include any changes in the quarterly training calendar.

**8.2. Organizational Standards Technical Assistance:** Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate?  Yes  No

**Note:** 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

**8.2a. Address Unmet Organizational Standards:** Describe the state’s plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. [Narrative, 2500 characters]

If a eligible entity does not meet a Organizational Standard, the State CSBG office along with the State Association will meet with the Eligible entity to determine what needs to be done to reach 100% compliance by reporting time.

**8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) [Check all that applies and narrative where applicable]

- All T/TA is conducted by the state
- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) [Numeric response, 0 – 100] Click or tap here to enter text.
- Other community-based organizations
- State Community Action Association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other [Narrative, 1000 characters]

**8.4. CSBG-Funded T/TA Performance Management Adjustment:** Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [Narrative, 2500 Characters]

**Note:** This information is associated with State Accountability Measures 3Sd and may pre-populate the state’s annual report form.

The State CSBG Office will expand efforts in the areas of consistent reporting parameters of NPIs, ROMA, CSBG Annual Report and Theory of Change. The State CSBG Office, in partnership with the State Association, will work with National and Regional Partners to ensure these efforts are successful. The State CSBG Office will refer to the ACSI survey as a tool to enhance customer service and will consider all feedback from eligible entities, OCS and all sources to ensure proper T/TA. The State CSBG Office, in partnership with the State Association, is also reaching out to the eligible entities through recorded webinars which allow our eligible entities to access these T/TA webinars as needed.

## SECTION 9: State Linkages and Communication

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

**9.1. State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. [Check all that apply from the list below and provide a Narrative, 4000 characters]

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

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

**9.2. State Linkages and Coordination at the Local Level:** Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)). [Narrative, 4000 characters]

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

Within the Human Services Department (HSD), the Income Support Division's Work and Family Support Bureau (WFSB) manages the CSBG, LIHEAP, TANF and Refugee programs. During 2024-2025, the WFSB built on administrative linkages between these programs and worked to further coordinate service delivery across these programs at the administrative and local level. WFSB would like to continue providing opportunities to bring together all six (6) eligible entities, New Mexico TANF contractors and New Mexico Work Force Solutions to allow each participant an opportunity to speak about their program needs in their communities and the struggles they

experience in hopes that partnerships between the eligible entities and New Mexico Department of Workforce Solutions and TANF contractors can be created.

### 9.3. Eligible Entity Linkages and Coordination

**9.3a. State Assurance of Eligible Entity Linkages and Coordination:** Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). [Narrative, 4000 characters]

**Note:** This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

In FY 2024 and 2025, eligible entities will continue to use their established linkages with public, private, and nonprofit organizations across the state to provide information, resources, and opportunities for low-income individuals and families. Through formal and informal arrangements with government agencies, businesses, faith-based organizations, educational institutions, nonprofits, and tribal entities, the eligible entities will share information, and make and receive referrals, so that low-income individuals and families receive the services they need. The State CSBG Office will emphasize the importance of the development of linkages by the eligible entities to fill identified service gaps. The State CSBG Office along with the State Association will incorporate discussions about developing linkages to fill identified gaps during each quarterly CSBG meetings.

**9.3b. State Assurance of Eligible Entity Linkages to Fill Service Gaps:** Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act. [Narrative, 4000 characters]

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

Eligible entities will continue to use their established linkages with public, private, and nonprofit organizations across the state to provide information, resources, and opportunities for low-income individuals and families through formal and informal arrangements with government agencies, businesses, faith-based organizations, educational institutions, nonprofits, and tribal entities. The State CSBG Office will also make available discretionary funds to the State Association to contract with a grant/funding researcher to assist the state's eligible entities with identifying and pursuing opportunities in the goal of expanding their reach and scope of the work in the communities that they serve.

**9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:** Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and



Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

Yes  No

No

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

**9.4a. WIOA Combined Plan:** If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy. [Narrative, 4000 characters]

**9.4b. Employment and Training Activities:** If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system. [Narrative, 4000 characters]

WIOA programs under HELPNM: Northern WIOA Adult and Dislocated Worker: This program provides work information, work readiness, job training and job development along with supportive services to assist individuals ages 18 and above in finding meaningful employment and provides assistance to employers to find the skilled workers they need to compete and succeed in business. Coordination for employment and training activities and co-location within NM Workforce Center offices assists clients in accessing available workforce programs. Northern WIOA Youth Program: The purpose of the WIOA youth services is to assist youth 16 - 24 in making a successful transition to employment and further education. This is a comprehensive year-round program for youth in which activities and services are tailored to meet the unique needs of youth within a local workforce area. The eligible entity that provides this service ensures that applicants and participants are provided with information on the full array of applicable and available services including the ten program elements that are available through its program design. Coordination for employment and training activities and co-location within NM Workforce Center offices assists clients in accessing available workforce programs

**9.5. Emergency Energy Crisis Intervention:** Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low Income Home Energy Assistance Program) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act). [Narrative, 4000 characters]

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

HSD is the designated State agency for the administration of the Low-Income Home Energy Assistance Program (LIHEAP). Most eligible entities use CSBG or other funding to provide emergency utility payment assistance. All entities have effective working relationships with the HSD Income Support Division offices in their service areas. They make and receive client referrals and may assist clients applying for LIHEAP or other benefits. Utility payment assistance and local coordination between the eligible entities and HSD will continue in FY 2024 and FY 2025.

- 9.6. Faith-based Organizations, Charitable Groups, and Community Organizations:** Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state’s assurance under Section 676(b)(9) of the CSBG Act. [\[Narrative, 4000 characters\]](#)

**Note:** this response will link to the corresponding assurance, Item 14.9

All eligible entities are required to coordinate with social service agencies, Faith-based Organizations, Charitable Groups, and Community Organizations in their designated areas. This information is provided annually in the Community Outcome Plan.

- 9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:** Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act. [\[Narrative, 4000 characters\]](#)

**Note:** This response will link to the corresponding assurance, Item 14.3c.

All eligible entities are required to coordinate with other social service agencies in their designated areas. This information is provided annually in the Community Outcome Plan.

- 9.8. Coordination among Eligible Entities and State Community Action Association:** Describe state activities for supporting coordination among the eligible entities and the State Community Action Association. [\[Narrative, 4000 characters\]](#)

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

Eligible entity partnerships result from the eligible entities' knowledge of other programs, funding, and agencies in their service areas. Partnerships are achieved through formal and informal arrangements, financial agreements, memorandums of understanding and alliances. These partnerships for coordinated service delivery will continue in FY 2024 and FY 2025. Using the applicable ROMA National Performance Indicators for their Outcome Plans, eligible entities are contractually required to describe their partnerships with government, private, nonprofit and faith-based organizations at the community, state, and national levels. The Organizational Standards, also require each eligible entity to demonstrate its partnerships throughout the community.

- 9.9. Communication with Eligible Entities and the State Community Action Association:** In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

### Communication Plan

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
Upcoming Public and/or Legislative Hearings	As needed	Other	Human Services Department website, email, and public notices
State Plan Development	As needed	Other	Human Services Department website, email, and public notices
Organizational Standards Progress	Quarterly	Other	Email and or phone call
State Accountability Measures Progress	Semi-Annually	Meetings/Presentations	
Community Needs Assessments/Community Action Plans	Annually	Other	These are obtained yearly during the application/amendment process
State Monitoring Plans and Policies	As needed	Other	Email, numbered memos, and in person/virtual meetings
Training and Technical Assistance (T/TA) Plans	Annually	Other	Email, survey, quarterly, in person/virtual meetings
ROMA and Performance Management	Quarterly	Other	Email, phone call, and or in person/virtual meetings
State Interagency Coordination	Annually	Meetings/Presentations	
CSBG Legislative/Programmatic Updates	Not Applicable	Choose an item.	
Tripartite Board Requirements	Quarterly	Meetings/Presentations	
Click or tap here to enter text.	Choose an item.	Choose an item.	

**Note:** ADD-A-ROW FUNCTION – States can add rows for each additional communication topic. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 250 characters.

**9.10. Feedback to Eligible Entities and State Community Action Association:** Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures. [Narrative, 4000 characters]

**Note:** This information is associated with State Accountability Measure 5S(iii) and will pre-populate the Annual Report, Module 1, Item G.6.

**GUIDANCE:** Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

The State CSBG Office holds a quarterly in person/virtual meetings with all eligible entities and will incorporate a discussion on the state accountability measures during these meetings. The State CSBG Office will provide the feedback electronically to the eligible entities and the State Association and will schedule a meeting or conference call to discuss the results if information

cannot wait until the next quarterly meeting. Notes from the meeting will be distributed electronically.

- 9.11. Communication Plan Performance Management Adjustment:** Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 4000 characters\]](#)

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

The State CSBG Office and the State Association have worked together using feedback from the six (6) eligible entities to update the communication plan. It is important to the State CSBG Office that we communicate the changes and request feedback and find a method to ensure a strong Plan is developed and utilized.

**SECTION 10: Monitoring, Corrective Action, and Fiscal Controls**

**Monitoring of Eligible Entities** (Section 678B(a) of the CSBG Act)

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

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

**Note:** This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

**GUIDANCE:** Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

**Monitoring Schedule – Year One**

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Community Action Agency of Southern New Mexico	Other	Desk Review	FY1 Q4	9/19/2022	9/20/2022	Desk Review
Economic Council Helping Others, Inc.	Other	Desk Review	FY1 Q4	10/4/2021	10/6/2021	Desk Review
Eastern Plains Community Action Agency Click or tap here to enter text.	Full On-Site	Onsite	FY1 Q1	11/13/2019	11/15/2019	
HELP-New Mexico Click or tap here to enter text.	Full On-Site	Onsite	FY1 Q1	8/8/2022	8/11/2022	
Mid-West New Mexico Community	Other	Desk Review	FY1 Q4	10/13/2021	10/15/2021	Desk Review

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Action Program						
Southeast New Mexico Community Action Corporation	Other	Desk Review	FY1 Q4	11/14/2022	11/17/2022	Desk Review

**NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.**

### Monitoring Schedule – Year Two

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Community Action Agency of Southern New Mexico	Other	Desk Review	FY2 Q4	9/19/2022	9/20/2022	Desk Review
Economic Council Helping Others, Inc. Click or tap here to enter text.	Full On-Site	Onsite	FY2 Q1	10/4/2021	10/6/2021	
Eastern Plains Community Action Agency Click or tap here to enter text.	Other	Desk Review	FY2 Q4	11/13/2019	11/15/2019	Desk Review
HELP-New Mexico Click or tap here to enter text. Click or tap here to enter text.	Full On-Site	Onsite	FY2 Q1	8/8/2022	0811/2022	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Mid-West New Mexico Community Action Program Click or tap here to enter text. Click or tap here to enter text.	Full On-Site	Onsite	FY2 Q1	10/13/2021	10/15/2021	
Southeast New Mexico Community Action Corporation Click or tap here to enter text. Click or tap here to enter text.	Other	Desk Review	FY2 Q4	11/14/2022	11/17/2022	Desk Review

**NOTE:** WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

**GUIDANCE:** Comprehensive monitoring includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program, this can be listed under "Other."

When providing the date of your last full onsite review – this could be for any type of review that took place **onsite**. No dates for desk reviews should be provided here.

**10.2. Monitoring Policies:** Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. [\[Attach a document or add a link\]](#)

Click or tap here to enter text.

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

[Insert a number from 1 – 100]

30

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

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

- 10.4. Closing Findings:** Are state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings included in the state monitoring policies attached under 10.2?  Yes  No **Yes**

**10.4a. Closing Findings Procedures:** If no, describe state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings. [Narrative, 2500 characters]

- 10.5. Quality Improvement Plans (QIPs):** Provide the number of eligible entities currently on QIPs, if applicable. [Numeric Response, 0 – 100] **0**

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

- 10.6. Reporting of QIPs:** Describe the state’s process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the state approving a QIP? [Narrative, 4000 characters]

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

**Within 30 days of approving a QIP, the New Mexico CSBG Point of Contact will provide an official letter to OCS that reports the eligible entity.**

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

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

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

- 10.8. Eligible Entity Designation:** Does the state CSBG statute and/or regulations provide for the designation of new eligible entities?  Yes  No **No**

**10.8a. New Designation Citation:** If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

**10.8b. New Designation Procedures:** If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters]



The CSBG Policy and Procedure Manual section 16.1 "Designation and Redesignation of Eligible Entities in Unserved Areas was updated with CSBG Numbered Memo 2019-09 which states: "If a county or counties in New Mexico cease to be covered by an eligible entity, the State will issue a Request for Proposal (RFP) for the unserved county or counties. The State will follow the New Mexico Procurement Code when preparing the RFP and also State Statute 27-8-1 when a new designation from the Governor is required." CSBG Numbered Memo 2019-09 was emailed to Eligible Entities on August 9, 2019

**10.9. Eligible Entity Termination:** Does the state CSBG statute and/or regulations provide for termination of eligible entities?  Yes  No **No**

**10.9a. Termination Citation:** If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 characters]

**10.9b. Termination Procedures:** If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters]

The CSBG Policy and Procedure Manual section 16.1 "Designation and Redesignation of Eligible Entities in Unserved Areas was updated with CSBG Numbered Memo 2019-09 which states: "If a county or counties in New Mexico cease to be covered by an eligible entity, the State will issue a Request for Proposal (RFP) for the unserved county or counties. The State will follow the New Mexico Procurement Code when preparing the RFP and also State Statute 27-8-1 when a new designation from the Governor is required." CSBG Numbered Memo 2019-09 was emailed to Eligible Entities on August 9, 2019

**10.10. Eligible Entity Re-Designation:** Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity?  Yes  No **No**

**10.10a. Re-Designation Citation:** If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 Characters]

**10.10b. Re-Designation Procedures:** If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public. [Narrative, 4000 characters] The CSBG Policy and Procedure Manual section 16.1 "Designation and Redesignation of Eligible Entities in Unserved Areas was updated with CSBG Numbered Memo 2019-09 which states: "If a county or counties in New Mexico cease to be covered by an eligible entity, the State will issue a Request for Proposal (RFP) for the unserved county or counties. The State will follow the New Mexico Procurement Code when preparing the RFP and also State Statute 27-8-1 when a new designation from the Governor is required." CSBG Numbered Memo 2019-09 was emailed to Eligible Entities on August 9, 2019

**GUIDANCE:** Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

### Fiscal Controls and Audits and Cooperation Assurance

**10.11. Fiscal Controls and Accounting:** Describe how the state’s fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a). [\[Narrative, 4000 characters\]](#)

The State CSBG Office and the Human Services Department's Grants Management Bureau collaborate to ensure the accuracy of the SF-425. The Grants Management Bureau follows statewide model accounting practices and applicable regulations. These include maintaining notices of grant award and their related available funds, assignment of project and activity coding within the state financial system, accumulating and allocating costs, and reconciling expenditures to cash draw down accounts. The State CSBG Office reviews the SF-425 prior to certification and submission by the Grant Management Bureau. b) The eligible entities submit monthly expenditure reports to the State CSBG Office. The reports include the details of each transaction using CSBG funds. These transactions are carefully reviewed for allocability and allowability under the Cost Principles and the CSBG Statute.

**10.12. Single Audit Management Decisions:** Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. [\[Narrative, 4000 characters\]](#)

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

The eligible entities are contractually required to submit their Single Audits to the State CSBG Office. A desk review of the audit report is performed by State CSBG Office staff. The staff will also obtain and evaluate the entity's corrective action plan. Copies of the desk audit report are provided to the HSD Compliance and Financial Systems Bureau (CFSB), which monitors contractor compliance with state and federal laws and regulations. The State CSBG Office and CFSB will collaborate in the evaluation of audit findings and the issuance of the management decision to sub recipients as required by 45 CFR 75.521

**10.13. Assurance on Federal Investigations:** The state will “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act.

Yes  No

Yes

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

**10.13a. Federal Investigations Policies:** Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?

Yes  No

Yes

**10.14. Monitoring Procedures Performance Management Adjustment:** Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. [\[Narrative, 2500 Characters\]](#)

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

The State CSBG Office, with input from the eligible entities and the State Association, created four (4) separate monitoring tools that will allow the State to monitor the eligible entities more frequently but with less on-site disruptions. While onsite monitoring will take place every three years, the eligible entities will be monitored yearly on the organizational standards, annual report and application/amendment.

## SECTION 11: Eligible Entity Tripartite Board

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

- Attend Board meetings
- Organizational Standards Assessment
- Monitoring
- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other [Narrative, 2500 characters]

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

- Annually
- Semiannually
- Quarterly
- Monthly
- As It Occurs
- Other [Narrative, 2500 characters]

The State CSBG Office requires each eligible entity to submit their ratified Board minutes along with the Board packet for every meeting held within 15 days from the date the minutes were ratified. This allows the State CSBG Office to maintain an accurate account of each eligible entities Tripartite Board composition.

**11.3. Tripartite Board Representation Assurance:** Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act. [Narrative, 2500 Characters]

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

The State CSBG Office requires each eligible entity to have written procedures on the democratic selection process for board representation of low-income persons. This includes procedures for individuals and organizations to petition the entity for representation on the Board. These procedures are part of the 58 organizational standards and are evaluated annually during a desk review

**11.4. Tripartite Board Alternative Representation:** Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by

the state to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs” as allowed under Section 676B(b)(2) of the CSBG Act?  Yes  No **No**

**11.4a.** If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. [\[Narrative, 2500 Characters\]](#)

## SECTION 12: Individual and Community Income Eligibility Requirements

**12.1. Required Income Eligibility:** Provide the income eligibility threshold for services in the state. [Select one item below and numeric response where applicable.]

- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold): 200% [Numeric response]
- Varies by eligible entity [Narrative, 4000 characters]

**GUIDANCE:** Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

**12.1a.** Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition. [Narrative, 4000 characters]

Under the CARES Act, the Health and Human Services Department, Office of Community Services increased the allowable income eligibility limit for services under CSBG and CARES to 200% of Federal Poverty Level (FPL) Guidelines. The State CSBG program issued numbered memo 2020-04 in 2020 notifying eligible entities of the change to the eligibility limit which remains in effect.

**12.2. Income Eligibility for General/Short Term Services:** Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. [Narrative, 4000 characters]

Some eligible entities provide short term or general services for which it is not practical to individually verify income eligibility each time the service is provided. For these services, such as monthly food distributions, entities may verify a client's income annually and provide the client with a ticket for access to the distribution. As another example, an entity may provide services to families and target school age children who qualify for USDA programs for free or reduced lunches

**12.3. Community-targeted Services:** Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). [Narrative, 4000 characters]

Eligible entities engage in community activities partnering with organizations that serve low-income clients, such as the Salvation Army, Goodwill and local churches. These partners provide services or facilities, such as a food pantry, which address the specific needs of the low-income community.

## SECTION 13: Results Oriented Management and Accountability (ROMA) System

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

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

- The Results Oriented Management and Accountability (ROMA) System
- Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act
- An alternative system for measuring performance and results

- 13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA. [\[Narrative, 4000 characters\]](#)

HSD provides CSBG funds to eligible entities through governmental services agreement (GSA). The ROMA National Performance Indicators (NPIs) are used to measure the services and activities in the Outcome plan for each contract. In addition, the entities are contractually required to use an HSD-approved software system that tracks outcomes and services provided to the low-income population in their service areas. The ability to collect data and generate reports using ROMA is a pre-requisite for HSD approval of the software. The State CSBG Office also facilitates a quarterly meeting with Executive Directors and Staff of all eligible entities to review processes and procedures for reporting data directly related to NPI's. The National Certified ROMA Trainer's (NCRT's) in New Mexico are supported by CSBG discretionary funds provided to the State Association. With these funds, the State Association conducted data analysis in FFY 2022. This is in addition to the introduction to ROMA Training offered as an open class to all eligible entities and their staff. The two (2) New Mexico NCRT's were re-certified in FFY 2022.

- 13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement. [\[Narrative, 4000 characters\]](#)

- 13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act. [\[Select one and provide a narrative, 4000 characters\]](#)

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

- CSBG National Performance Indicators (NPIs)
- NPIs and others
- Others

**13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using ROMA or an alternative performance management system. [\[Narrative, 4000 characters\]](#)

**Note:** The activities described under Item 13.3 may include activities listed in “Section 8: Training and Technical Assistance.” If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, Item 14.12.

Please see the response in sections 8.1 and 13.1

**13.4. Eligible Entity Use of Data:** Describe how the state intends to validate that the eligible entities are using data to improve service delivery. [\[Narrative, 4000 characters\]](#)

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

The State CSBG Office will require the eligible entities to report at least quarterly on the results of their contracted outcomes. The State Association has developed a data analysis class to support data interpretation. The State CSBG Office in conjunction with the State Association will review the reports and discuss the use of the data with the eligible entities. In addition, the eligible entities use of outcome data will be a focus of the annual report desk reviews.

#### **Community Action Plans and Needs Assessments**

**13.5. Community Action Plan:** Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act. [\[Narrative, 4000 characters\]](#)

**Note:** This response will link to the corresponding assurance, Item 14.11.

As part of the application/amendment for annual funding, each eligible entity must submit a Community Outcome Plan based on the entities Community Needs Assessment. The State CSBG Office will assess the content of the Community Outcome Plan as it applies to both the Organizational Standards and the Community Needs Assessment.

**13.6. Community Needs Assessment:** Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity’s Community Action Plan, as required by Section 676(b)(11) of the CSBG Act. [\[Narrative, 4000 characters\]](#)

**Note:** This response will link to the corresponding assurance, Item 14.11.

During COVID19, it was determined that a Statewide Needs Assessment should take place. This Statewide Needs Assessment was completed in January of 2023.



**SECTION 14: CSBG Programmatic Assurance and Information Narrative**  
***(Section 676(b) of the CSBG Act)***

**14.1. Use of Funds Supporting Local Activities**

***CSBG Services***

**14.1a. 676(b)(1)(A)** Describe how the state will assure “that funds made available through grant or allotment will be used –

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

[Narrative, 4000 characters]

As part of the application for funding, eligible entities describe the services/activities they will perform to address the purposes. Examples are provided below of services/activities performed

by one or more entities. It is anticipated that these, or similar services, will be provided in Years one (1) and two (2) of this State Plan. The CSBG State Office will monitor the performance of the eligible entities to ensure that funds are used for the programmatic purposes.

- i. Self-sufficiency-- Employability plans, financial counseling/ budgeting, childcare services, employment/training services, Head Start parenting classes.
- ii. Employment, Employment training, job placement, self-employment, business development, career development, employment counseling, and support services, including purchase of work clothes/uniforms, employment licensing fees, tools, fees for medical testing, transportation assistance, employment information/referrals.
- iii. Education--Vocational training, post-secondary, preemployment certification training, ABE/GED, tuition fees, school supplies, classroom related services, Pre-K programs, before/after school programs, dissemination of educational/ training materials, education/training referrals.
- iv. Use of income--Free tax preparation services, financial counseling/ financial literacy classes.
- v. Housing-- Referrals to housing programs/resources.
- vi. Emergency assistance--Rental/ mortgage assistance, utility assistance (electric, gas, water, propane, wood), emergency food boxes, food vouchers, protection from violence (information and referral), transportation assistance (vehicle repair), emergency information /referrals.
- vii. Community participation-- eligible entities have established partnerships with many public and private organizations across the state to expand resources and opportunities for low- income individuals and families in their communities. The State CSBG Office requires that each entity take an active role as a leader in local community coalitions of service providers. Partnership information is required in the annual application for funds, the CSBG Annual Report, and at the onsite review.

### ***Needs of Youth***

**14.1b. 676(b)(1)(B)** Describe how the state will assure “that funds made available through grant or allotment will be used –

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

[Narrative, 4000 characters]

The State CSBG Office will monitor the performance of the eligible entities to ensure that funds are used to address the needs of youth. An illustrative list is provided below of services or activities previously performed by one or more entities. It is anticipated that these, or similar services, will be provided in Year one (1) and two (2) of this State Plan. Services/activities include: Before and after school programs, distribution of educational and training materials, education/training referrals, counseling and mentoring.

### ***Coordination of Other Programs***

**14.1c. 676(b)(1)(C)** Describe how the state will assure “that funds made available through grant or allotment will be used –

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

[Narrative, 4000 characters]

The New Mexico Human Services Department (HSD) provides numerous support services, by working with our partners, we design and deliver innovative, high-quality health and human services that improve the security and promote independence for New Mexicans in their communities. Eligible entities have established relationships with HSD offices in their service areas. Clients are informed about the availability of child support services and referred to their local HSD office. The eligible entities assist clients to apply for LIHEAP, TANF, SNAP or Medicaid using HSD's web portal.

### ***State Use of Discretionary Funds***

**14.2. 676(b)(2)** Describe “how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in

section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle.”

**Note:** The State describes this assurance under “State Use of Funds: Remainder/Discretionary,” items 7.9 and 7.10

[No response as the state describes this assurance under 7.9 and 7.10.]

**Eligible Entity Service Delivery, Coordination, and Innovation**

- 14.3. 676(b)(3)** “Based on information provided by eligible entities in the State, a description of...”

**Eligible Entity Service Delivery System**

- 14.3a. 676(b)(3)(A)** Describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State;”

[Narrative, 4000 characters]

The network of six (6) eligible entities provides CSBG-funded services to every county in the state. The eligible entities and their county level service areas are listed below. Community Action Agency of Southern New Mexico 1. Dona Ana, 2. Grant, 3. Hidalgo, 4. Luna, 5. Sierra. Eastern Plains Community Action Agency 1. Curry, 2. DeBaca, 3. Guadalupe, 4. Harding, 5. Quay, 6. Roosevelt, 7. Union. Economic Council Helping Others 1. San Juan. HELP-NM 1. Bernalillo, 2. Colfax, 3. Los Alamos, 4. Mora, 5. Rio Arriba, 6. San Miguel, 7. Sandoval, 8. Santa Fe, 9. Taos, 10. Torrance, 11. Statewide services for migrant/seasonal farmworkers. Mid-West New Mexico Community Action Program 1. Catron, 2. Cibola, 3. McKinley, 4. Socorro, 5. Valencia. Southeast New Mexico Community Action Corporation 1. Chaves, 2. Eddy, 3. Lea, 4. Lincoln, 5. Otero. Within their service areas, the eligible entities have one or more locations at which they provide services to clients. Each entity's service plan includes procedures for individuals with special needs (individuals that are home-bound, homeless, or have disabilities). Each entity has a website that identifies the services provided by the agency and contact information. Through media outlets and community outreach, the entities notify their communities of available services and programs.

**Eligible Entity Linkages – Approach to Filling Service Gaps**

- 14.3b. 676(b)(3)(B)** Describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations.”

**Note:** The state describes this assurance in the State Linkages and Communication section, item 9.3b.

[No response as the state describes this assurance under 9.3b.]

**Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources**

- 14.3c. 676(b)(3)(C)** Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

**Note:** The state describes this assurance in the State Linkages and Communication section, item 9.7.

[No response as the state describes this assurance under 9.7]

***Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility***

**14.3d. 676(b)(3)(D)** Describe “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

**Note:** The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using state remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the state indicates funds allocated for these activities under item 7.9(f).

[Narrative, 4000 characters] CAASNМ rolled out a new initiative, Farm to Preschool, for its Healthy Kids Healthy Preschools program. Child development centers participating in the Healthy Kids Healthy Preschool program have been busy working in their own edible gardens and other Farm to Preschool related activities. Participating preschool centers, such as Bumble Bee Learning Center in Sunland Park, NM are buying New Mexico-grown produce for meals and snacks and using it for nutrition education activities. Young children are growing edible gardens and consuming these meals and snacks in the classroom.

Bumble Bee has received a New Mexico Grown “Golden Chile Award” in recognition of its role in promoting good nutrition. Said Alberto Zavala, Director of CAASNМ’s Healthy Kids Healthy Preschool Program, “Bumble Bee is one of the pilot sites of our Farm to Preschool Program, and they are always looking for innovative ways to enhance their programming for children. The Farm to Preschool Program gives child development centers such as Bumble Bee the opportunity for children to learn how foods grow, and not just come from stores. We see that with this knowledge they are willing to try new foods.”

Another CAASNМ initiative is the Family Prosperity Program Guaranteed Basic Income (GBI) piloted in Hatch, NM. The GBI pilot was funded with CSBG discretionary funding and with a local private foundation funding. The pilot is the first phase of a much larger planned GBI demonstration to be launched in 2023 using City of Las Cruces American Rescue Plan Act (ARPA) funds.

Jose G. is a single father of a 6-year-old daughter who receives only seasonal wages from farm work. He applied for participation in the Family Prosperity Program and was selected to be included in the “Treatment Group”, meaning that he began to receive \$500 monthly payments for 18 months. (a separate “Control Group” is part of the program to study the effect GBI payments have on whole-family wellness). The monthly payments gave him greater flexibility to look for stable employment while he was able to care for his family; previously, he was unable to even purchase gas for transportation while looking for a job. Further, Jose had difficulty purchasing school clothing for his daughter. Now, Jose credits the Family Prosperity Program

with not only helping him secure regular employment in Las Cruces, but also afford gifts for the family Christmas

Mid-West, in an effort to address the need for food assistance in the unincorporated areas of Valencia County, was awarded \$16,002 of Valencia County ARPA funding to purchase food to assist eligible County residents. The focus of this project was to help address the nutritional needs of eligible individuals and families.

Mid-West provided services to approximately 300 individuals twice each month. Head Start children residing in the unincorporated areas of Valencia Counties received a food box each week. This ensured that they had easily prepared meals available over the weekend.

This partnership among Mid-West, Valencia County, and the Meadow Lake Community Center, proved to be very effective. Mid-West provided the staffing to administer the program. This included establishing formal agreements with the Roadrunner Food Bank and Shamrock Foods, purchasing and packaging food, coordinating food deliveries and maintaining records and reporting. Valencia County provided funds to purchase the food and provided program oversight. The Meadow Lake Community allowed Mid-West the use of their facility to distribute food and Head Start staff ensured that weekly food boxes were delivered to Head Start families.

#### ***Eligible Entity Emergency Food and Nutrition Services***

- 14.4. 676(b)(4)** Describe how the state will assure “that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

[Narrative, 4000 characters]

The eligible entities in New Mexico provide emergency food and nutrition assistance directly to clients and through their support of other community organizations. Eligible entities staff deliver food boxes to home-bound individuals, give food vouchers, and distribute food on a biweekly or monthly basis. Some entities also receive funding under The Emergency Food Assistance Program (TEFAP), and the Commodity Supplemental Food Program (CSFP). Entities also use CSBG funds to purchase food for community food banks and food pantries affiliated with community partners. The eligible entities will continue to provide food and nutrition assistance in 2024 and 2025.

#### ***State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities***

- 14.5. 676(b)(5)** Describe how the state will assure “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such

services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

**Note:** The state describes this assurance in Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 9.4b]

#### ***State Coordination/Linkages and Low-income Home Energy Assistance***

**14.6. 676(b)(6)** Provide “an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low- income home energy assistance) are conducted in such community.”

**Note:** The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 9.2 and 9.5]

#### ***Federal Investigations***

**14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

**Note:** The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 10.13]

#### ***Funding Reduction or Termination***

**14.8. 676(b)(8)** Provide “an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).”

**Note:** The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 10.7]

#### ***Coordination with Faith-based Organizations, Charitable Groups, Community Organizations***



**14.9. 676(b)(9)** Describe how the state will assure “that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

**Note:** The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 9.6]

***Eligible Entity Tripartite Board Representation***

**14.10. 676(b)(10)** Describe how “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

**Note:** The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

***Eligible Entity Community Action Plans and Community Needs Assessments***

**14.11. 676(b)(11)** Provide “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

**Note:** The state describes this assurance in Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 13.5 and 13.6]

***State and Eligible Entity Performance Measurement: ROMA or Alternate system***

**14.12. 676(b)(12)** Provide “an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

**Note:** The state describes this assurance in Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 13.4]

***Validation for CSBG Eligible Entity Programmatic Narrative Sections***

**14.13. 676(b)(13)** Provide “information describing how the State will carry out the assurances described in this section.”

**Note:** The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

[\[No response for this item\]](#)

By checking this box, the state CSBG authorized official is certifying the assurances set out above.

## SECTION 15: Federal Certifications

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

### 15.1. Lobbying

#### ***Certification for Contracts, Grants, Loans, and Cooperative Agreements***

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### ***Statement for Loan Guarantees and Loan Insurance***

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

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

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

## 15.2. Drug-Free Workplace Requirements

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

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

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

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

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

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

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

### ***Certification Regarding Drug-Free Workplace Requirements***

#### Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

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

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

Place of Performance (Street address, city, county, state, zip code) [\[Narrative, 2500 characters\]](#)

Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)

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

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

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

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

### 15.3. Debarment

#### ***CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS***

#### ***Certification Regarding Debarment, Suspension, and Other Responsibility Matters — Primary Covered Transactions***

##### Instructions for Certification

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

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

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



## ***Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions***

### Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

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

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- By checking this box, the state CSBG authorized official is providing the certification set out above.

#### **15.4. Environmental Tobacco Smoke**

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

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

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