



## **CENTER FOR COMMUNITY ACTION**

*Empowering Families. Transforming Communities.*

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### Bedford, Fulton, Huntingdon, Juniata, and Mifflin Counties FY 2023 Community Services Block Grant (CSBG)

#### Request for Proposal (RFP)

**Center for Community Action is seeking to fund programs and projects that are outcome-based, results-oriented, and address multiple barriers to self-sufficiency.**

Proposal due date: Tuesday, January 17, 2023, by noon

Funding Period: February 1-December 31, 2023



#### **Address**

195 Drive In Lane  
Everett PA 15537



#### **Phone & Fax**

814-623-9129  
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## **Community Service Block Grant (CSBG) 2023**

### **Overview:**

The Community Service Block Grant (CSBG) is a stream of federal funding that works to eliminate the causes and conditions of poverty in communities through local Community Action Partnership (CAP) organizations. CSBG was established during the War on Poverty in 1964, which established the Community Action program, under which the nationwide network of local community action agencies was developed.

CSBG is the main infrastructure grant for CAP agencies. This funding allows agencies to focus efforts on clients, the community, organizational change, and leverage resources from federal, state, local, and private entities to further anti-poverty work in communities. Each CAP is governed by a local Board of Directors that makes the funding decisions based upon a community needs assessment.

### **Authority and Scope:**

Community Services Block Grant Act (CSBG) rules are issued by the Federal Agency, Department of Health and Human Services. The CSBG is subject to regulations periodically published in the Federal Register. Agencies subcontracting to CCA will be notified in writing of any changes during a programmatic year.

### **Funds:**

Funds made available through this grant will:

- I. Support activities designed to assist seniors, disabled, and low-income families and individuals. Such activities include:
  - a. remove obstacles and solve problems that block the achievement of self-sufficiency
  - b. secure and retain meaningful employment
  - c. attain an adequate education, with emphasis toward improving literacy skills
  - d. make better use of available income
  - e. obtain and maintain adequate housing and a suitable living environment
  - f. obtain emergency assistance
  - g. achieve greater participation in the affairs of the communities involved
  - h. removing barriers to healthy living
  - i. addressing Diversity, Equity and Inclusion.
- II. Address the needs of children and youth in low-income communities through childcare provisions and youth development programs
- III. Make more effective use of and coordinate with other programs
- IV. Programs to address COVID-19 impacts.

**Eligibility:**

Agencies and organizations in Bedford, Fulton, Huntingdon, Juniata, and Mifflin Counties who serve residents at or below 200% of poverty. Applications for funding are requested from eligible entities (must have a 501(c)3 status) to carry out the requirements of the Community Services Block Grant.

**Purpose:**

Projects should address the causes and effects of poverty. Projects having a long-term impact and sustainability will receive favorable consideration. Projects which maximize resources by generating access to other funding and community collaboration will also receive favorable consideration.

**CSBG Funding Guidelines:**

Funds must be used to provide services and activities having a measurable and potentially major impact on the causes and effects of poverty, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become more self-sufficient.

Funds **cannot** be used for:

- Purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility.
- Leasing of space and/or buildings not associated with a CSBG-allowable activity.

**Priorities:**

Based on Center for Community Action's 2021 Needs Assessment, priorities for sub-recipients, will go towards supporting programs based around resolving the issues of income, affordable housing, employment and training, physical health, mental health, childcare, and education. **Center for Community Action is seeking to fund programs and projects that are outcome-based, results-oriented, and address multiple barriers to self-sufficiency.** Priority will be given to programs addressing the emerging priorities identified by the 2021 Needs Assessment on CCA's website: [ccaofpa.org](http://ccaofpa.org)

**Compliance:**

Proposals must comply with the regulations issued in the federal Community Services Block Grant Act, 42 U.S.C.9901 amended and the regulations by the U.S. Department of Health and Human Services, 45 CFR Subtitle A Department of Health and Human Services Block Grant Regulations.

**Poverty Income Guidelines Applicability:**

The population served must meet the Federal Poverty Income Guideline of 200% and below. Documentation of poverty income eligibility will be maintained on the ORS system.

**If awarded CSBG funding, the applying agency agrees to report on outcomes of all CSBG funded clients. Agencies must follow the Directive C 2022-04: Income Eligibility for Program Eligibility.**

**This includes but is not limited to, verifying income via W2 statements, tax returns, benefit letters, or last 30 days of bank statements and/or paystubs to ensure eligibility as required by Directive C2019-04 Income Eligibility Determination. CSBG-eligible clients files should also be kept separate from other non-CSBG eligible clients in the event of an audit.**

**The awarded agency(ies) must agree to use Center for Community Action’s CSBG Intake Eligibility Packet, a self-sufficiency matrix, and agree to an end-of-the-year program monitoring, to be conducted by CCA. Training will be provided to the agency as needed/requested.**

**Reporting Requirements:**

All CSBG grantees/sub-recipients are required to send monthly reports and invoices (if applicable) so that outcomes can be tracked by CCA for CSBG reporting.

**Fiscal Control and Audit Requirements:**

Monthly (or quarterly with prior arrangement) statements of expenditures are required of all CSBG grantees. These statements of expenditure must be submitted by the 10th day following the end of the month for which the grantee is billing. Entities missing two consecutive billings may have their contracts revoked. **Entities lacking the capacity to submit timely billings by this date are encouraged not to apply for CSBG funding.**

The grantee must maintain an adequate accounting system to identify and support all expenditures billed. **All grantees/contractors are required to conform to new “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” known as the “Omni-Circular.” This new federal guidance supersedes the previous Single Audit Act (OMB A-133 or A-128) which previous subcontractors had followed for previous CSBG awards.**

**Other Agency Requirements:**

Grantee using CSBG funds for a homeless project will be required to participate in their Local Housing Coalition and local Continuum of Care Plan meetings.

The Program Director and staff may be required to attend training on reporting requirements and are required to attend or send representatives to any ORS trainings scheduled by CCA.

**Contract Period:**

**The contract period is February 1, 2023, to December 31, 2023.** Contracts will begin on the date of the signed contract and will extend through December 31, 2023. Any services delivered before the start date of the contract are not reimbursable.

**Community Service Block Grant (CSBG) 2023  
Request for Proposals  
Bedford, Fulton, Huntingdon, Juniata, and Mifflin Counties**

Center for Community Action (CCA), as the recipient of Community Service Block Grant (CSBG) funding for Bedford, Fulton, Huntingdon, Juniata, and Mifflin Counties, is requesting that any agencies

interested in providing services through the CSBG funding in 2022 provide CCA with a short proposal providing information on the services you would like to provide, how they meet a community need, and the expected outcomes. CSBG funds are to be used to help low-income families (200% of poverty change this due to on COVID-19) and that address an identified community need. **Priority will be given to those proposals that address the community needs identified in Attachment A as well as programs/projects that are outcome-based, results-oriented, and address multiple barriers to self-sufficiency.** Services can be provided in any one or combination of the following counties: Bedford, Fulton, Huntingdon, Juniata, and Mifflin Counties. CCA anticipates allocating a total of **\$30,000** in funding pending the availability of funds.

### **Important Dates**

Proposal Due: Tuesday, January 17, 2023

Announcement Date: Tuesday, January 31, 2023

Contract Start Date: Wednesday, February 1, 2023

Contract End Date: December 31, 2023. All activities will be concluded by this date.

Page Limit: Provided for each section

Type and Font:

11 pt. or higher font

Spacing 1.5 or double

Selected proposal should expect to attend a one-day training on CSBG reporting requirements.

Proposals can be submitted either through mail or email. If you are submitting a paper copy, also submit a thumb drive with the complete proposal as a pdf file. Proposals should be sent to:

Center for Community Action  
ATTN: Natasha Brubaker  
195 Drive in Lane  
Everett PA, 15537  
**OR EMAIL:** [nbrubaker@ccaofpa.org](mailto:nbrubaker@ccaofpa.org)

### **Proposals will include the following:**

- I. **Executive Summary:** (I page limit)
  - a. Name of Agency
  - b. Contact information (Name, phone, email, address)
  - c. Type of Agency (Nonprofit, for profit, government)
  - d. Type of Service

- e. Numbers to be served. Include any eligibility for services if there are any other than the 200% of poverty required by CSBG. For example, does not have H.S. Diploma, enrollment in another program at your agency, age, or residency requirement. Additional requirements do not necessarily hurt your proposal.
- f. Geographic location of services. This can be the entire 5 counties, one county, or a more targeted area or population.
- g. Requested amount and total Program Budget

- II. **Statement of Need:** (1-page limit) Describe why this service meets a need for low income families/individuals. Please provide evidence that the need has been documented through needs assessment, local statistics, or other means. Site those sources when possible and this RFP can be referenced as a source. Programs that address identified needs in **Attachment A: Priority Needs** will be given priority.
- III. **Description of Service, Goals, and Objectives:** (3-page limit) Provide information on outreach, recruitment, duration of service, what the service includes (curriculum used, facilitator qualifications, evidenced based, etc.) You do not need to include the curriculum but provide specifics as to the developer when possible. Include the number of families you propose to serve and/or number of individuals you propose to serve. Please include a brief Statement about what would happen with the program if not funded through CSBG.
- IV. **Expected Outcomes:** (2-page limit) Identify at least one of the CSBG Outcomes included as **Attachment B: 2022 CSBG Performance Outcomes** that clients will work toward. Provide the number of clients served and the number of clients that are expected to achieve the outcome. Please describe how you will measure outcomes. For example: 25 clients will be served through the XYZ Program, 15 clients will achieve outcome ABC and 4 clients will achieve outcome DEF as measured by a pre and post survey. Tools used to determine outcomes can be included as an attachment to the proposal. They must be kept in the client file.
- V. **Program budget** that includes all funding sources including CSBG.
- VI. **Program/Project Evaluation:** (2-page limit) Explain how the program or project meets grant requirements. This section will outline program target numbers or project milestones used to measure success.
- VII. **Organizational Background:** (2-page limit) Provide comprehensive information about your organization to provide an understanding of how the proposed program/project fits into the broader context of the applicant's mission and past work. This section should include a brief history of the organization; a detailed list of previous, related projects/programs that the agency has administered; and experiences of the staff and management involved in the program/project.

### **Reporting and Compliance Requirements**

Selected grantees will need to provide documentation at contracting. This includes proof of insurance, FEIN number, Latest Audit or financial reports and W-9.

All new selected grantees will be required to participate in ROMA training as specified in Attachment E.

Selected grantees will be required to do income eligibility on all families that receive direct services through CSBG funding, in accordance with Directive C 2022-04. For a family to be eligible for CSBG services they must be below 200% of poverty. Determining income eligibility will be discussed with the selected grantees at the time of contracting.

Selected grantees must collect client demographic information and obtain a release of information from the client to share this information with CCA for reporting purposes. CCA will provide an intake packet to be used with clients.

Selected grantees will be monitored. Monitoring will include but not limited to, reviewing all client files, providing proof that all funding used for staff salaries has been documented and payroll taxes have been filed. The monitoring tool will be provided at the time of contracting.

If CSBG funding is used for materials, supplies, food initiatives, etc., the grantee must show that the number of participants benefiting from the services are proportionally eligible. For example, if the CSBG funding is used buy food, and CSBG is 20% of the program budget, then 20% of the clients must be income eligible.

**Attachment A: Priority Needs**

**Attachment B: 2022 CSBG Performance Outcomes, Goals, and Objectives**

**Attachment C: CSBG Description of Coordination-Specific Activities**

**2021 Community Needs Assessment: [ccaofpa.org](http://ccaofpa.org) or upon request**

**Attachment D: Directive 2022-04 Income Eligibility and Eligibility Determination**

**Attachment E: ROMA Training**

**Questions can be directed to:**

**Natasha Brubaker [nbrubaker@ccaofpa.org](mailto:nbrubaker@ccaofpa.org) at 814-624-4154**

## **APPENDIX A**

### **ATTACHMENT A: 2023 CSBG PRIORITY NEEDS**

Various Needs assessment conducted over the last two years in the 5-county area have identified the following needs. There may be other needs known by agencies and services that address other needs will be considered if the need can be documented.

Analysis of the data gathered found the following areas of need in order of importance by Domain

#### CSBG Domains

Employment E  
Education and Cognitive Development (ECD)  
Income Infrastructure and Asset Building IIAB  
Health and Social/Behavioral Development HSBD  
Civic Engagement and Community Involvement CECEI  
Housing H  
Multiple Domains MD

#### Top Revised Needs in the Five-County Service Area

By Order:

1. Develop affordable housing (H)
2. Develop and expand childcare capacity (ECD)
3. Develop “tele hubs” for telemedicine appointments (HSBD)
4. Support the development and expansion public transportation (MD)
5. Support the expansion of broadband/internet in the region (MD)
6. Increase funding for the vehicle assistance program (MD)
7. Expand services for people experiencing homelessness (H)
8. Support access to behavioral health services through referrals (HSBD)
9. Provide emergency rental assistance program (H)
10. Increase the number of volunteer drivers for transportation programs (MD)



## **ATTACHMENT B: 2023 CSBG PERFORMANCE OUTCOMES, GOALS, AND OBJECTIVES**

Community Services Block Grant recipients are required to adhere to Results Oriented Management and Accountability standards (ROMA). Mandatory ROMA training will be provided if selected for funding. As part of ROMA, outcomes must be reported using CSBG National Performance Indicators. Please provide your anticipated outcomes if selected for funding.

Choose first goal based upon a community domain (solving a problem related to income, affordable housing, employment and training, physical health, mental health, child care, and education) which impacts your agency goals.

Choose a goal/indicator based upon what your agency can do to solve that issue

Choose an activity based upon how the individuals your agency serves will be impacted or the needs to be met.

### **For Example:**

Need number three (3), increase employment and training opportunities, is classified under the domains Employment (E) and Education and Cognitive Development (ECD). If you chose the domain of Employment (E) for Need number three (3) then you must choose an indicator(s) that matches that. Indicator FNPI 1e: The number of unemployed adults who obtained employment (with a living wage or higher) would be suitable to meet Need number three (3) to increase employment and training opportunities. Resume development is a suitable activity under Employment (E) for FNPI 1e.

Performance Outcomes will be reported to Center for Community Action at least quarterly: April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup> and December 15<sup>th</sup>. CCA will work with the grantee to establish the format for reporting based on the services being provided. CCA will need an unduplicated count of persons receiving services as well as the count of persons achieving outcomes.

**NOTE: if the specific Performance Indicator is not listed in the table below, you may fill out an “other” category for consideration.**

<b>Goals and Objectives</b>				
Family National Performance Indicators (Module 4)				
<b>FNPI</b>	<b>Indicator Description</b>	<b>Target #</b>	<b>out of</b>	<b>Enrollment #</b>
<b>Employment Indicators</b>				
FNPI 1a	The number of unemployed youth who obtained employment to gain skills or income.		out of	
FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).		out of	
FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).		out of	
FNPI 1d	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).		out of	
FNPI 1e	The number of unemployed adults who obtained employment (with a living wage or higher).		out of	
FNPI 1f	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).		out of	
FNPI 1g	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).		out of	
FNPI 1h	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.		out of	
FNPI 1h.1	Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase.		out of	

FNPI 1h.2	Of the above, the number of employed participants who increased income from employment through hours worked increase.		out of	
FNPI 1h.3	Of the above, the number of employed participants who increased benefits related to employment.		out of	
<b>Other Employment Indicator</b>				
FNPI 1z.1	The number of unduplicated persons who achieved a household income above 125% transitioning to self-sufficiency (Must be State assigned TOP goal or higher)		out of	
Other			out of	
Other			out of	
Other			out of	
<b>Education and Cognitive Development</b>				
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.		out of	
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.		out of	
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (AUTO CALCULATES)	0	out of	0
FNPI 2c.1	Early Childhood Education (ages 0-5)		out of	
FNPI 2c.2	1st grade-8th grade		out of	
FNPI 2c.3	9th grade-12th grade		out of	
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (AUTO CALCULATES)	0	out of	0
FNPI 2d.1	Early Childhood Education (ages 0-5)		out of	
FNPI 2d.2	1st grade-8th grade		out of	
FNPI 2d.3	9th grade-12th grade		out of	
FNPI 2e	The number of parents/caregivers who improved their home environments.		out of	
FNPI 2f	The number of adults who demonstrated improved basic education.		out of	

FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.		out of	
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.		out of	
FNPI 2i	The number of individuals who obtained an Associate's degree.		out of	
FNPI 2j	The number of individuals who obtained a Bachelor's degree.		out of	
Other			out of	
Other			out of	
Other			out of	
<b>Income and Asset Building</b>				
FNPI 3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.		out of	
FNPI 3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.		out of	
FNPI 3c	The number of individuals who opened a savings account or IDA.		out of	
FNPI 3d	The number of individuals who increased their savings.		out of	
FNPI 3e	The number of individuals who used their savings to purchase an asset.		out of	
FNPI 3e.1	Of the above, the number of individuals who purchased a home.		out of	
FNPI 3f	The number of individuals who improved their credit scores.		out of	
FNPI 3g	The number of individuals who increased their net worth.		out of	
FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.		out of	
Other			out of	
Other			out of	
Other			out of	
<b>Housing</b>				
FNPI 4a	The number of households experiencing homelessness who obtained safe temporary shelter.		out of	
FNPI 4b	The number of households who obtained safe and affordable housing.		out of	

FNPI 4c	The number of households who maintained safe and affordable housing for 90 days.		out of	
FNPI 4d	The number of households who maintained safe and affordable housing for 180 days.		out of	
FNPI 4e	The number of households who avoided eviction.		out of	
FNPI 4f	The number of households who avoided foreclosure.		out of	
FNPI 4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).		out of	
FNPI 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.		out of	
Other			out of	
Other			out of	
Other			out of	
<b>Health and Social / Behavioral Development</b>				
FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).		out of	
FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.		out of	
FNPI 5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.		out of	
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.		out of	
FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.		out of	
FNPI 5f	The number of seniors (65+) who maintained an independent living situation.		out of	
FNPI 5g	The number of individuals with disabilities who maintained an independent living situation.		out of	
FNPI 5h	The number of individuals with chronic illness who maintained an independent living situation.		out of	

FNPI 5i	The number of individuals with no recidivating event for six months.		out of	
FNPI 5i.1	Youth (ages 14-17)		out of	
FNPI 5i.2	Adults (ages 18+)		out of	
Other			out of	
Other			out of	
Other			out of	
<b>Civic Engagement and Community Involvement</b>				
FNPI 6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.		out of	
FNPI 6a.1	Of the above, the number of Community Action program participants who improved their leadership skills.		out of	
FNPI 6a.2	Of the above, the number of Community Action program participants who improved their social networks.		out of	
FNPI 6a.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.		out of	
<b>Outcomes Across Multiple Domains</b>				
FNPI 7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.		out of	
Other			out of	
Other			out of	
Other			out of	

**ATTACHMENT C  
CSBG DESCRIPTION OF COORDINATION - SPECIFIC ACTIVITIES**

*The purpose is to obtain a list of resources that allow your organization to offer the services and/or products your agency provides. Please list support resources that make it possible to provide programming.*

<b>PROGRAM NAME:</b>	
<b>CONTACT PERSON:</b>	<b>Phone:</b>

SOURCE	TYPE			DESCRIBE	DOLLAR VALUE - LIST AMOUNTS				
	Cash/Gr	In-kind	Volunte		Federal	State	Local	Private	TOTAL FUNDS
Who/Where provides support to your agency	Check One			Brief description of how the funds are used toward the CSBG funded projects	Specify the source of the funds, including the value of any in-kinds goods and services.				
FCAOG 03-10				<b>TOTALS</b>					

**Available Funds for Project:**

**PLEASE NOTE:** Consideration of all requests for funds will be contingent upon the actual award notification from the State of PA and **there is no guarantee of any specific and/or a designated level of funding.**

**Initial here to indicate your agency has read the above statement regarding funding.**

**Bidder Statement of Intent:**

The bidder hereby assures that the Request for Proposal has been reviewed by the organization’s governing body and the body has authorized submission of a proposal; that the person identified as “bidder’s representative who is the authorized negotiator” has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and contract negotiation; and that the organization intends to provide services according to the information contained in this Proposal, if selected and funded to do so.

To the best of my knowledge and belief, the data in this proposal is true and correct and the governing body of the applicant has duly authorized the enclosed documents. I understand that incomplete applications or applications submitted after the deadline will not be accepted or reviewed. By signing below, the undersigned acknowledges having read and understood the program guidelines and will be able to fully comply with the provisions of these guidelines as well as any and all additional applicable federal, state and local requirements, including procurement and financial management.

\_\_\_\_\_

Board Chairperson’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

\_\_\_\_\_

Executives Director’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name





## CENTER FOR COMMUNITY SERVICES DIRECTIVE

Title: Income Eligibility Determination for CSBG Funds  
Directive #: C2022-04  
Effective: November 1, 2022

To: Community Services Block Grant Subgrantees  
From: Denise Remillard, Director – Center for Community Services

### 1.0 Purpose

The purpose of this directive is to clarify policy concerning the determination of an individual or household's income eligibility for programs and services funded partially or wholly with Community Services Block Grant (CSBG).

### 2.0 Revision History

This CSBG Directive is effective November 1, 2022, and replaces C2020-04.

### 3.0 Policy

This directive applies to all applicants or participants of CSBG-funded services using the regularly allocated CSBG funding. CSBG or any other program income eligibility determination should be integrated as part of the agency's intake process. This will help ensure clients' eligibility and clearly define client eligibility to participate in agency programs and services.

- A. If CSBG funds are used primarily to support agency administration, then the agency should follow income eligibility determination for the particular services a client receives.
- B. If CSBG funds are directly used to wholly support a program, then CSBG income eligibility determination should be used for the clients participating in the program or receiving those services.
- C. If CSBG funds are used to partially support direct program expenses, an equal percentage of the clients being served must meet CSBG income eligibility. For example, if a program is supported 20 percent by CSBG funds, 20 percent of the clients participating in the program or receiving that service **must** meet CSBG eligibility requirements.

To qualify for services funded by CSBG, a participant's income in relation to their family unit size may

not exceed of the Federal Poverty Level (FPL). Income eligibility determination is based on total family unit income for the thirty-day (30) period immediately preceding the date of application for services. However, the FPL is based on annual income. Annual income can be calculated by multiplying income for the past thirty (30) days by twelve (12) months.

- A. FPL is determined by the Department of Health and Human Services (HHS) and published annually at [www.hhs.gov](http://www.hhs.gov).
- B. HHS publishes the FPL on its website and updates it each January for the current year.
- C. Subgrantees are responsible for using the most recently published FPL and should update these levels as often as they are updated by HHS.

#### Income Determination

- A. Income Inclusions - Income is the total of:
  - 1. Salaries
  - 2. Wages,
  - 3. Dividends,
  - 4. Interest,
  - 5. Social Security retirement benefits,
  - 6. Unemployment compensation and
  - 7. Other cash receipts of all family members and other individuals residing in the applicant's house/domicile.
- B. Income Exclusions
  - 1. Temporary Assistance for Needy Families (TANF) and General Assistance (GA) payments,
  - 2. Social Security Disability Insurance (SSDI) payments,
  - 3. Supplemental Security Income (SSI) and training program stipends,
  - 4. Social Security survivor's benefits,
  - 5. Income from unrelated persons such as lodgers, foster children, wards, or employees who reside in the household which are separate family units for purposes of CSBG eligibility,
  - 6. Income from emancipated minors who are considered separate family units for calculating income, and
  - 7. Salary or wages earned by children under the age of eighteen residing in the applicant's house or domicile.
- C. Determining Income Eligibility for Wards of the Court, Foster Children and Persons with Disabilities
  - 1. Wards of the Courts: Public funds used to support youths who are wards of the court should not be regarded as income. Certifying documentation may include letters or documents from the court, local family and children service agency or similar organizations stating that the youth is a ward of the court. No other eligibility documentation will be required unless the youth receives some other source of income that falls within the CSBG definition of income.

2. Foster Children: Neither public funds for the youth's support nor the foster family's income should be used for income eligibility determination of foster children. Public support for the youth should be regarded the same as TANF cash assistance payments. Certification may be made by the foster parents, local family and youth services agencies, County Assistance Office (CAO), or similar organizations.

D. Acceptable Documentation of Eligibility and Income

1. Salary or wage statements or W-2 forms,
2. Telephone verification, signed statement, or official document from the CAO or Social Security Administration (SSA) stating the family unit receives TANF, GA, SSI, SSDI, or Social Security retirement payments,
3. Verification of income received from an agency providing subsidized day care services or subsidized housing,
4. Verification of free or reduced lunch status from the school district, or
5. A self-declaration statement, signed and dated by the applicant, or in the case of a minor his/her parent or guardian, certifying that the family unit income does not exceed 200% of the FPL. Additionally, an explanation should be documented in the client file indicating why a self-declaration was used. ***This method of documentation should only be used for the first 90 days of service. If an applicant does not produce proof of income within 90 days of initial service, a redetermination must be performed, or service may be terminated.***

These documents and associated signatures may be obtained electronically if necessary.

The only exception to income documentation requirements is for services provided by outreach and referral programs.

E. Frequency of Determination

1. Following the initial determination of income eligibility, redetermination must be made annually every 365 days to ensure any major life events such as employment status, birth of a child, divorce, etc., are reflected in the family's eligibility for persons receiving continuous service. Should the agency become aware of a change in the income status of the family/individual, such as an increase in income, a redetermination should be performed as soon as is feasible.
2. Redetermination is necessary if 90 days elapse between initial determination and the start of any program or service.

#### 4.0 Effective Date

This directive takes effect November 1, 2022, and replaces C2020-04. Only a directive from the Department's Center for Community Services or its equivalent may countermand any statement herein contained.

cc: Center for Community Services Staff  
Fiscal Management Center, DCED



## **Attachment E: ROMA Training**

The Department of Community and Economic Development (DCED) aims to emphasize the importance of implementation and utilization of the Results Oriented Management and Accountability (ROMA) system among CSBG eligible entities. The directive C2019-08, also reinforces training requirements for staff, boards, and subcontractors of eligible entities.

The federal CSBG act requires that eligible entities participate in a performance management system such as ROMA. This system is intended to be implemented as the method by which agencies measure their performance in promoting self-sufficiency, family stability, and community revitalization. The ROMA system has 3 national goals:

- Individuals and families with low incomes are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.

These goals establish a basis for results-oriented plans and activities. Together with the other elements of performance management- Organizational Standards and the CSBG Annual report indicators- ROMA assists agencies in becoming strong, well managed CEEs capable of making significant impacts in the lives of individuals and communities. Additionally, the national goals support the concept of success with support from a variety of funding sources organized around individual and community outcomes within an agency and in collaboration with other service providers. It is imperative that all activities in the cycle are completed.

Because of the importance of ROMA, it is imperative that directors, staff, subcontractors, and board members are sufficiently and regularly trained on the ROMA cycle and principles:

### **Directors, Staff, and Subcontractors**

Directors and staff of CEEs should receive a full day Intro to ROMA training session conducted by a certified ROMA trainer. Every 24 months thereafter these staff members should receive refresher training in the form of either a repeat of Intro to ROMA led by an NCRT or the supplemental training led by

either an NCRT or NCRI that digs deeper into the principles of the modules and how they are applied at the agency and in their own work. It is strongly recommended that scheduling for in-person training be planned far enough in advance that the time

requirement is upheld.

### **Nationally Certified ROMA Trainers/Implementers**

Center for Community Action has one ROMA Certified Trainer and one ROMA Certified Implementer to provide ROMA training. Those that have already had ROMA training, through previous CSBG funding, through CCA, will only need a two-hour refresher course. Those agencies that are newly selected will need a half-day of training. This training will be provided by CCA's certified ROMA trainer. All staff involved with CSBG administration must attend.

