



# New Mexico Human Services Department

Income Support Division

Office of the Director

PO Box 2348

Santa Fe, NM 87504-2348

Phone: (505) 827-7750; Fax: (505) 827-7203

Bill Richardson, Governor

Pamela S. Hyde, J.D., Secretary

May 27, 2009

Yolanda J. Butler, Ph.D., Acting Director  
Office of Community Services  
US Department of Health and Human Services  
Administration for Children and Families  
370 L'Enfant Promenade, S.W., 5th Floor West  
Washington, D.C. 20447

Dear Ms. Butler:

Enclosed is the Community Services Block Grant (CSBG), American Recovery and Reinvestment Act (ARRA) Plan for the State of New Mexico for 2009-2010.

The State CSBG Official to receive the CSBG ARRA Grant of Award is:

Helen Nelson, Deputy Director  
New Mexico Human Services Department  
Income Support Division  
PO Box 2348  
Santa Fe, New Mexico 87505  
Telephone: (505) 827-1300 Fax: (505) 827-7203

The State CSBG Program Contact Person:

Cathy Sisneros, Bureau Chief  
NM Human Services Department/Income Support Division  
Work and Family Support Bureau  
PO Box 2348  
Santa Fe, New Mexico 87505  
Telephone: (505) 476-9211 Fax: (505) 827-7259

The State Fiscal Staff Contract Person:

Elaine Olah, Director  
NM/Human Services Department/Administrative Services Division  
PO Box 2348  
Santa Fe, New Mexico 87505  
Telephone: (505) 827-9408 Fax: (505) 827-7187

Should you have question, comments, or concerns regarding the CSBG ARRA State Plan, please call Cathy Sisneros at (505) 476-9211 or Maria Trujillo, Staff Manager at (505) 383-2493.

Sincerely,

Helen Nelson  
Deputy Director

**COMMUNITY SERVICES BLOCK GRANT  
AMERICAN RECOVERY AND REINVESTMENT ACT  
STATE PLAN**

**STATE OF NEW MEXICO**

**PERIOD JULY 1, 2009 - SEPTEMBER 30, 2010**

**May 29, 2009**

**Pamela S. Hyde, J.D., NM Human Services Department Secretary  
Helen Nelson, Income Support Division Deputy Director  
Cathy Sisneros, Work and Family Support Bureau Chief**

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**I. Federal Fiscal Years Covered by this State CSBG Recovery Act Plan  
Please specify the Federal fiscal year or years covered by this plan.**

FFY 2009 and FFY 2010

**II. Letter of Transmittal**

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

Attached in Section VI. Appendices, B.1.

**III. Executive Summary**

**A. CSBG State Legislation**

**Describe and provide a reference for the State's statutory authority for the Community Services Block Grant Program.**

In 1983 the New Mexico State Legislature passed and signed into law the Community Action Act. This Act serves as the statutory basis for the State of New Mexico for the implementation of the block grant program. (A copy of the State Statute is attached in Section VI. Appendices, B.2.)

Under the Community Action Act, the governor of the state of New Mexico is empowered to designate, as a Community Action Agency (CAA) any political subdivisions, combinations of subdivisions and public and private agencies, so long as these entities conform to the criteria set forth in the Federal Act.

**B. Designation of Lead State Agency to Administer the CSBG Recovery Act Program  
Section 676(a) of the Act requires that the Chief Executive of each State designate an appropriate State agency to act as lead agency for administration of the Community Services Block Grant. (Include letter of designation)**

Under New Mexico's Community Action Act, the New Mexico Human Services Department is the designated agency responsible for the provision of CSBG funds to Community Action Agencies (CAAs) in the State. (A copy of the State Statute is attached in Section VI. Appendices, B.2.). Within HSD, the CSBG program is administered by the Income Support Division, under the auspices of the Work and Family Support Bureau.

The Human Services Department Secretary is Pamela S. Hyde, J.D. (letter of designation is attached in Section VI. Appendices B.3). The Income Support Division Director is Fredrick Sandoval, MPA. The Work and Family Support Bureau Chief is Cathy Sisneros (the State CSBG Director).

**Designated State Lead Agency:** Human Services Department (HSD)  
**Director/Administrator of Designated State Agency:** Pamela S. Hyde, J.D.

**C. Public Inspection Requirement**

**Describe and provide documentation on how the State comply with the public inspection requirements of the CSBG Act regarding the State CSBG Recovery Act Plan, as follows:**

**Public Inspection of State CSBG Recovery Act Plan: Describe how the State made available for public inspection and comment the current State plan or revision to the State plan. (Section 676(e)(2)(B) of the Act requires each State to make available for public inspection each plan or revised State Plan in such a manner as will facilitate review of and comment on the plan).**

The plan is available for public inspection on HSD's website at: <http://www.hsd.state.nm.us/isd/cap.html>. Copies of the plan have been sent to all Community Actions Agencies located in the state and to Community Action New Mexico. Copies of the plan will be made available to individuals and businesses interested in the plan.

**IV. Statement of Federal and CSBG Recovery Act Assurances**

**A. As part of the plan required by Section 676 of the Community Services Block Grant Act, as amended, (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act, unless otherwise stated in the American Reinvestment and Recovery Act (“Recovery Act”) of 2009.**

**B. The State further agrees to the following, as required under the Recovery Act:**

- (1) To submit a plan to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in the Recovery Act.
- (2) To distribute not less than 99 percent of the Recovery Act allocations made available to the State by the Secretary to make grants to “eligible entities” as defined by Section 673(1) of the CSBG Act for the stated purposes of the Recovery Act.
- (3) To make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding carryover of unobligated funds as stated in the Appropriations Act. (H.R. 3061)
- (4) To spend no more than 1 percent of the State allotment received under the Recovery Act for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.
- (5) To fulfill supplemental reporting requirements for CSBG Recovery Act funds.
- (6) To provide information describing how the State will carry out activities and services supported by Recovery Act funds. **(This is the Narrative State CSBG Recovery Act Plan)**

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Signature

*SK* *Kathryn Falls*

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Pamela S. Hyde, J.D., Secretary  
State of New Mexico Human Services Department  
(Administrator/Director of Designated Lead Agency)

*5-29-09*

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Date

## V. The Narrative State Plan

### A. Administrative Structure

#### (1) State Administrative Agency

Under New Mexico's Community Action Act, the New Mexico Human Services Department (HSD) is the designated agency responsible for the provision of CSBG funds to Community Action Agencies (CAAs) in the State. Within HSD the CSBG program is administered by the Income Support Division's (ISD) Work and Family Support Bureau (WFSB).

The Human Services Department Secretary is Pamela S. Hyde, J.D. The Income Support Division Deputy Director is Helen Nelson. The Work and Family Support Bureau Chief is Cathy Sisneros (the State CSBG Director).

#### (a) Outline the mission and responsibilities of the lead agency designated to administer the State's Community Services Block Grant Recovery Act program.

The New Mexico HSD's mission is to:

- Serve New Mexicans by coordinating an integrated network of public and private support to those who need it.
- To reduce the impact of poverty on people served by providing services that prevent or reduce poverty;
- To reduce the impact of poverty on the State of New Mexico;
- To impact positively the social and economic health of New Mexico; and
- To assure low-income and disabled individuals in New Mexico equal participation in the life of their communities.

#### (b) Goals and Objectives: Outline the goals and objectives of the lead agency that administers the State's Community Services Block Grant Recovery Act program.

HSD's goals reflect its commitment to providing the best service possible to our clients through three core values: *Access, quality and accountability.*

##### *Access*

The Department strives for access to support and services for New Mexicans to move toward self-sufficiency in life.

##### *Quality*

The Department commits to quality by providing services in a respectful manner and services that produce results.

##### *Accountability*

The Department engages in accountability to all of our customers (clients, employees, the public, and taxpayers) through monitoring, careful explanations and correct decisions.

Together, these values represent our fundamental goals, expectations and vision for the programs we administer.

The goals and objectives of ISD's Work and Family Support Bureau (WFS) are to:

- (1) Ensure community action agencies:
  - (a) provide access to a wide range of services and activities that have a measurable and potential major impact on the causes of poverty in the communities and/or areas served (especially where poverty is a particularly an acute problem).
  - (b) provide programs and activities that relate to the needs of low-income individuals and families in the communities they serve.
  - (c) comply with all federal and state regulations.
  - (d) report Results Oriented Management Accountability (ROMA) on all programs, activities, and funding sources.
  
2. Continue to provide training and technical assistance for the following:
  - (a) Board of Directors fiduciary responsibilities
  - (b) Client Track data collection system
  - (c) CSBG Information System (IS) National Association for State Community Services Program (NASCS) federal reporting requirements
  - (d) financial tracking/reporting and fiscal management
  - (e) reporting requirements
  - (f) assist a CAA that is in crisis--has had findings and/or deficiencies reported.
  - (g) corrective action plans
  
3. Establish standards for the ROMA/12 National Performance Indicator reporting and compliance as mandated by federal regulation. HSD and the ROMA Committee will continue its efforts to improve and enhance ROMA reporting.

**(2) Eligible Entities:**

**(a) Provide a list of eligible entities:**

**Community Services Block Grant Eligible Entities:**

Community Action Agency of Southern New Mexico (CAASN)

Executive Director: Stacey Cox

3880 Foothills Road, Suite A

Las Cruces, NM 88011

Tele #: (505) 527-8799/ Fax #: (505) 527-9028

Tele #: 1-800-657-8967

Counties: Dona Ana, Grant, Hidalgo, Luna, Sierra

Eastern Plains Community Action Agency (EPCAA)

Executive Director: Dora Martinez

P O Box 1244 / 210 West Center

Tucumcari, NM 88401

Tele #: (505) 461-1914/ Fax #: (505) 461-1930

Counties: Curry, DeBaca, Guadalupe, Harding, Quay, Roosevelt, Union

Economic Council Helping Others, Inc. (ECHO)



Executive Director: Sara Kaynor  
304 South Lake, Suite D  
Farmington, NM 87401  
Tele #: (505) 325-7466/ Fax #: (505) 326-5025  
Counties: San Juan

HELP-New Mexico  
Executive Director: John Martinez  
5101 Copper NE  
Albuquerque, NM 87108  
Tele #: (505) 265-3717/ Fax #: (505) 265-5412  
Counties: Bernalillo, Colfax, Los Alamos, Mora, Rio Arriba, San Miguel,  
Santa Fe, Taos, Torrance  
State-wide CSBG Migrant Program

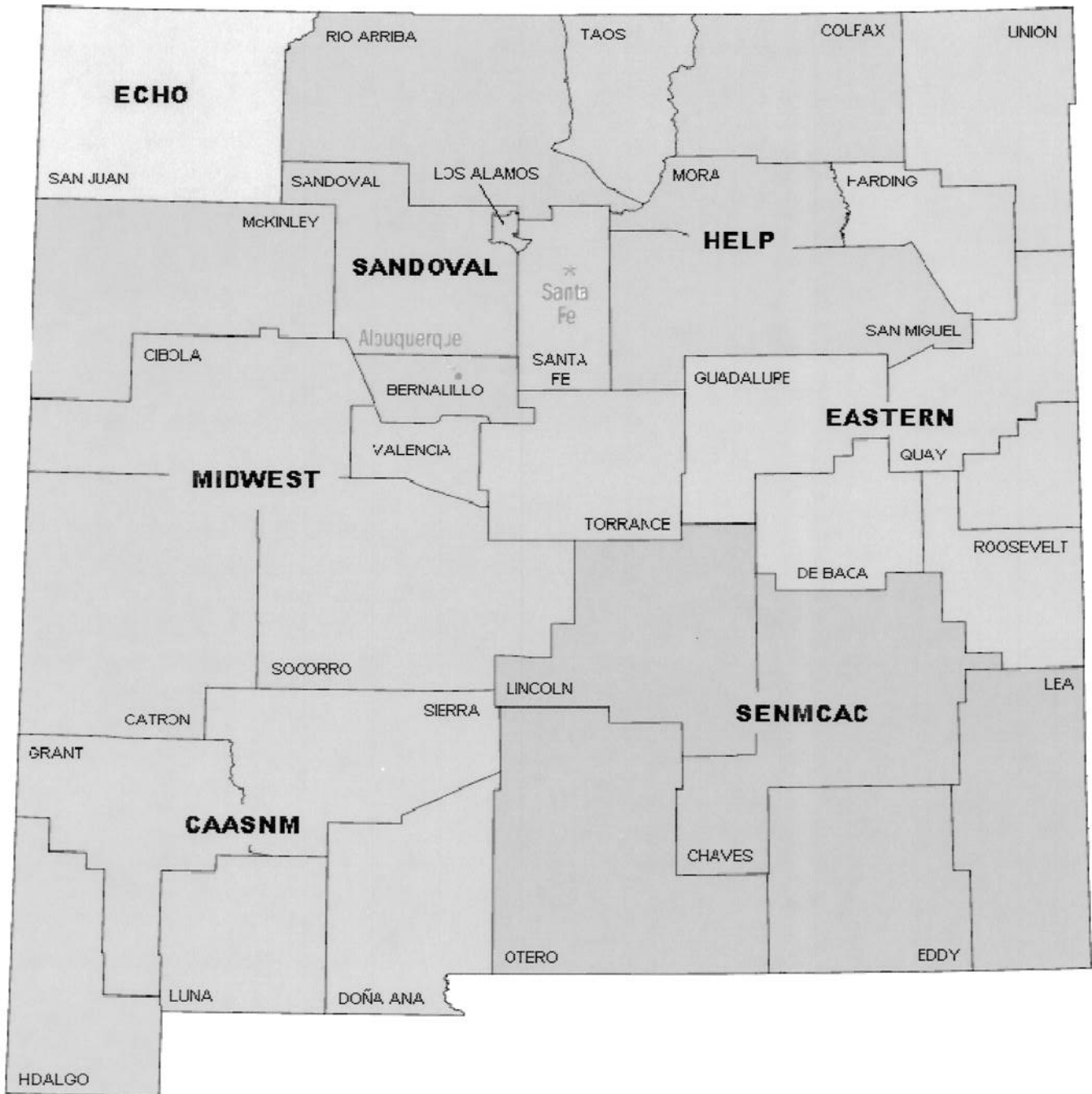
Mid-West New Mexico Community Action Program  
Executive Director: Bill Silva  
549 Don Pasqual RD  
Los Lunas, NM 87103  
Tele #: (505) 866-0466/ Fax #: (505) 865-1506  
Counties: Catron, Cibola, McKinley, Socorro, Valencia

Empowering Our Communities in New Mexico (EOC-NM)  
(formally known as Sandoval County Economic Opportunity Corp)  
Board Chair: Elizabeth Losee  
P. O. Box 757  
Bernalillo, NM 87004  
Tele #: (505) 867-3374/ Fax #: (505) 867-1357  
Counties: Sandoval

Southeast New Mexico Community Action Corporation (SENMCAC)  
Executive Director: Elisa Davis  
1915 San Jose Blvd.  
Carlsbad, NM 88220  
Tele #: (505) 887-3939/ Fax #: (505) 887-6357  
Counties: Chaves, Eddy, Lea, Lincoln, Otero

**(b) Show geographic areas served.**

The following is a color map of the State divided by counties serviced by each eligible entity.



**(3) Distribution and Allocation of Funds**

**(a) Planned Distribution of CSBG ARRA Funds to eligible entities**

HSD will distribute 99% of the Recovery Act CSBG allocations to eligible entities as defined by Section 673(1) of the Community Opportunities, Accountability, and Training and Educational Services (COATES) Act. Eligible entities are designated as a CAA according to the federal COATES Act and the NM State Statute § 27-8-1 et seq. NMSA 1978 Community Action Act.

The Recovery Act CSBG allocation is five million, six hundred ninety-five thousand, and ninety-two dollars (\$5,695,092.00). HSD will distribute in 99% of the funds to the eligible CAAs, or five million, six hundred thirty-eight thousand, one hundred and forty-one dollars (\$5,638,141.00). WFSB will use the base and formula allocation methodology as follows:

1. A base allocation of one hundred thousand dollars (\$100,000) will be distributed to each CAA. Total base allocation is seven hundred thousand (\$700,000).
2. The balance of the ninety-nine percent (99%) of the award, which is four million, nine hundred thirty-eight thousand, one hundred and forty-one dollars (\$4,938,141.00) is allocated by county based upon poverty population. The Department will use the 2007 U.S. Census Small Area Income and Poverty data for distribution of the Recovery Act CSBG funding. The allocation by county is as follows:

<u>County</u>	<u>2007 Poverty %</u>	<u>Amount</u>
Bernalillo	26.87	\$1,326,886
Catron	0.21	\$ 10,162
Chaves	3.60	\$ 177,784
Cibola	1.81	\$ 89,201
Colfax	0.64	\$ 31,561
Curry	2.37	\$ 116,915
DeBaca	0.10	\$ 4,708
Dona Ana	13.37	\$ 660,314
Eddy	2.34	\$ 115,695
Grant	1.49	\$ 73,556
Guadalupe	0.29	\$ 14,080
Harding	0.03	\$ 1,392
Hidalgo	0.34	\$ 16,706
Lea	3.02	\$ 149,323
Lincoln	0.83	\$ 41,163
Los Alamos	0.17	\$ 8,267
Luna	2.51	\$ 124,192
McKinley	5.34	\$ 263,712
Mora	0.33	\$ 16,233
Otero	3.60	\$ 177,870
Quay	0.60	\$ 29,523
Rio Arriba	2.49	\$ 122,814
Roosevelt	1.26	\$ 62,074
Sandoval	3.50	\$ 173,033
San Juan	6.48	\$ 319,831
San Miguel	1.96	\$ 96,994
Santa Fe	6.11	\$ 301,545

Sierra	0.83	\$ 41,149
Socorro	1.54	\$ 75,910
Taos	1.60	\$ 79,211
Torrance	1.05	\$ 51,970
Union	0.18	\$ 9,071
Valencia	3.14	\$ 155,294

The agencies serving these counties will have the specific county-based allocations added to the administrative grants as described above.

<b>New Mexico Community Action Agencies (CAA)</b>	<b>Designated Counties</b>	<b>Base Allocation</b>	<b>Additional Allotment (2007 Census)</b>	<b>TOTAL</b>
Community Action Agency of Southern NM	Dona Ana, Grant, Luna, Hidalgo, Sierra	\$100,000	\$ 915,917	\$1,015,917
Economic Council Helping Others, Inc.	San Juan	\$100,000	\$ 319,831	\$ 419,831
Eastern Plains Community Action Agency	De Baca, Guadalupe, Harding, Curry, Quay, Roosevelt, Union	\$100,000	\$ 237,763	\$ 337,763
Southeastern NM Community Action Corp	Chaves, Eddy, Lea, Lincoln, Otero	\$100,000	\$ 661,836	\$ 761,836
HELP New Mexico	Bernalillo, Colfax, Los Alamos, Mora, Rio Arriba, San Miguel,	\$100,000	\$1,602,755	\$1,702,755
Help New Mexico	Santa Fe, Taos, Torrance		\$ 432,727	\$ 432,727
Mid-West Community Action Program	Catron, McKinley, Cibola, Socorro, Valencia	\$100,000	\$ 594,279	\$ 694,279
Empowering Our Communities in NM	Sandoval	\$100,000	\$ 173,033	\$ 273,033
<b>TOTAL</b>		<b>\$700,000</b>	<b>\$4,938,141</b>	<b>\$5,638,141</b>

**B. Description of Criteria and Distribution Formula**

- a) Describe criteria and distribution formula for allocation of CSBG Recovery Act funds to eligible entities. Describe limitation on funding and procedures for use of carry over balances.

- (i) Eligible entities are designated as a CAA according to the federal COATES Act and the NM State Statute § 27-8-1 et seq. NMSA 1978 Community Action Act. Only those entities as defined by the COATES Act and the New Mexico Community Action Act are eligible to receive the CSBG Recovery Act funds.

See above for Distribution Formula. The balance of funds is distributed on a pro-rata distribution of funds based upon county poverty population as listed in the 2007 census information. The total of these administrative awards and the pro-rata distribution equals ninety-nine percent (99%) of the anticipated award from the U.S. Department of Health and Human Services.

CAAs are required to submit a stimulus fund survey plan, scope of work, and a line item budget outlining their activities/programs that meets the intent of the COATES Act and the Recovery Act. Sole source contracts are implemented with all of the CAAs that submit the required documentation and application for funds. The sum total of these contracts will equal ninety-nine percent (99%) of the anticipated grant award from the Department of Health and Human Services for the Recovery Act CSBG funds.

CAAs in good standing will receive quarterly advances.

- (ii) Describe limitations on funding and procedures for use of carry-over balances:  
CAAs are required to submit a stimulus fund survey plan, scope of work, and a line item budget for the period covering July 1, 2009 through June 30, 2010. HSD shall require all eligible entities with carryover funding to submit a revised scope of work and a line item expenditure budget. The scope of work will detail a description of program service(s), program objective(s), measurements from Results Oriented Management Accountability (ROMA) and the National Performance Indicators, and expected outcomes under the Recovery Act. The revised scope of work and line budget shall be for the period July 1, 2010 through September 30, 2010. All services and programs covered under the CSBG Recovery Act funds must be provided on or before September 30, 2010 and liquidated on or before December 29, 2010.

Unexpended CSBG Recovery Act funds must immediately be returned to HSD. HSD will return the remaining balance to the U.S. Department of Health and Human Services, Division of Payment Management at the end of the reporting grant period.

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

**Show the planned distribution of funds allocated for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs and provide a description of how funds will be used by the State to further the stated purposes of the Recovery Act for FFY 2009 and 2010.**

HSD will reserve one percent (1%) which is fifty-six thousand, nine hundred fifty-one dollars (\$56,951) of the Recovery Act grant for benefits enrollment coordination activities relating to the

identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.

HSD will take the lead and partner with eligible entities to provide services statewide for the identification and enrollment of eligible families.

The 1% funds will be use to conduct outreach activities for enrolling and retaining Medicaid recipients. Funds are needed to support the following activities:

1. Working with schools to identify and enroll students who receive free or reduced school meals but are not enrolled in Medicaid.
2. Creating brochures, flyers and other materials to mail to children and family who we believe to be Medicaid eligible based on information we receive from other sources, such as WIC recipients.
3. Support the implementation of Express Lane options available through the Children's Health Insurance Program Reauthorization (CHIPRA).

#### **D. State Community Services Program Implementation**

**(1) Program Overview: Describe the following using information provided to the State by eligible entities:**

HSD implements the Community Services Block Grant by awarding contracts to the designated CAA in the State. For the purpose of the CSBG Recovery Act funds CAAs are required to submit an application packet that details the agency's goal and objectives for the program year that meets the criteria of the COATES Act and the Recovery Act. The CAA's application package contains the following information:

- A signed application. The Executive Director and the Board of Directors' Chairperson must sign the application.
- A detailed line item budget showing all projected costs to be charged to the CSBG Recovery Act grant. The line item description is based on the New Mexico, Department of Finance, Central Accounting System's Chart of Accounts.
- Budget Justification: Is an explanation for each line item in the CSBG Recovery Act grant budget. In general, it justifies the expenditures in relationship to the goals, objectives and activities to be charged to the grant.
- CSBG Stimulus Funds Survey: This document serves several purposes: It provides the basis for the application for funds under the ARRA; it provides a basis for board and community monitoring and evaluation of the non-profit performance in addressing the economic crisis of the community(ies) served; and it provides the basis to support employment, education, better use of available income, housing, nutrition, healthcare and/or emergency services. (Attached in Section VI. Appendices, B.4)
- Client Eligibility Criteria and Application Process/Procedures: A description on how client eligibility is determined. The client eligibility criteria should explain the qualifying factors and how the Recovery Act funding will support employment, food, housing, emergency, and healthcare services for individuals and households hardest hit by the recession.
- CSBG Outcome Plan Form/Scope of Work: Describes the agency's goals and objectives based on ROMA/12 National Performance Indicators. The agency provides the statement of problem for the service area, the direct measurement from ROMA/12

National Indicators to be tracked, the program service (employment, education, emergency, health, housing, self-sufficiency, nutrition, income management, and linkages), program objective, the type of unit (individuals, households, meals, partnerships, etc.) and the number expected to achieve the outcome.

- (a) The Service Delivery System of Benefit Enrollment Coordination Activities**  
**A description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State and local benefit programs. Include a description of the geographical area served, a listing of State agencies or sub-grantees providing the services and service areas.**

HSD will take the lead and partner with eligible entities to provide services statewide for the identification and enrollment of eligible families.

The 1% funds will be use to conduct outreach activities for enrolling and retaining Medicaid recipients. Funds are needed to support the following activities:

4. Working with schools to identify and enroll students who receive free or reduced school meals but are not enrolled in Medicaid.
5. Creating brochures, flyers and other materials to mail to children and family who we believe to be Medicaid eligible based on information we receive from other sources, such as WIC recipients.
6. Support the implementation of Express Lane options available through the Children's Health Insurance Program Reauthorization (CHIPRA).

Community Action Agency of Southern New Mexico Single Stop: A computer-based benefits screening tool enables low income Spanish-speaking and English-speaking people to determine whether they are likely to be eligible for a variety of federal and state benefits. In addition, the agency will provide counseling for clients to understand how their benefit decisions might impact other benefits and their situation. Community Action Agency of Southern New Mexico will also provide follow-up assistance with applications and financial counseling and legal counseling if needed. This project will include Dona Ana, Sierra, Grant and Luna counties.

- (b) Description of Recovery Act Projects**  
**A description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.**

The official poverty guideline will be increased from 125% up to 200% poverty as allowed under the Recovery Act. Individuals and families meeting the adjusted poverty guideline will be targeted including those participating with the New Mexico Works program.

The CAAs report the following Recovery Act projects and/or activities to support the purposes of creating and sustaining economic growth and employment opportunities:

- Community Action Agency of Southern NM:
  - 1) Food Assistance activity creating two jobs in the community. The agency plans to distribute 210,000 pounds of food to communities in the 5 county areas to low-income families.
  - 2) Housing Project (Home rehabilitation and construction): 61 jobs sustained. The agency is working with the City of Las Cruces to rehabilitate five low-income homes; and the agency has secured additional funding from HOME to build five single family homes.
  - 3) Child Care Business Development: Create 5 commercial childcare businesses thus creating employment opportunities; and create and/or sustain 25 home based child care businesses.
  - 4) Nursing Licensing Assistance project: Targeting nursing students who have completed all course work and practicum and do not have the resources to obtain their certification license. Number of employment opportunities created is 60.
  - 5) Single Stop project will create two jobs.
  
- Eastern Plains Community Action Agency
  - 1) Case Management and Job Training Project: Eastern Plains Community Action Agency has collaborated with the Economic Development Agencies, community leaders and employers regarding job creation and sustained employment opportunities. Lack of sufficient skilled workers has been identified as an obstacle for employment growth in the rural counties. Eastern Plains Community Action Agency will implement a case management and job training project to help with the development of economic growth and sustain employment opportunities. The agency will target 200 low-income individuals including TANF clients. It is estimated 110 jobs will be created and/or sustained through this initiative.
  
- Economic Council Helping Others (ECHO):
  - 1) Housing Project: The Recovery Act funds will create the initial capacity for the ECHO's HOPE (Home Ownership Problems Eliminated) Housing Program to become self-sustaining at the conclusion of the stimulus grant. ECHO will create or retain seventy-eight (78) jobs in the San Juan County area. ECHO will build a minimum of twelve homes for families who the agency has assisted to obtain USDA Rural Development mortgages through the Homebuyers Education classes and counseling.
  - 2) Emergency Services: Two jobs will be created. Emergency services will be provided to low-income families and individuals impacted the economic situation. Emergency services include the following: rental/mortgage assistance, medical care (prescription, eye care, etc), car repairs and energy bills.
  
- HELP New Mexico:
  - 1) Currently workforce development services only serve individuals at the 70% poverty guideline. HELP New Mexico is the only CAA that currently provides workforces services funded through the Work Force Investment Act. HELP New Mexico will expand the following employment initiatives through the CSBG Recovery Act funds: CSBG Employment Training, Combined



Employment Training and /Classroom Training, Training Related Supportive Services, and Job Readiness. Estimated number of jobs created and/or sustained 192. Target population will include individuals meeting the adjusted CSBG income poverty guideline of up to 200%. These individuals include the unemployed, under-employed, displaced workers, TANF recipients, and low-income agricultural workers statewide. The Recovery Act funds will cover nine counties and seasonal and migrant farm workers statewide. HELP New Mexico will partner with local business to sustain economic growth and employment opportunities.

- 2) HELP New Mexico in partnership the New Mexico Statewide Solar Energy Association or other groups will provide specialized training for the installation of the photovoltaic solar panels. As part of the “green jobs” initiative five training classes will be held in various communities. The goal is to provide employment opportunities in the “green job” sector. Estimated number of jobs created and/or sustained is 99.
  - 3) Emergency Assistance: Nine jobs will be created. Emergency services will be provided to low-income families and individuals impacted by the economic situation. Emergency services include the following: food vouchers, rental/mortgage and utility assistance, medical care, and transportation.
- Mid-West NM Community Action Program
    - 1) Direct Care and Support: Estimated number of jobs created through this project is 8 and 450 clients will be served. This initiative will provide the following:
      - ◆ Case management services through their Striving Toward Achievement Responsibility and Success (S.T.A.R.S.) program.
      - ◆ Emergency services, i.e., rental/mortgage assistance, utilities, transportation, food boxes, tuition, other educational expenses, and medical (eye glasses, prescriptions, and dental) services.
      - ◆ Expansion of the food pantry located in Valencia County to accommodate and serve more residence.
      - ◆ Creation of a combined resource centers which will include the Community Action Program (CAP) offices with Head Start Centers and the Child and Adult Care Food Program offices.
      - ◆ Low cost weatherization program for participants needing emergency weatherization services.
    - 2) New Start Jobs Training Programs & Case Management: Estimated number jobs created 15.
      - ◆ A training program that partners participants with an employer for a work experience opportunities. Individuals are assessed and placed in an employment setting that meets the participant’s career choice. The plan is to work with displaced workers, underemployed and/or unemployed clients.
      - ◆ The agency will partner with NM Works program to target eligible TANF clients.
      - ◆ This program will entail intense case management, emergency services and other supportive services (uniforms, tools, transportation, etc.).

- Southeast NM Community Action Corporation (SNMCAC)  
SNMCAC met with community leaders to discuss where stimulus dollars would best be utilized for their CSBG designated region. The region SNMCAC serves has a relatively low unemployment rate. Feedback from community leaders' stress that training opportunities for the unemployed and underemployed are needed for the region. SNMCAC has coordinated with the institutions of higher education in the five county area as well as the economic development agencies that are working at bringing industry or growing industry and jobs to the region. Stimulus funding will assist in meeting the training demands for future growth and the future industries workforce.

SNMCAC will implement the following employment opportunities:

- 1) Energy Technician Certification: This certification is a basic certification that will assist a client in getting hired in the nuclear, solar, wind or gas and oil industry. Advancement for the employee will require industry specific training. Estimated number jobs are 80.
- 2) Commercial Drivers License Certificate Program with HAZMAT Certification: This will assist a client in finding employment with local and national industries. The HAZMAT Certification will make the employee more attractive to the nuclear, gas and oil industries. It is also a requirement for employment at Waste Isolation Pilot Plant (WIPP) located in southeast New Mexico. Estimated number jobs are 15.
- 3) Energy Audit Certificate Program: This certification program will assist a client in getting hired in the construction field. Qualified applicants in the construction field are in demand in this region. Estimated number jobs are 20.
- 4) Police Officer Certification: This certification program will assist a client in getting hired with many of the local police and sheriff departments. Smaller departments cannot afford to send applicants to training and pay wages during the training period. Estimated number jobs are 50.
- 5) Certified Nursing Assistance: This certification program will assist a client in getting hired with area hospitals, home health agencies and nursing homes. Estimated number jobs are 50

SNMCAC will provide information and work with NM Works (TANF) on what training opportunities that are available with these dollars and will work with clients referred over to insure placement of these individuals.

SNMCAC has developed coordinated efforts with one of the Workforce Investment Agencies and will established partnerships with the remaining in the region to insure there is no duplication. SNMCAC and WIA agencies will partner together to provide better guidance for the client to improve the success ratio. WIA agencies will assist with on the job training cost that will assist in making the applicant more attractive to possible employers.

Note: Letters of support have been submitted from community partners for these training initiatives.

Other Projects:

- 1) Community Solar Installation Presentations: The training will show interested homeowners “How to Install a Solar Panel System”. 10 workshops will be held.
- 2) Artesia Community Health Track: The development of a community center health track serving the community at large. SNMCAC collaborated with the City of Artesia and Eddy County to promote physical fitness.

**(c) The Service Delivery System for Recovery Act Projects**

**A description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served, a listing of eligible entities and service areas.**

The service delivery system in New Mexico covers the entire state. The contract entered into between HSD and the CAAs contains a detailed Scopes of Work that describes the agency’s goals and objectives based on Recovery Act, ROMA and the National Performance Indicators. The agency provides the statement of problem for the service area, the ROMA goal and the direct measurement from the National Indicators to be tracked, the program service (education, health, nutrition, income management, etc), program objective, identify the type of unit (individuals, households, meals, partnerships, etc.) and the number expected to achieve the outcome. Clients and activities are quantified and specific dates for the achievement of each activity are stated.

CSBG Recovery Act federal funding available to CAAs in New Mexico for 2009-2010 is approximately \$5.6 million for 33 counties--shared among seven agencies. Poverty percentage is based on the US Census 2007 poverty statistics. The service delivery area is as follows:

- Community Action Agency of Southern New Mexico serves five counties:

<u>County:</u>	<u>Poverty%:</u>	<u>Geographic Area:</u>
Dona Ana	13.37	Urban area/rural
Grant	1.49	Rural
Hidalgo	0.34	Rural
Luna	2.51	Rural
Sierra	0.83	Rural

- Eastern Plains Community Action Agency serves seven counties:

<u>County:</u>	<u>Poverty %:</u>	<u>Geographic Area:</u>
Curry	2.37	Rural
DeBaca	0.10	Rural
Guadalupe	0.29	Rural
Harding	0.03	Rural
Quay	0.60	Rural
Roosevelt	1.26	Rural
Union	0.18	Rural

- Economic Council Helping Others, Inc. (ECHO) serves one county:

<u>County:</u>	<u>Poverty %:</u>	<u>Geographic Area:</u>
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San Juan	6.48	Rural/tribal
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- HELP New Mexico serves nine counties:

<u>County:</u>	<u>Poverty %:</u>	<u>Geographic Area:</u>
Bernalillo	26.87	Urban
Colfax	0.64	Rural
Los Alamos	0.17	Urban
Mora	0.33	Rural
Rio Arriba	2.49	Rural/tribal
San Miguel	1.96	Rural
Santa Fe	6.11	Urban/rural/tribal
Taos	1.60	Rural/tribal
Torrance	1.08	Rural

In addition, HELP NM serves the migrant/seasonal farm worker population statewide.

- Mid-West Community Action Program serves five counties:

<u>County:</u>	<u>Poverty %:</u>	<u>Geographic Area:</u>
Catron	0.21	Rural
Cibola	1.81	Rural/tribal
McKinley	5.34	Rural/tribal
Socorro	1.54	Rural
Valencia	3.14	Rural/tribal

- Empowering Our Communities in New Mexico serves one county:

<u>County:</u>	<u>Poverty %:</u>	<u>Geographic Area:</u>
Sandoval	3.5%	Urban/rural/tribal

- Southeast New Mexico Community Action Corporation serves five counties:

<u>County:</u>	<u>Poverty %:</u>	<u>Geographic Area:</u>
Chaves	3.6	Rural
Eddy	2.34	Rural
Lea	3.02	Rural
Lincoln	0.83	Rural
Otero	3.60	Rural/Tribal

**(d) Linkages**

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

CAAs have established partnerships with a number of organizations (both public and private) statewide to expand resources and opportunities for low-income individuals and families. The partnerships include the following:

- Formal arrangements: memorandums of understanding or service contracts between one or more service providers to coordinate referrals and exchange program participants.

- Financial agreements for the delivery of services.
- Informal arrangements: Informal working relationships with service providers that expand service opportunities for low-income individuals and families. This includes routine service and referral and follow-up contacts.
- Alliances with other organizations that advocate for expanded services or community opportunities for low-income people.

According to the 2008 NASCSP/CSBG IS report CAAs established 2,389 partnerships statewide to expand resources and opportunities to low-income individuals and families.

Examples of partnerships: Human Services Department, New Mexico Works, Department of Children Youth and Families, NM Work Force Solutions, New Mexico Workforce Connection, Mortgage Finance Authority, Housing Authority, Department of Aging and Long Term Care, Department of Health, USDA, Head Start, faith based organizations—Salvation Army, Saint Vincent de Paul, and local churches, United Way, local government agencies, domestic violence shelters, private industry—Wal-Mart, Home Depot, local pharmacies, mortgage companies, utility companies, etc., educational institutions—University of New Mexico, Central New Mexico Community College, NM State University, NM Highlands University, public schools, etc., tribal governments, health care facilities, NM Project for Financial Literacy, Northwest NM Community Development Corporation, and many other organizations.

**(e) Coordination with Other Public and Private Resources**

**A description of how funds made available through grants to eligible entities will be coordinated with other public and private resources, to include how States and eligible entities will avoid duplication and/or supplanting.**

In 2008, CAAs in New Mexico were able to serve approximately 119,909 people with the coordination of CSBG funds and other public and private resources. CAAs mobilized \$41,559,539 in non-CSBG federal programs (Weatherization, LIHEAP, LIHEAP-Weatherization, Head Start, Early Head Start, Older Americans Act, Medicare/Medicaid—HHS, USDA Food Programs, Community Development Block Grant, HUD, Employment and Training Programs—US Dept. of Labor, Corporation for National Services Programs, and FEMA; \$3,823,777 in State funding for nutrition programs, day care and early childhood programs, energy programs, health programs, youth development programs, State Head Start programs, senior programs, and education programs; \$2,311,604 in local public funding (including the value of in-kind goods and services); and \$6,563,288 in private sources (including foundations, individual contributors, and goods and services donated).

CAAs are required to provide information regarding their coordination with other public and private resources through the Scope of Work and their annual year-end report.

**(f) Innovative Community and Neighborhood-based Initiatives**

**A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.**

The following descriptions provide innovative community and neighborhood-based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

- Community Action Agency of Southern NM:
  - 1) Food Assistance: The agency plans to distribute 210,000 pounds of food to communities in the 5 county areas to low-income families.
  - 2) Housing Project (Home rehabilitation and construction): The agency is working with the City of Las Cruces to rehabilitate five low-income homes; and the agency has secured additional funding from HOME to build five single family homes.
  - 3) Child Care Business Development: The creation 5 commercial childcare businesses thus creating employment opportunities; and create and/or sustain 25 home based child care businesses.
  - 4) Nursing Licensing Assistance project: Targeting nursing students who have completed all course work and practicum and do not have the resources to obtain their certification license. Community Action Agency of Southern NM will provide the resources to assist eligible clients in obtaining their certification license for employment.
  - 5) Single Stop project will provide information and referral to a variety of local, state and federal benefits. .
  
- Eastern Plains Community Action Agency
  - 1) Case Management and Job Training Project: Eastern Plains Community Action Agency has collaborated with the Economic Development Agencies, community leaders and employers regarding job creation and sustained employment opportunities. Lack of sufficient skilled workers has been identified as an obstacle for employment growth in the rural counties. Eastern Plains Community Action Agency will implement a case management and job training project to help with the development of economic growth and sustain employment opportunities. The agency will target 200 low-income individuals including TANF clients.
  
- Economic Council Helping Others (ECHO):
  - 1) Housing Project: The Recovery Act funds will create the initial capacity for the ECHO's HOPE (Home Ownership Problems Eliminated) Housing Program to become self-sustaining at the conclusion of the stimulus grant. ECHO will create or retain seventy-eight (78) jobs in the San Juan County area. ECHO will build a minimum of twelve homes for families who the agency has assisted to obtain USDA Rural Development mortgages through the Homebuyers Education classes and counseling.
  - 2) Emergency Project: Emergency services will be provided to low-income families and individuals impacted the economic situation. Emergency services

include the following: rental/mortgage assistance, medical care (prescription, eye care, etc), car repairs and energy bills.

- HELP New Mexico:
  - 1) HELP New Mexico is the only CAA that currently provides workforces services funded through the Work Force Investment Act. HELP New Mexico will expand the following employment initiatives through the CSBG Recovery Act funds: CSBG Employment Training, Combined Employment Training and /Classroom Training, Training Related Supportive Services, and Job Readiness. Target population will include individuals meeting the adjusted CSBG income poverty guideline of up to 200%. These individuals include the unemployed, under-employed, displaced workers, TANF recipients, and low-income agricultural workers statewide. The Recovery Act funds will cover nine counties and seasonal and migrant farm workers statewide. HELP New Mexico will partner with local business to sustain economic growth and employment opportunities.
  - 2) HELP New Mexico in partnership the New Mexico Statewide Solar Energy Association or other groups will provide specialized training for the installation of the photovoltaic solar panels. As part of the “green jobs” initiative five training classes will be held in various communities. The goal is to provide employment opportunities in the “green job” sector.
  - 3) Emergency Assistance: Emergency services will be provided to low-income families and individuals impacted by the economic situation. Emergency services include the following: food vouchers, rental/mortgage and utility assistance, medical care, and transportation.
  
- Mid-West NM Community Action Program
  - 1) Direct Care and Support: This initiative will provide the following:
    - ◆ Case management services through their Striving Toward Achievement Responsibility and Success (S.T.A.R.S.) program.
    - ◆ Emergency services, i.e., rental/mortgage assistance, utilities, transportation, food boxes, tuition, other educational expenses, and medical (eye glasses, prescriptions, and dental) services.
    - ◆ Expansion of the food pantry located in Valencia County to accommodate and serve more residence.
    - ◆ Creation of a combined resource centers which will include the Community Action Program (CAP) offices with Head Start Centers and the Child and Adult Care Food Program offices.
    - ◆ Low cost weatherization program for participants needing emergency weatherization services.
  - 2) New Start Jobs Training Programs & Case Management:
    - ◆ A training program that partners participants with an employer for a work experience opportunities. Individuals are assessed and placed in an employment setting that meets the participant’s career choice. The plan is to work with displaced workers, underemployed and/or unemployed clients.
    - ◆ This program will entail intense case management, emergency services and other supportive services (uniforms, tools, transportation, etc.).

- Southeast NM Community Action Corporation (SNMCAC)  
SNMCAC met with community leaders to discuss where stimulus dollars would best be utilized for their CSBG designated region. The region SNMCAC serves has a relatively low unemployment rate. Feedback from community leaders' stress that training opportunities for the unemployed and underemployed are needed for the region. SNMCAC has coordinated with the institutions of higher education in the five county area as well as the economic development agencies that are working at bringing industry or growing industry and jobs to the region. Stimulus funding will assist in meeting the training demands for future growth and the future industries workforce.

SNMCAC will implement the following employment opportunities:

- 1) Energy Technician Certification: This certification is a basic certification that will assist a client in getting hired in the nuclear, solar, wind or gas and oil industry. Advancement for the employee will require industry specific training.
- 2) Commercial Drivers License Certificate Program with HAZMAT Certification: This will assist a client in finding employment with local and national industries. The HAZMAT Certification will make the employee more attractive to the nuclear, gas and oil industries. It is also a requirement for employment at Waste Isolation Pilot Plant (WIPP) located in southeast New Mexico.
- 3) Energy Audit Certificate Program: This certification program will assist a client in getting hired in the construction field. Qualified applicants in the construction field are in demand in this region.
- 4) Police Officer Certification: This certification program will assist a client in getting hired with many of the local police and sheriff departments. Smaller departments cannot afford to send applicants to training and pay wages during the training period.
- 5) Certified Nursing Assistance: This certification program will assist a client in getting hired with area hospitals, home health agencies and nursing homes.

Other Projects:

- 1) Community Solar Installation Presentations: The training will show interested homeowners "How to Install a Solar Panel System". 10 workshops will be held.
- 2) Artesia Community Health Track: The development of a community center health track serving the community at large. SNMCAC collaborated with the City of Artesia and Eddy County to promote physical fitness.

## **(2) Community Needs Assessments**

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



CAAs are required to complete and submit an application packet to the state office prior to the implementation of a contract with them. One component of that application is the submission of a Community Action Plan. The Community Action Plan incorporates specific needs of the community from the Community Needs Assessment.

A Community Action Plan serves several purposes. It provides the basis for the application for funds. It provides a basis for both board and community monitoring and evaluation of the CSBG agency's performance in addressing the poverty-related problems of the community. And, it provides a basis for formal and informal linkages and coordination between the entity and other public and private efforts to eliminate or alleviate poverty and its consequences in the community, and to encourage self-sufficiency.

In the contract between the state and the CAAs the Community Action Plan requirements are specifically noted. Funds will not be distributed to any agency until this plan is submitted and approved.

For the purpose of the CSBG Recovery Act funds HSD created the CSBG Stimulus Funds Survey form (Attached in Section VI. Appendices, B.4) that requests demographic information from each CAA designated area(s). The document contains population, persons below poverty, unemployment rate and Supplemental Nutrition Assistance Program (SNAP) increased % rate demographic data. CAAs utilized this information when developing their planned projects and activities regarding the CSBG Recovery Act funds.

## **E. Fiscal Controls**

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

#### **(a) a full onsite review of each such entity at least once during each 3-year period;**

WFSB conducts a review of each CAA at least every two years (biennial). This visit includes whenever possible, attendance at a regularly scheduled board meeting of the agency. A full onsite review entails the following and is not limit to:

#### Administrative Review:

- Agency's Personnel Policy and Procedures
- Equal Opportunity Employer Certification (non-discrimination provision)
- Personnel files
- Submission of the agency's organizational chart
- Blanket fidelity bond coverage
- Certificate of insurance for comprehensive general liability
- Certificate of insurance for comprehensive Board liability
- IRS 990

#### Board of Directors:

- Tri-partite membership requirement
- 15 membership requirement per New Mexico State Statute
- Term limits per State Statute

- Areas represented
- Article of Incorporation
- Board Bylaws
- Board's Responsibilities
- Board Minutes—review of financial statements, development of a Community Action Plan, approval on all program proposals and budgets, audit reports, evaluation of Executive Director, etc.
- Board training

#### Program Review:

- Community Action Plan
- Community Need Assessment
- Program Policy and Procedures—eligibility criteria
- Income Guidelines
- Non-discrimination disclaimer
- Informing the service area of the agency's programs and service
- Linkages—partnerships
- Scope of Work
- Program reports—demographic data, program/services data, ROMA/National Indicator tracking, NASCSP/CSBG IS annual report
- Client records
- Other funding source's monitoring reports and resolutions

#### Fiscal Review:

- Financial Policy and Procedures
- Internal Controls
- General Ledger
- Expenditure Reports
- Cost Allocation Plan
- Chart of Accounts
- Actual versus budgeted expenditures
- Line of credit
- Check signing policy/authorized check signers/signature stamps
- Payroll
- Tracking of employees leave
- Accounts payable/receivable
- Procurements
- Property Management
- Petty Cash
- Time sheets
- Travel—per diem
- Cash disbursements/receipts
- Fixed assets
- Property inventory record
- Maintenance, repair and protection of property
- Annual agency audit

CAAs are required to respond to any findings or recommendation reported by the monitoring team. The agency shall submit a corrective action plan within 30 days of the review report.

**(b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;**

New Mexico has no newly designated entities established since April 2000. A full on-site review of the most recent agency was conducted on April 6 & 7, 2001. WFSB conducts reviews for the community services block grant program according to federal regulations and on an as-needed basis.

**(c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;**

CAAs that demonstrate the need for additional T & TA are given priority for the WFSB's staff and resources and visits are made as needed. Roughly, we contact troubled agencies every 3 to 6 months, depending on their need. We monitor their progress towards compliance.

**(d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the CSBG program) terminated for cause.**

HSD will request from the CAAs copies of their monitoring reports from their other funding sources. The CAAs will provide a copy of their corrective action plan if findings are reported. Training and technical assistance will be offered to CAAs needing assistance to ensure compliance.

WFSB will meet with any agency and their Board of Directors that has had their funding terminated due to cause. An assessment of the agency shall be conducted to identify the areas of concern and weaknesses. Technical assistance will be offered. If the agency fails to make improvements or comply with program requirement, HSD will revoke the agency's quarterly advance payments and place the agency in a monthly reimbursement status. HSD will make every effort to assist the agency with training and technical assistance. Close monitoring of the agency's progress will be conducted. HSD will follow the procedures outlined in the contract instrument and CSBG Policy and Procedures Manual to reduce or terminate funding for an agency that has failed to comply with program requirements. (See assurance (2) Corrective Action, Termination and Reduction in Funding below).

**(e) specify the date of the last audit conducted and the period covered by the audit for each eligible entity:**

<u>Eligible Entity:</u>	<u>Date:</u>	<u>Period of Audit:</u>
Community Action Agency of Southern NM	12/22/08	OCT 2007-SEPT 2008
Eastern Plains Community Action Agency	01/23/09	JUL 2007-JUNE 2008
Economic Council Helping Others (ECHO), Inc.	02/10/09	OCT 2007-SEPT 2008
HELP-New Mexico	10/03/08	JUL 2007-JUN 2008
Mid-West Community Action Program	02/05/09	SEPT 2007-AUG 2008

Southeast NM Community Action Corp.  
\*Empowering Our Communities in NM  
\*2008 audit pending

11/04/08  
04/11/08

JUL 2007-JUN 2008  
OCT 2006-SEPT 2007

**(2) Corrective Action, Termination and Reduction of Funding: Describe the State's plan for complying with the requirements of Section 678C of the Act. (Section 678C of the Act requires states to comply with certain requirements in the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State, including performance objectives)**

All actions relating to a reduction in funding or a termination of funding shall be governed by the COATES Act, the NM Community Action Act and the contract instrument for CSBG.

**A. Notice of Reduction in Funding or Termination of funding:**

If an entity has failed to comply with the legislative and administrative eligibility requirements, HSD will issue a Notice of Reduction in Funding or a Notice of Termination letter to the CAA's Executive Director and Board of Directors informing them of the failure or deficiency to be corrected, and requiring the agency to submit a Corrective Action Plan to address the failure or deficiency to be corrected. HSD will offer help and technical assistance and give the agency sixty (60) days to correct the deficiency or failure. The letter will contain the specific cause(s) for this action.

**B. Corrective Action Plan**

The CAA shall develop and implement a quality improvement plan to correct the failure or deficiency and submit that plan to HSD within 60 days of the Notice of Reduction in Funding or Termination of Funding.

HSD will approve the plan or specify the reasons why the proposed plan cannot be approved within 30 days after receiving such a plan. If the plan is adequate to correct the failure or deficiency HSD will monitor the agency's progress in implementing the plan. If the plan is not submitted or is inadequate to correct the failure or deficiency, HSD will notify the CAA that the reduction in funding or termination of funding will proceed and will offer the CAA an opportunity for a hearing.

The WFSB notification shall include a date beyond which no CSBG funds may be expended by the CAA, or alternatively, other restrictions on CSBG expenditures as WFSB may require.

If the CAA requests a hearing HSD will contract with an Administrative Hearing Officer who is not an employee of HSD to chair the hearing and provide a recommendation to the HSD Secretary or Deputy Secretary within fifteen (15) days of the hearing. The HSD Secretary shall review the Administrative Hearing Officer's decision and either agree with it or disagree with it. The HSD Secretary will send a letter to the CAA informing them of the action that will be taken by HSD according to the hearing results. All reduction and termination procedures will be done according to the COATES Act and the agreement.

**C. Decertification**

If the agreement between HSD and the CAA is terminated or expired due to the above process, HSD will request that the governor of the state revoke the agency's designation as a CAA in the State of

New Mexico and as an agency eligible to receive CSBG funds. This request will be sent to the Governor by the HSD Secretary or Deputy Secretary.

The Decertification will be final upon written notice to the CAA of such action by the Governor or his designee.

**(3) Tracking**

**Describe the State's systems of fiscal controls, procedures, and plans for tracking separately expenditures form funds made available by the Recovery Act and in accordance with Section 1512 of the American Recovery and Reinvestment Act of 2009.**

There are several activities and procedures that the state has implemented to ensure fiscal control and the proper disbursement of and accounting for the CSBG Recovery Act funds. HSD's Administrative Services Division (ASD) is responsible for the receipt, distribution and accounting for of all of the federal and state funds received by the Department. The Division has implemented the following: Additions to the financial Chart of Accounts to accommodate and track the Recovery Act funds; additional internal management reviews will be conducted to ensure accountability; and training will be provided to ASD staff to ensure the Recovery Act funds are processed and tracked in accordance to the ARRA.

The WFSB of the Income Support Division is responsible for the development and implementation of the contracts with the agencies funded with CSBG monies. CAAs are required to submit a line item budget and scope of work that pertained only to the Recovery Act funds. All payments and expenditures made under this funding will be reviewed and approved by WFSB staff utilizing all applicable state and federal guidelines, rules, regulations and statutes. CAAs will be required to report expenditures and program reports monthly.

The WFSB staff has developed a CSBG policy and procedures manual for use by the state and the CAAs. This manual includes sections outlining all relevant fiscal and accounting requirements for the CSBG contracts. It includes audit standards, all applicable Office of Management and Budget Circular requirements and other related documents information.

Utilizing a comprehensive checklist of financial and accounting procedures, WFSB will continue to monitor the fiscal operations of the funded agencies. Material weaknesses and concerns will be worked on with the CAAs for resolution. Training and technical assistance will be offered and provided for agencies that have need for additional fiscal assistance.

**F. Reporting and Registration Requirements**

**In accordance with Section 1512 of the American Recovery and Reinvestment Act of 2009, Public Law 111-5, the designee of the chief executive of the State hereby agrees to the following reporting and registration requirements:**

- (a) This award requires the recipient to complete projects or activities which are funded under the American Recovery and Reinvestment Act of 2009 ("Recovery Act") and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.**
- (b) The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.**

- (c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number ([www.dnb.com](http://www.dnb.com)) is one of the requirements for registration in the Central Contractor Registration.**
- (d) The recipient shall report the information described in section 1512(c) using the reporting instructions and data elements that will be provided online at [www.FederalReporting.gov](http://www.FederalReporting.gov) and ensure that any information that is pre-filled is corrected or updated as needed.**

HSD will comply with the federal Reporting and Registration Requirements in accordance with Section 1512 of the ARRA of 2009.

**VI. Appendices**

**A. Documentation of Public Inspection**

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

1. Letter of Transmittal
2. State Statute
3. Letter of Designation
4. CSBG Stimulus Fund Survey

**Section VI. Appendix, A**

**Public Inspection of State CSBG Recovery Act Plan**

<http://www.hsd.state.nm.us/isd/cap.html>



**Section VI. Appendix B-1**

**Letter of Transmittal**

**Section VI. Appendix B-2**

**State Statute**

## ARTICLE 8 COMMUNITY ACTION

### Section

- 27-8-1. Short title.
- 27-8-2. Policy; purpose.
- 27-8-3. Definitions.
- 27-8-4. Financial assistance for community action agencies.
- 27-8-5. Community action agencies; designation; powers.
- 27-8-6. Community action agencies; board; local participation.
- 27-8-7. Community action programs.
- 27-8-8. Regulations.
- 27-8-9. Financial assistance; limitations.

### **27-8-1. Short title.**

This act [27-8-1 to 27-8-9 NMSA 1978] may be cited as the "Community Action Act".  
**History:** Laws 1983, ch. 139, § 1.

**Legislator contracting with agency must ascertain how agency organized.** - A legislator contracting with a community action agency will have to ascertain how the agency is organized to determine whether the prohibitions of N.M. Const., art. IV, § 28 will apply. If it is a county, county agency or a private agency, the contract will not be covered by the provision, but if it is a municipality or municipal agency, the contract will be prohibited if it was authorized by law during the legislator's term. 1989 Op. Att'y Gen. No. 89-34.

### **27-8-2. Policy; purpose.**

Although in recent years New Mexico has shown improvement in indices such as personal income and the number of families below the poverty level, the state continues to compare poorly with other states. New Mexico has risen from 48th in 1974 to 41st in per capita personal income; however, poverty continues to be the lot of a substantial number of New Mexicans. New Mexico can achieve its full economic and social potential only if every individual has the opportunity to contribute to the full extent of his capabilities and to participate in the working of our society. It is, therefore, the policy of this state to eliminate the paradox of poverty in the midst of plenty in this state by opening to everyone the opportunity to live in decency and dignity. It is the purpose of the Community Action Act [27-8-1 to 27-8-9 NMSA 1978] to strengthen, supplement and coordinate efforts in furtherance of that policy.

**History:** Laws 1983, ch. 139, § 2.

### 27-8-3. Definitions.

As used in the Community Action Act [27-8-1 to 27-8-9 NMSA 1978]:

A. "poverty level" means the official poverty level established by the federal director of the office of management and budget and revised periodically by the federal secretary of health and human services; and

B. "secretary" means the secretary of human services.

**History:** Laws 1983, ch. 139, § 3.

### 27-8-4. Financial assistance for community action agencies.

A. The secretary may provide financial assistance to community action agencies for the planning, conduct, administration and evaluation of community action programs as described in the Community Action Act [27-8-1 to 27-8-9 NMSA 1978] in accordance with state and federal law and regulations.

B. No funds provided pursuant to Subsection A of this section shall be distributed to a community action agency unless the agency has submitted to the secretary a plan on the proposed use of the funds and the secretary has approved that plan.

C. Subject to applicable federal law or regulation, community action agencies shall be eligible to receive federal funds, including but not limited to community services block grant funds, which have been previously designated as antipoverty funds.

D. Each community action agency receiving funds pursuant to this section shall report annually to the secretary concerning the use of the funds.

E. The secretary shall provide annually for an audit of funds distributed pursuant to this section to community action agencies and shall make any requirements necessary to insure fiscal responsibility and accountability and effective, efficient handling of funds.

**History:** Laws 1983, ch. 139, § 4.

### 27-8-5. Community action agencies; designation; powers.

A. A community action agency is a political subdivision of the state, a combination of political subdivisions or a public or private nonprofit agency that:

(1) has the power and authority to enter into contracts with public and private nonprofit agencies and organizations in fulfilling the purposes of the Community Action Act [27-8-1 to 27-8-9 NMSA 1978];

(2) is capable of planning, conducting, administering and evaluating a community action program;

(3) has a service area at least equivalent to the geographic boundaries of a county; and

(4) is designated a community action agency by the governor or by federal law or was officially designated a community action agency, community action program or limited purpose agency under the provisions of the federal Economic Opportunity Act of 1964 on September 30, 1981.

B. The governor is empowered to declare that an entity designated as a community action agency under Subsection A of this section is no longer a community action agency upon a determination that such entity is unable or unwilling to carry out its responsibilities under the Community Action Act.

C. A community action agency is empowered to:

(1) receive, administer and transfer funds in support of a community action program under the Community Action Act; and

(2) delegate powers to other agencies and programs subject to the powers of its governing board and its overall program responsibilities.

**History:** Laws 1983, ch. 139, § 5.

**Economic Opportunity Act.** - The federal Economic Opportunity Act of 1964, referred to in Subsection A(4), appears as 42 U.S.C.S. § 2704 et seq.

#### **27-8-6. Community action agencies; board; local participation.**

A. Each community action agency shall administer its community action program through a community action board consisting of fifteen members. Board members shall be selected as follows:

(1) one-third of the members of the board shall be elected public officials currently holding office in the geographical area to be served by the community action agency or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive officials may be counted in meeting this one-third requirement;

(2) at least one-third of the members shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and

(3) the other members shall be officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the community.

B. Each member of the board selected to represent a specific geographic area within a community shall reside in the area represented.

C. No person selected under Paragraph (2) or (3) of Subsection A of this section shall serve for more than five consecutive years or more than a total of ten years.

**History:** Laws 1983, ch. 139, § 6.

#### **27-8-7. Community action programs.**

Each community action agency shall use available funds for a community action program which:

A. provides a range of services and activities which have a measurable and potentially major impact on causes of poverty in the community;

B. provides activities designed to assist low-income participants, including the elderly poor, to:

(1) secure and retain meaningful employment;

(2) attain an adequate education;

(3) make better use of available income;

(4) provide and maintain adequate housing and a suitable living environment;

(5) obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing and employment-related assistance;

(6) remove obstacles and solve problems which block the achievement of self-sufficiency;

(7) achieve greater participation in the affairs of the community; and

(8) make more effective use of other programs related to the purposes of the Community Action Act [27-8-1 to 27-8-9 NMSA 1978];

C. provides on an emergency basis for the provision of such supplies and services, nutritious food and related services as may be necessary to counteract conditions of starvation and malnutrition among the poor;

D. coordinates and establishes linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals;

E. encourages the use of entities in the private sector of the community in efforts to alleviate poverty in the community; and

F. furthers any other purpose consistent with federal or state law or regulations.  
**History:** Laws 1983, ch. 139, § 7.

#### **27-8-8. Regulations.**

The secretary shall adopt such rules and regulations as may be necessary to carry out the provisions of the Community Action Act [27-8-1 to 27-8-9 NMSA 1978].

**History:** Laws 1983, ch. 139, § 8.

#### **27-8-9. Financial assistance; limitations.**

The secretary, consistent with federal law, shall make grants of not less than ninety percent of the annual allocation of funds available under the community services block grant to community action agencies defined in Subsection A of Section 5 [27-8-5 NMSA 1978] of the Community Action Act. The human services department is authorized to implement, by regulation or contract, a limitation on the amount of community services block grant funds allocated to administrative costs.

**History:** Laws 1983, ch. 139, § 9.

**Section VI. Appendix B-3**

**Letter of Designation**





State of New Mexico  
*Office of the Governor*

Bill Richardson  
*Governor*

July 16, 2003

Pamela S. Hyde, J.D.  
Cabinet Secretary  
Human Services Department  
P.O. Box 2348  
Santa Fe, New Mexico 87504-2348

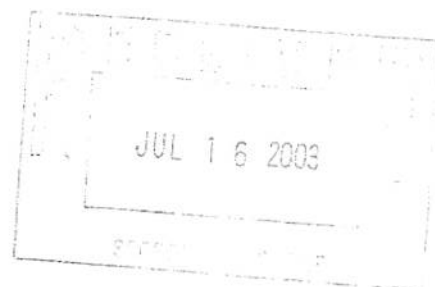
Dear Secretary Hyde:

I hereby delegate to you, as Cabinet Secretary of the Human Services Department, grantee for the Low Income Home Energy Assistance Program (LIHEAP), Community Services Block Grant (CSBG) and the Community Food and Nutrition Program (CFN), the authority to sign the Assurances and Certifications for these programs, as required by the US Department of Health and Human Services. This authority shall be delegated to you for the length of time you are in the position of HSD Cabinet Secretary.

Sincerely,

A handwritten signature in cursive script that reads "Bill Richardson".

Bill Richardson  
Governor



**Section VI. Appendix B-4**  
**CSBG Stimulus Fund Survey**



## CSBG STIMULUS FUNDS SURVEY

To help HSD develop a stimulus spending plan for CSBG, please complete this survey and return it to Yvonne Rodriguez-Ulanowicz, CSBG Program Manager by April 24, 2009. For section A, please use data from <http://quickfacts.census.gov/qfd/states/35000.html>; <http://www.workforceconnection.state.nm.us/LMI/dws-crank.html>; and <http://www.hsd.state.nm.us/isd/reports.html>

Agency Name	Proposed Stimulus Funding \$
-------------	---------------------------------

A. Service Area Background Information	Population	Persons Below Poverty	Unemployment Rates	SNAP Food Stamp % increase Rates	Major Employment Types
<b>List the counties in New Mexico that you serve and provide the above requested information</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
B. Current Programs and Services	Program Type Food, Housing, Employment, Healthcare, Other	# of Participants Served	\$ Funding	Funding Sources	
<b>List each program/service your agency provides and indicate the program type</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
C. Current Program – Stimulus Planned Projects or Activities	Program Type Food, Housing, Employment, Healthcare, Other	\$ Estimated Cost	Estimated # of Jobs Created	Estimated # of Participants Served	Estimated Start Date
<b>Describe any planned projects or activities for <u>existing programs</u> using the stimulus funds</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

<b>D. New Stimulus Planned Projects or Activities</b>	Program Type Food, Housing, Employment, Healthcare, Other	\$ Estimated Cost	Estimated # of Jobs Created	Estimated # of Participants Served	Estimated Start Date
<b>Describe any <u>new</u> planned projects or activities using the stimulus funds</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
<b>How do you plan to coordinate your services with other agencies receiving stimulus monies to measure the immediate impact within your service area?</b>					
<b>Challenges: Describe any challenges your agency faces in ramping up stimulus spending and ramping down within the spending period.</b>					
<b>Transparency/Monitoring and Program Evaluation: Describe your plan to ensure transparency and appropriate uses of CSBG funds.</b>					
<b>Additional Comments:</b>					