CSBG State Plan

Program Name: Community Services Block Grant
Grantee Name: SOCIAL SERVICES SOUTH DAKOTA DEPARTMENT
Report Name: CSBG State Plan
Report Period: 10/01/2026 to 09/30/2027
Report Status: Saved -- Validated

Report Sections

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No: 0970-0382
Expires:08/31/2028

COVER PAGE

* 1.a. Type of Submission:	* 1.b. Frequency:	* 1.c. Consolidated Application/ Plan/Funding Request?	* 1.d. Version:
○ Application ◉ Plan ○ Other (2 Year)	○ Annual ◉ Other (2 Year)	Explanation:	◉ Initial ○ Resubmission ○ Revision ○ Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

*** a. Legal Name: SOCIAL SERVICES SOUTH DAKOTA DEPARTMENT**

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational UEI:
1466000364D5	P48YKBCML619

*** d. Address:**

* Street 1:	700 GOVERNORS DRIVE	Street 2:	
* City:	Pierre	County:	
* State:	SD	Province:	
* Country:	United States	* Zip / Postal Code:	57501 - 2291

e. Organizational Unit:

Department Name:	Division Name:
Social Services	Economic Assistance

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name:	Middle Name:	* Last Name:
	Lori	A	Clark
Suffix:	**Title:**	**Organizational Affiliation:**	
	CSBG Program Specialist II		
*** Telephone Number:**	**Fax Number**	*** Email:**	
(605) 941-3846	(605) 367-3230	Lori.clark@state.sd.us	

*** 8a. TYPE OF APPLICANT:**
A: State Government

b. Additional Description:

*** 9. Name of Federal Agency:**

Administration for Children and Families, Office of Community Services

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93569	Community Services Block Grant

11. Descriptive Title of Applicant's Project
South Dakota CSBG Application

12. Areas Affected by Funding:
All counties

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant	b. Program/Project:
SD	CSBG

Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal ($):	b. Match ($):
10/01/2026	09/30/2027	$0	$0

*** 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**

a. This submission was made available to the State under the Executive Order 12372

Process for Review on :

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

* 17. Is The Applicant Delinquent On Any Federal Debt?

○ YES

◉ NO

Explanation:

18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I Agree ☑

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)

Attach supporting documents as specified in agency instructions.

Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

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SECTION 1
CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

1.1. Identify whether this is a One-Year or a Two-Year Plan	○ one-year ◉ two-year	
1.1a. Provide the federal fiscal years this plan covers:	**Year One**2027	**Year Two**2028

1.2.Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.

Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

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

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

☐	**Lead Agency**	☐	**Department Type**	☐	**Department Name**
☐	**Authorized Official**	☐	**Street Address**	☐	**City**
☐	**Zip Code**	☐	**Office Number**	☐	**Fax Number**
☐	**Email Address**	☐	**Website**		

1.2a. Lead agency	SD Department of Social Services

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

- ○ Community Affairs Department
- ○ Community Services Department
- ○ Governors Office
- ○ Health Department
- ○ Housing Department
- ○ Human Services Department
- ◉ Social Services Department
- ○ Other, describe

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official	SD Dept of Social Services

1.2d. Authorized Official of the Lead Agency

Name: Matthew K. Althoff	**Title:** Cabinet Secretary of SD Dept of Social Services		
1.2e. Street Address	700 Governors Drive		
1.2f. City	Pierre	**1.2g. State**SD	**1.2h. Zip** 57501
1.2i. Telephone number 605 **773 - 3165 ext.**	**1.2j. Fax number** 605 **773 - 4855**		
1.2k. Email address matt.althoff@state.sd.us	**1.2l. Lead agency website www.dss.sd.gov**		

1.3. Designation Letter:

***Attach the state's official*CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.**

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

Has Information regarding to the state point of contact has changed since the last submission of the State Plan? ◉ **Yes** ○ **No**

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

☐	Agency Name	☐	Point of Contact	☑	Street Address
☐	City	☑	Zip Code	☑	Office Number
☐	Fax Number	☐	Email Address	☐	Website

1.4a. Agency Name SD Department of Social Services

1.4b Point of Contact Name

Name: Lori Clark	Title: Program Specialist II		
1.4c. Street Address	1501 S Highline Ave Suite 2C		
1.4d. City	Sioux Falls	1.4e. StateSD	1.4f. Zip 57110

1.4g. Telephone Number 605 941 - 3846 ext. 1.4h. Fax Number 605 367 - 3230

1.4i. Email Address lori.clark@state.sd.us 1.4j. Agency Website www.dss.sd.gov

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

There is currently a state Community Action Association within the state. ○ Yes ◉ No

Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? ○ Yes ◉ No

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

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

1.5a. Agency Name Inter-Lakes Community Action Agency

1.5b. Executive Director or Point of Contact

Name: Tammie Denning	Title: South Dakota Community Action Executive Director		
1.5c. Street Address	409 N. Western Ave		
1.5d. City	Sioux Falls	1.5e. StateSD	1.5f. Zip 57104

1.5g. Telephone number 605 334 - 2808 ext. 202	1.5h. Fax number 605 221 - 0788
1.5i. Email Address tdenning@interlakescap.com	1.5j. State Association Website www.interlakescap.com

1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead ○ Yes ◉ No

Section 2: State Legislation and Regulation

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SECTION 2
State Legislation and Regulation

2.1. CSBG State Legislation:
State has a statute authorizing CSBG ○ **Yes** ◉ **No**

2.2. CSBG State Regulation:
State has regulations for CSBG ○ **Yes** ◉ **No**

2.3. Legislation/Regulation Document: ***Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.***

2.4. State Authority:
Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

2.4a. Authorizing Legislation: State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year ○ **Yes** ◉ **No**

2.4b. Regulation Amendments: State established or amended regulations for CSBG last federal fiscal year ○ **Yes** ◉ **No**

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SECTION 3
State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:
Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.

The South Dakota Department of Social Services vision is "Strong families - South Dakota's foundation and our future." The SDDSS mission is "Strengthening families to foster health, wellbeing, and independence". The Department of Social Services is an umbrella agency for the Divisions of Behavioral Health, Child Protection, Child Support Enforcement, Economic Assistance, Medicaid, and Licensing Boards. The Cabinet Secretary selected Economic Assistance to administer the Community Services Block Grant. Economic Assistance also administers SNAP, Energy and Weatherization, TANF, Medicaid, Child Health Insurance Program, Child Care Services, and Auxiliary Placement. A primary goal of the Division is to promote wellbeing of and provides support for families, children, individuals, elderly and persons with disabilities by offering areas of support through medical, nutritional, and financial services. Referrals to other resources are provided and CSBG is one of those.

3.2. State Plan Goals:
Describe the state's CSBG-specificgoals for state administration of CSBG under this State Plan.

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

The goals set by the State of South Dakota continue to be: 1. Promote results oriented activities and services to assist individuals, families and communities in poverty to move toward self-sufficiency. 2. Communicate and work collaboratively with the four Community Action Agencies in identifying training and technical assistance needs. 3. Evaluate agency performance through annual monitoring using the OCS organizational standards and other pertinent measures of performance and provide a response within 30 days. 4. For agencies not meeting the organizational standards, develop technical assistance plans or quality improvement plans. 5. Complete annual reports including data collection within required timeframes to OCS. 6. Improve general performance and use of data as measured by the ACSI.

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

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

- [x] **State Performance Indicators and/or National Performance Indicators (NPIs)**
- [ ] **U.S. Census data**
- [x] **State Performance Management Data** ***(e.g., accountability measures, ACSI survey information, and/or other information from annual reports)***
- [x] **Monitoring Visits/Assessments**
- [ ] **Tools Not Identified Above** ***(specify)***

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

- [x] **Eligible Entity Community Needs Assessments**
- [x] **Eligible Entity Community Action Plans**
- [x] **Public Hearings/Workshops**
- [ ] **Tools Not Identified Above (e.g., State required reports)[specify]**

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

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

3.4. Eligible Entity Involvement

3.4a. State Plan Development Describe the specific steps the State took in developing the State Plan to involve the eligible entities.

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

The four Community Action Agencies and the South Dakota Community Action Executive Director (association) receive a draft plan for review and comment. Adjustments are made based on their suggestons.The state plan is then discussed as a group prior to public inspection and finalization.

3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to:

1) encourage eligible entity participation and
2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.
If the State is not making any adjustments, provide further detail.

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

No adjustments are necessary.

3.5. Eligible Entity Overall Satisfaction:
Provide the State's target for eligible entity Overall Satisfaction during the performance period:

Year One	83	**Year Two**	85

Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.
(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)

Section 4: CSBG Hearing Requirements

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SECTION 4
CSBG Hearing Requirements

4.1. Public Inspection:
Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

The state draft plan was presented to the SD Community Action Agencies and the State Community Services Executive Director (association) on June 25, 2026.The resulting draft was then made available by postal mail or email, for anyone requesting a copy and was posted on the SD DSS website for further review and comment. Notice of the period of public inspection and the public hearing was placed in four major newspapers in the state, which included at least one from each of the service areas of the Community Action Agencies. The public hearing for the SD Community Services Block Grant for FFY2027 and 2028 will held August 12, 2026.

4.2. Public Notice/Hearing:
Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required underSection 676(a)(2)(B) of the CSBG Act.

A copy of the State Plan was made available by postal mail or email to anyone requesting a document of it and the draft plan was posted on the SD DSS website. Notice of the period of public inspection and the public hearing was placed in four major newspapers in the state, representing each of the service areas of the Community Action Agencies. Comments on the plan could be made either in person or in writing to the CSBG Program Specialist prior to the public hearing.

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

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	08/12/2026	Sioux Falls SD	Public	☐
2	01/21/2026	Pierre SD	Legislative	☐

NOTE : States can add rows as needed for each hearing as needed

4.4. Attach supportingdocumentation or a hyperlink for the public and legislative hearings.

Section 5: CSBG Eligible Entities

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SECTION 5
CSBG Eligible Entities

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

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

Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Inter-Lakes Community Action Partnership, Inc.	Brookings County, Clark County, Codington County, Deuel County, Grant County, Hamlin County, Kingsbury County, Lake County, Lincoln County, McCook County, Miner County, Minnehaha County, Moody County, Turner County	Non-Profit	Community Action Agency
2	Northeast South Dakota Community Action Program	Beadle County, Brown County, Campbell County, Day County, Edmunds County, Faulk County, Hand County, Hughes County, Hyde County, Marshall County, McPherson County, Potter County, Roberts County, Spink County, Stanley County, Sully County, Walworth County	Non-Profit	Community Action Agency
3	Rural Office of Community Services, Inc.	Aurora County, Bon Homme County, Brule County, Buffalo County, Charles Mix County, Clay County, Davison County, Douglas County, Gregory County, Hanson County, Hutchinson County, Jerauld County, Jones County, Lyman County, Mellette County, Sanborn County, Todd County, Tripp County, Union County, Yankton County	Non-Profit	Community Action Agency
4	Western South Dakota Community Action Agency, Inc.	Bennett County, Butte County, Corson County, Custer County, Dewey County, Fall River County, Haakon County, Harding County, Jackson County, Lawrence County, Meade County, Pennington County, Perkins County, Ziebach County	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 4

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

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

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

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)

CSBG Eligible Entity	Reason	Delete

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

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

Section 6: Organizational Standards for Eligible Entities

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SECTION 6
Organizational Standards for Eligible Entities

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

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

(•) COE CSBG Organizational Standards ( ) Modified version of COE CSBG Organizational Standards ( ) Alternative set of Organizational Standards

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

N/A

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

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

(•) There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

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

- [ ] **Regulation**
- [x] **Policy**
- [x] **Contracts with eligible entities**
- [ ] **Other, describe:**

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

- [ ] **Peer-to-peer review *(with validation by the State or state-authorized third party)***
- [ ] **Self-assessment *(with validation by the State or state-authorized third party)***
- [ ] **Self-assessment/peer review with state risk analysis**
- [ ] **State-authorized third party validation**
- [x] **Regular, on-site CSBG monitoring**
- [ ] **Other**

6.3a. Assessment Process: Describe the planned assessment process.

South Dakota conducts annual monitoring of all four Community Action Agencies, exceeding the requirement to monitor once every three years. The CSBG Program Specialist uses a monitoring assessment tool that incorporates the Organizational Standards, which have been in place since 2014. This tool is reviewed and updated each year to reflect current reporting requirements and program changes. Before the monitoring visit, the assessment is sent to the agency's Executive Director for review and to collect necessary documentation. During the visit, the agency must provide electronic or paper copies of documents that demonstrate compliance, including board minutes, bylaws, personnel policies, and other supporting materials. The full assessment is reviewed and completed during the on-site visit. If a standard is not met, the parties discuss the agency's progress toward compliance, including timelines and whether technical assistance is needed. Based on this discussion, the State determines appropriate next steps, which may include 30-day follow-up, development of a Technical Assistance Plan (TAP), or issuance of a Quality Improvement Plan (QIP). If no issues are identified, the final monitoring document is signed and returned to the agency within 30 days. For minor issues, the agency submits proof of resolution before the completed document is returned within the same timeframe. In cases involving compliance issues, the State issues a formal letter outlining the concern, required corrective action, and deadlines. Once compliance is achieved, the final monitoring document is signed and provided to the agency within 30 days. The DSS Office of

Provider Reimbursements and Audits completes Section 8 of the Organizational Standards, which covers financial requirements. Their review uses random sample document submissions, and any findings result in a more detailed assessment. Feedback from this process is shared with the CSBG Program Specialist.

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

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 0

CSBG Eligible Entity	Description / Justification	Delete

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period

Year One	100%	**Year Two**	100%

Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

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SECTION 7
State Use of Funds

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

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

- ○ Historic
- ○ Base + Formula
- ◉ Formula Alone
- ○ Formula with Variables
- ○ Hold Harmless + Formula
- ○ Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.
The process of allocating CSBG funds to the eligible entities has not changed. The State gathers statistics of persons living at 125% fpl and below in each county and in the state. The percentage of persons living at the level of poverty in each service area is calculated as a percentage of all persons living at 125% FPL in the state. There is an adjustment in the number of persons living in poverty made in six counties (Ogalala Lakota, Jackson, Charles Mix, Todd, Marshall, and McPherson) due to those persons eligible to be served by the four CSBG allocations given directly to the Oglala, Rosebud, Yankton, and Sisseton-Wahpeton Sioux Tribes. Statistics from the 2010 United States Census were the source of the total county population, persons living at this level of poverty, and the number of persons to be served by the four allocations given to the tribes. That percentage determines the amount of each agencys allocation. 90% of CSBG funds for each FFY is allocated to the agencies; 5% discretionary funds are also provided to be used for emergency services; and any carry over from the State Administration of 5% is calculated back to the agencies in their allotment as well. The discretionary amount and the State Administration are allocated to each agency using the same formula as the 90% explained above.

7.1b. Statue: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? ○ **Yes** ◉ **No**

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

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

Year One	90.00%	**Year Two**	90.00%

Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount $	Delete
Inter-Lakes Community Action Partnership, Inc.	$1,098,199	
Northeast South Dakota Community Action Program	$493,715	
Rural Office of Community Services, Inc.	$680,441	
Western South Dakota Community Action Agency, Inc.	$892,485	
Total	$3,164,840	

CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount $	Delete
Inter-Lakes Community Action Partnership, Inc.	$1,098,199	
Northeast South Dakota Community Action Program	$493,715	
Rural Office of Community Services, Inc.	$680,441	
Western South Dakota Community Action Agency, Inc.	$892,485	
Total	$3,164,840	

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

The State provides an estimated allocation to the agencies based on the most recent federal award letter in the amount of 90% funds, 5% discretionary, and any state administration carry over in mid to late March, allocated as explained in 7.1a. Funds are allocated formally by contracts in May for the contract year beginning June 1 to May 31. Once under contract, each agency submits a Financial Status Report (FSR) requesting reimbursement of funds spent within a specified timeframe. The FSR cash draw request shows the amount actually spent in that time period, the expenses paid year to date and the remaining award balance. These cash draw requests are paid out within 3 weeks or less.
7.3a Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible

entities:

(•) Reimbursement

( ) Advance

( ) Hybrid

( ) Other

7.4. Distribution Timeframe:
Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? (•) Yes ( ) No

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

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

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

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

The strategy for improving procedures remains the same. South Dakota received the most current ACSI scores and determined any areas of improvement. The state continues to work with the agencies in: Providing at most a 3 week turn around of FSR requests; Open-door communication style with each agency and on a scheduled quarterly call; and having the agencies more involved in reviewing the State Plan prior to the public hearing. The ACSI score significantly improved from a previous score of 58 to the most recent score of 83.

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

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

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

Year One (0.00%)	5.00	**Year Two (0.00%)**	5.00

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

Year One	2.00	**Year Two**	2.00

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

Year One	1.00	**Year Two**	1.00

7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described inSection 675C(b)(1) of the CSBG Act? (•) Yes ( ) No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One (0.00%)	5.00%	**Year Two (0.00%)**	5.00%

Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

Note: This response will link to the correspondingassurance, Item 14.2.

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

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

Remainder/Discretionary Fund Uses	Year One Planned $	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	$0.00	**These planned services/activities will be described in State Plan Item 8.1.**
7.9b. Coordination of state-operated programs and/or local programs	$0.00	**These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.**
7.9c. Statewide coordination and communication among eligible entities	$0.00	**These planned services/activities will be described in State Plan Section 9, state Linkages**

		and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	$0.00	
7.9e. Asset-building programs	$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	$0.00	
7.9g. State charity tax credits	$0.00	
7.9h. Other activities, specify in column 3	$165,337.00	Discretionary provided to agencies to be used for emergency services
Total	$165,337.00	

Remainder/Discretionary Fund Uses	Year Two Planned $	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	$0.00	**These planned services/activities will be described in State Plan Item 8.1.**
7.9b. Coordination of state-operated programs and/or local programs	$0.00	**These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.**
7.9c. Statewide coordination and communication among eligible entities	$0.00	**These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.**
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	$0.00	
7.9g. State charity tax credits	$0.00	
7.9h. Other activities, specify in column 3	$165,337.00	Discretionary provided to agencies to be used for emergency services
Total	$165,337.00	

7.10. Remainder/Discretionary Funs Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.
[Check all that apply and narrative where applicable]

- ☐ **The state directly carries out all activities (No Partnerships)**
- ☐ **The state partially carries out some activities**
- ☑ **CSBG eligible entities *(if checked, include the expected number of CSBG eligible entities to receive funds)* 4**
- ☐ **Other community-based organizations**
- ☐ **State Community Action association**
- ☐ **Regional CSBG technical assistance provider(s)**
- ☐ **National technical assistance provider(s)**
- ☐ **Individual consultant(s)**
- ☐ **Tribes and Tribal Organizations**
- ☐ **Other**

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

7.11. Use of Remainder/Discretionary Funds Performance Management Adjustment:
Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

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

Any funds remaining from the States administrative 5 percent, along with all discretionary funds, are distributed to agencies using the same formula as the 90 percent funds. Discretionary funds are intended for emergency services as defined by each agency. Appropriate uses include food, shelter, utilities, medical needs, and other urgent assistance. The State does not intend to change how discretionary funds are used, as agencies have consistently and accurately applied these funds within the established timelines. The four agencies also supplement the amount of available emergency assistance by using a portion of their CSBG allocation or other funding sources. The State views these emergency-designated funds as critical to supporting the low-income individuals and families served through CSBG.

Section 8: State Training and Technical Assistance

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SECTION 8
State Training and Technical Assistance

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

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

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q3	Training	ROMA	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q3	Training	Technology	

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan *(as indicated in the Remainder/Discretionary Funds table in item 7.9):*

Year One	$0	Year Two	$0

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The Program Specialist meets with the Community Services Executive Director (association) to develop a survey related to T/TA needs, which is sent to the agencies to complete. From the survey results, the State T/TA plan is developed. The T/TA plan is sent to the agencies for review and feedback and the final plan is sent to the Regional Performance and Innovation Consortia in North Dakota as they are Region 8's lead.(RPIC is funded by OCS cooperative agreement to support state and regional strategy for collaboration, capacity-building, and practice in the CAA network.) $2,000 in training allowance is provided to the agencies yearly. SD deducts this $2,000 from the State Administration carry over balance and is provided to the agencies as part of their initial allocation of $500 each.

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

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

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The State of South Dakota conducts annual program monitoring of each agency. Following the visit the Program Specialist provides a draft document to the agency within 30 days. The agency has an opportunity to offer corrections or additions. If documentation was missing at the time of review, it may be offered by the 30 day timeframe and will be accepted (examples, approved BOD minutes, updated BOD roster, etc.) Corrections or additions will be considered, but may not be accepted. The monitoring document is finalized. If there are findings, a formal letter is sent with the findings outlined and technical assistance is offered. IM116 would be followed. If the agency corrects within 60 days, no further action is taken and a formal letter is sent accepting the correction. If the agency responds with a plan within 60 days, a TAP is created with monthly follow up. A formal letter is sent when complete. On-site monitoring in 2023 show all 4 agencies to be in compliance in all areas. Monitoring for 2024 is currently underway.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. *[Check all that apply.]*

- ☐ **All T/TA is conducted by the state**
- ☑ **CSBG eligible entities *(if checked, provide the expected number of CSBG eligible entities to receive funds)*** **4**
- ☐ **Other community-based organizations**
- ☑ **State Community Action association**
- ☐ **Regional CSBG technical assistance provider(s)**
- ☐ **National technical assistance provider(s)**
- ☐ **Individual consultant(s)**
- ☐ **Tribes and Tribal Organizations**
- ☐ **Other**

8.4.CSBG-Funded T/TA Performance Management Adjustment:Describe adjustments the state made to the training and technical assistance

plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated withState Accountability Measures 3Sdmay pre-populate the state's annual report form

The state provides to each agency $500 for training costs from the carry over administration funds of 5%. The Community Action Program Executive Director (association) and State CSBG Program Specialist set up the requested training. Any remaining funds from the States allocated Administrative 5% is also provided to the agencies with the flexibility to propose using these funds to pay for staff training. The State and the SD CAP review the surveys delivered to the agencies during the development of the T/TA document and also participate in the Region VIII RPIC where state T/TA needs are identified and plans made to provide those trainings.

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SECTION 9
State Linkages and Communication

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

9.1. State Linkages and Coordination at the State Level:
Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).
Describe additional information as needed.

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

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

Linkages and coordination are the primary resource for access to CSBG and other services to individuals, families, and communities. State entities and eligible entities work through coalitions and other formal and informal relationships to address identified needs that are currently unmet by other agencies or groups. A variety of issues such as housing (including on reservation areas), needs of incarcerated and paroled persons and their families, community gardens and farmers markets, and thrift stores in remote and rural areas exist. These needs are addressed through linkages with funding sources, governmental agencies, non-profits, and other interested individuals and agencies. The Community Needs Assessment is often the source for identifying unmet or inadequately met needs. The Agency Board of Directors and the agency staff become a catalyst for responding to these needs and aid in increasing access to other resources.

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

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

The Community Action Agencies are required to report annually through the Online Data Collection (OLDC) their linkages and number of partnerships within those agencies. Linkages are also gathered during the States annual monitor. The agencies identify nearly 1000 entities with which they link to provide services to low-income individuals and families. This is critical to South Dakota as we are a very rural state and no one agency is able to provide all the services that are needed. Work is performed by making and receiving referrals, coordinating efforts, ongoing communication, avoiding duplication and maximizing opportunities via linkages.

9.3. Eligible Entity Linkages and Coordination

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

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

The Community Action Agencies are required to report annually through the Online Data Collection (OLDC) their linkages and number of partnerships within those agencies. Linkages are also gathered during the States annual monitor. The agencies identify nearly 1000 entities with which they link to provide services to low-income individuals and families. This is critical to South Dakota as we are a very rural state and no one agency is able to provide all the services that are needed. Work is performed by making and receiving referrals, coordinating efforts, ongoing communication, avoiding duplication and maximizing opportunities via linkages.

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:
Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case

management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

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

The Community Action Agencies work collaboratively with other businesses, non-profits, governmental entities, health services, tribal entities, and other linkages to identify needs, seek and develop strategies, and respond accordingly. This includes completing the Community Needs Assessment and analyzing those results. All SD agencies in the state provide case management to their clients. Memorandums of understanding and information posted on the agencies websites and other social media, allow them to assist low-income individuals and families in receiving services to move toward self-sufficiency. For example, if there is a need for child care services in a particular community the agency works with their linkages in determining the best method to ensure this need is met.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:
Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act *(as required by the assurance under Section 676(b)(5) of the CSBG Act)?* ○ **Yes** ◉ **No**

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

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

9.4b. Employment and Training Activities: If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

South Dakota submitted a State Unified Plan rather than a combined plan. The Combined Plan involves report input and submission from all core and required WIOA partners in the same plan, whereas a Unified State Plan focuses upon the Core Partners (the four titles of WIOA) and how those core partners will work with the required partners such as TANF, Housing, Job Corps, SCSEP, etc. This is done through MOUs and other devised strategies. The intended outcome is the same, agencies working together to get individuals the resources needed to better their lives through education, training, skills development, employment and other support mechanisms. There are no additional activities due to the SD Unified Plan.

9.5. Emergency Energy Crisis Intervention:
Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act).

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

In South Dakota, the Low Income Energy Assistance Program is implemented through the SD DSS Division of Economic Assistance. CSBG is administered through this same division but with different lead staff. The program staff and administrators of LIHEAP and CSBG coordinate efforts to meet the needs of the emergency services offered by the eligible entities.

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

Note: this response will link to the corresponding assurance, item 14.9.

The eligible entities are required to sign assurances as part of the annual Community Action Plan. These assurances are similar to those that the State signs. During annual monitoring, partnerships and linkages are identified, including faith-based organizations, charitable groups, and community organizations which assist in meeting the needs of their clients and communities.

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

Note: this response will link to the corresponding assurance, item 14.3c.

At least 90% of CSBG funds are required to be used to maximize and leverage additional and private resources, funds, and grants. The use of these funds assist low-income individuals, families and communities to move toward self-sufficiency. Discretionary funds are also provided to the eligible entities to use for emergency services.

9.8. Coordination among Eligible Entities and State Community Action Association:
Describe state activities for supporting coordination among the eligible entities and the state community action association.

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

There are four eligible entities throughout the small, rural state of South Dakota. The agencies serve geographically large service areas, with smaller satellite sites staffed by part-time or full-time staff. Agencies use county-based Community Action Teams and Community Case Management. Volunteers also implement programs in the counties being served. There is not a formal Community Action Association in SD. A staff person from one agency services as the State Coordinator for the Association as the Community Services Director for CSBG within the agency. The State Program Specialist works closely with the agencies and the Community Services Director to ensure training and/or technical assistance is provided. The State provides $500 to each agency per year to assist with costs of training and technical assistance.

9.9. Communication with Eligible Entities and the State Community Action Association:
In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Biannual	Public Notice	
State Plan Development	Biannual	Meetings/Presentation	

Organizational Standards Progress	Annually	Other	Annual Monitoring
State Accountability Measures Progress	Annually	Meetings/Presentation	
Community Needs Assessments/ Community Action Plans	Triennial	Letters/Hard Copies	
State Monitoring Plans and Policies	Annually	Letters/Hard Copies	
Training and Technical Assistance (T/TA) Plans	Annually	Meetings/Presentation	
ROMA and Performance Management	Annually	Meetings/Presentation	
State Interagency Coordination	Upon Request	Email	
CSBG Legislative/Programmatic Updates	As needed	Meetings/Presentation	
Tripartite Board Requirements	Annually	Letters/Hard Copies	

9.10. Feedback to Eligible Entities and State Community Action Association:
Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

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

The Program Specialist for CSBG meets with the four agencies quarterly. The CSBG Program Specialist meets as needed with each agency Executive Director and staff they choose to have attend to ensure any training and technical needs are being met, CSBG updates are given, and to generally communicate about the program and services being provided. Annual monitoring conducted by the Program Specialist ensures compliance to work plans and a review of performance outcomes.

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

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

The ACSI of 2021 results demonstrated the agencies request to be more involved in the development of the State Plan. This change has taken place and once the CSBG Program Specialist outlined the State Plan it was sent to the agencies for review and comment. A meeting with all agencies was held to make adjustments prior to a final review with the DSS Division Director and the public hearing. As stated above, monthly, quarterly and as-needed meetings take place to ensure satisfactory communication continues between the state and the agencies.

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SECTION 10
Monitoring, Corrective Action, and Fiscal Controls

Monitoring, Corrective Action and Fiscal Controls
(Section 678B(a) of the Act)

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Inter-Lakes Community Action Partnership, Inc.	Full On-site	Onsite Review	FY1 Q3	09/24/2025	09/24/2025	
2	Northeast South Dakota Community Action Program	Full On-site	Onsite Review	FY1 Q3	09/17/2025	09/17/2025	
3	Rural Office of Community Services, Inc.	Full On-site	Onsite Review	FY1 Q4	11/24/2025	11/24/2025	
4	Western South Dakota Community Action Agency, Inc.	Full On-site	Onsite Review	FY1 Q4	11/04/2025	11/04/2025	

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Inter-Lakes Community Action Partnership, Inc.	Full On-site	Onsite Review	FY2 Q3	09/24/2025	09/24/2025	
2	Northeast South Dakota Community Action Program	Full On-site	Onsite Review	FY2 Q3	09/17/2025	09/17/2025	
3	Rural Office of Community Services, Inc.	Full On-site	Onsite Review	FY2 Q4	11/24/2025	11/24/2025	
4	Western South Dakota Community Action Agency, Inc.	Full On-site	Onsite Review	FY2 Q4	11/04/2025	11/04/2025	

10.2. Monitoring Policies:
Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

Attached SD State Monitoring Policy for CSBG. Although it states may be biannually, SD has been monitoring annually for several years.

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

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

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

10.4. Closing Findings:
Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above? (•) **Yes** ( ) **No**

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

If an eligible entity fails to comply with the terms of their contract to provide services under this subtitle, or to meet appropriate standards, goals, and other requirements established by the state, including performance objectives the State will take the following steps: Inform the eligible entity by formal letter of the deficiency and the requirement to correct it. This includes an offer of training and technical assistance to assist in correcting the problem; At the States discretion, the eligible entity may be required to develop and implement a quality improvement plan within 60 days after being informed of the deficiency. Once the State approves the plan, the Secretary is notified. The State follows the progress of the plan to its end and if successful, notifies the Secretary. IM 116 is to be followed.

10.5. Quality Improvement Plans (QIPs):
Provide the number of eligible entities currently on QIPs, if applicable.

Note: The QIP information is associated withState Accountability Measures 4Sc.

0

10.6. Reporting of QIPs:
Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

Note: This item is associated withState Accountability Measures 4Sa(iii).

Within 30 days after receipt of the plan of action from the eligible entity, the State will approve or deny the Technical Assistance Plan or Quality Improvement Plan and send a formal letter explaining the decision. In the case of a QIP, the State prepares and submits to the HHS Secretary a detailed report on the determination, letter of the deficiency and the requirement to correct it. This includes an offer of training and technical assistance to assist in correcting the problem; At the States discretion, the eligible entity may be required to develop and implement a quality improvement plan within 60 days after being informed of the deficiency. Once the State approves the plan, the Secretary is notified. The State follows the progress of the plan to its end and if successful, notifies the Secretary. IM 116 is to be followed.

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

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

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

10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities? ( ) **Yes** (•) **No**

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

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

If any geographical area of the State is not, or ceases to be served by an eligible entity, the state will first collaborate with the existing CAP agencies to see if they are able to serve additional counties. If not, the Governor or the Cabinet Secretary of the Department of Social Services may solicit applications from and designate as an eligible entity to one of the following: A private non-profit that is geographically located in the unserved area and able to provide a broad range of services designed to eliminate poverty and foster self-sufficiency; A private non-profit eligible entity that is geographically located in an area contiguous to, or within a reasonable proximity of, the unserved area and is already providing related services in that area and has a tripartite board as required by the CSBG Act; Or if no private, non-profit organization is identified to be qualified, an appropriate political subdivision of the State may be appointed to serve as an eligible entity for the unserved area. A formal process for evaluating applications and officially designating a new eligible entity will be developed. The procedure will be shared with the eligible entities and public via email, newspaper announcements, state website public notice, and social media outlets.

10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities ( ) **Yes** (•) **No**

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public
IM 116 would be used as guidance. There are no written state procedures for termination of new eligible entities as that circumstance has not occurred. The CSBG Policy and Procedure manual has been updated to include a procedure for termination - attached 10.2.

10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? ( ) **Yes** (•) **No**

10.10a. If Yes, provide the citation(s) of the law and/or regulation.

10.10b. If No, describe State procedures for re-designation of existing eligible entities.
IM 116 would be used and the process described in 10.8b. The CSBG Policy and Procedure manual has been updated to include a procedure for termination. Attached 10.2

Fiscal Controls and Audits and Cooperation Assurance

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

By statute, South Dakota complies with the fund classification structure established by the Governmental Accounting and Financial Reporting Standards. Along with the fund classification, DSS uses unique identifiers in the account and center to specifically track expenditures by division, type of funding, unique federal grants, and unique programs. For the purposes to track specific grants there are three separate identifies used Company, Account, and Center. The Company is used to show what type of fund the expenditures fall in, such as Governmental Funds, Proprietary Funds, Fiduciary Funds, etc. Federal expenditures are tracked with a 2000 series. For DSS the Company is 2004. The accounting system field, called Account, is where the Chart of Accounts entries are coded. The Account is used to track what the funds are spent for, such as salaries, contracts, supplies, etc. The ninth digit of the Account is used to identify the federal grant year the costs are pertaining to. The Center is used to track expenditures in more detail. It is a twelve digit code that can be broken down into two parts Program and Funding Source. Program: First seven digits in Center are used to indicate the organizational unit charged with responsibility to expend funds. Budget Unit: a three or four digit component of Program that denotes General Appropriation Bill authority. The Budget Unit signifies the State Department and the Division within the Department. Activity: a three or four digit component of Program signifying an organization unit within an agency. Funding Source: Five digits in Center used to indicate the origin of funds and required detailed reporting levels. Source: a three digit component of the Funding Source used to identify a revenue source, such as a grant of funds tracked for a specific purpose. A comprehensive list of Sources is maintained by BFM. Source identifiers beginning with an alpha character are Major Federal Assistance Programs and are specific to a CFDA number. Sub fund: a two digit component of the Cost Center that identifies further detailed reporting or tracking levels of a funding source. The Sub fund is agency defined as needed, but it must be two digits in length. Example Company Account Center 2004 520607012 082150006602 would be the Center used for Federal Fiscal year 2024 CSBG funding.

10.12. Single Audit Management Decisions:
Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

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

When audit reports on sub-recipients are received by Provider Reimbursements and Audits Division of DSS, the material reports are recorded on a worksheet showing the name of the sub-recipient agency, the period audited, the date the report was received at DSS, and the date PRA actually reviewed the report. Uniform Guidance requires that any findings noted in the report are to be followed up on and corrective action taken is to be evaluated within six months of the date that DSS receives the report. If any findings affecting DSS awards are discovered in the audit report, PRA contacts the agency responsible for the grant to inform them of the issue. A letter is sent to the sub-recipient describing any findings noted in the report and inquiring as to the corrective action taken. Copies of this letter are also forwarded to the Administrator of the program(s) for which the finding was issued. If it is determined during the review that the sub-recipient is not meeting the requirements of the award, DSS will formally communicate all findings in a letter to the sub-recipient. The Department will give the sub-recipient 30 days to formally respond to the review findings with a written corrective action plan to be completed by the sub-recipient to ensure they are in compliance going forward. If the corrective action plan is not received with 30 days, the Department will withhold funding until the corrective action plan has been received. The plan is reviewed, further clarification may be requested, and ultimately a plan is accepted. Goals within that plan are monitored.

10.13. Assurance on Federal Investigations:
The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. (•) **Yes** ( ) **No**

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

10.13a. Federal Investigations Policies:Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? (•) **Yes** ( ) **No**

10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations.

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

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

Although a monitor can be completed once every three years, the State of SD chooses to do an on-site monitor each year. The monitor form is reviewed for any needed modifications prior to completion of the form with the agencies. It includes the organizational standards and other pertinent items. Current modifications made were adding a separate section for CARES ACT funding. The current form meets the needs of the State and the agencies to complete a thorough annual monitor.

Section 11: Eligible Entity Tripartite Board

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SECTION 11
Eligible Entity Tripartite Board

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

- [x] **Attend Board meetings**
- [x] **Organizational Standards Assessment**
- [x] **Monitoring**
- [x] **Review copies of Board meeting minutes**
- [x] **Track Board vacancies/composition**
- [ ] **Other**

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

- ○ Annually
- ○ Semiannually
- ○ Quarterly
- ◉ Monthly
- ○ As it Occurs
- ○ Other

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

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

As part of annual monitoring, the Program Specialist reviews the policy or bylaw that documents the process used to allow individuals or organizations to petition for representation on the Tripartite Board. If that action has occurred in the past year, the Program Specialist reviews the documentation related to the petition. The agencies are required to submit a current copy of the bylaws with each annual monitor. The CSBG Program Specialist meets at least annually with each agency board.

11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. ○ **Yes** ◉ **No**

11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.

Section 12: Individual and Community Eligibility Requirements

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SECTION 12
Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:
Provide the income eligibility threshold for services in the state.
[Check one item below.]

(•) 125% of the HHS poverty line ( ) X% of the HHS poverty line (fill in the threshold) ( ) Varies by eligible entity

0%	**%** ***[Response Option: numeric field]***

12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

Verifying individual or family income is completed by the intake person of each agency. A hierarchy of review occurs: A review of household income received in the past 4 weeks; or if there has been no income in that period of time, a review of any income received in the past three months; or if there has been no income in that period of time, a review of income in the past year is completed. The adjusted gross income for self-employed individuals is used from the last tax return. Seasonal workers are asked for income in the past year as they may work in more than one season. If no income is documented, individuals sign a self-declaration of eligibility. With returning clients, eligibility is completed one time per year or the first time in a year's period that an individual or family requests services. If there is a break in receiving services, the intake worker asks for any changes in income, employment, household composition, etc. since the last service request.

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

The process described in 12.1a. above is the same procedure used for emergency services.

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

The eligible entities design and implement targeted community-based services established from the community needs assessment results, customer satisfaction surveys and agency strategic planning. When agencies provide services that offer a community wide benefit, they include specific outcomes related to how they will target and benefit the community. An example of a community wide service is Thrift Stores. They provide low-income residents the ability to purchase household and personal items at a significantly reduced price. Partnerships with other organizations aide in identifying additional resources and referrals for increased self-sufficiency. Partnerships also help in preventing duplication of services or programs, provide increased expertise and knowledge of resources available, and more innovative opportunities for service development for low-income communities which promotes well-being and self-sufficiency.

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SECTION 13
Results Oriented Management and Accountability (ROMA) System

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

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

(•) The Results Oriented Management and Accountability (ROMA) System

( ) Another performance management system that meets the requirements by **Section 678E(b) of the CSBG Act**

( ) An alternative system for measuring performance and results

13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

Enacted in 1993, the Government Performance and Results Act (GPRA) was designed to improve program management throughout the Federal Government. The GPRA Modernization Act enacted in 2010 updated some of the aspects of the original GPRA. As part of this federal mandate, grantees are required to collect and report performance data using an approved measurement tool. The Community Services Network is guided by three broad anti-poverty 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; and people with low incomes are engaged and active in building opportunities in communities. To accomplish these goals, community action agencies are encouraged to undertake a number of ROMA implementation actions that focus on results-oriented management and accountability. Results-oriented management include: assess poverty needs and conditions within the community; define a clear agency anti-poverty mission for community action and a strategy to address those needs; identify specific improvements, or results, to be achieved among low-income people and the community; and implement programs, services, and activities within the agency and among partnering organizations to achieve the anticipated results. Results-oriented accountability include: to develop and implement strategies to measure and record improvements in the condition of low-income people and communities in which they live that result from community action intervention; and use outcomes to determine the overall effectiveness when reporting to the agency tripartite board and staff to determine long-range goals, support agency advocacy, funding, and community partnership activities.

13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

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

☑ **CSBG National Performance Indicators (NPIs)**

☐ **NPIs and others**

☐ **Others**

The State reviews each agencies community needs assessment summaries and their strategic plans. The agencies submit an annual community action work plan that identifies the services and programs that they will offer during the year, including those that do not use CSBG funding each contract year. Their plans discuss the services, strategies, and numbers of persons they hope to assist during the year. The plans must be approved by the state. Additionally, plans are discussed during the annual monitoring visit to determine if any changes were made to them. The agencies provide monthly reports that discuss additional issues or unmet needs that they have been identified. They submit monthly billing requests which show the funds spent in each domain, and complete amendments if funds need to be moved to another service area. Finally, annual reporting is completed within OLDC to measure their performance.

13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.

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

The activities in Section 8 for T/TA cross reference in this area as the state coordinates with the Community Service Director to determine agency needs, provide funding for training, and annual monitoring to discuss unmet needs as well. SD had a certified ROMA trainer but with that position currently vacant, the State Program Specialist and the SD Community Action Partnership Coordinator will begin to take courses to become ROMA certified. Tripartite Boards receive information on ROMA annually. For annual reporting, training has taken place and will continue as needed for entry of information into OLDC.

13.4. Eligible Entity Use of Data:
Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?

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

The State uses ROMA (logic model) as a basis for the program descriptions that the agencies submit to receive funding. In each program description they are asked what measurement or identifiers will be used to document outcomes. The annual report in OLDC submitted by each agency reports on those outcome measures as well. As part of annual monitoring, the agencies may identify services that did not meet goals and establish strategies to improve the program delivery.

Community Action Plans and Needs Assessments

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

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

Each spring, agencies are required to submit a Community Action Plan as a condition of receiving the contract. The documents required include: application information; agency certification; CSBG grant program assurances; agency work plan worksheets or community initiative forms; other sources of agency income; and proposed CSBG and agency-wide budgets. During annual monitoring further documents are collected: a summary of the latest community survey; audits and accounting systems reports; other requirements through by-laws, personnel policies, articles of incorporation/ documentation of 501 (c) (3) Status e; affirmative action plan; organizational chart; and board of directors membership and the tripartite sector each fulfills; and certifications.

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

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

The summary of the latest community survey is submitted by each eligible entity as part of the Community Action Plan and/or during annual monitoring visits so discussions can take place around any new unmet needs discovered within the year.

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

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

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

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;

(iv) to make better use of available income;

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

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

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

South Dakota agencies address needs identified through the community needs assessment, the Board of Directors, community feedback, and other sources. The Community Action Plan outlines the services and activities designed to meet both individual and community needs, and aligns each service with the appropriate National Performance Indicator. The state supports activities that assist low-income individuals and familiesincluding those receiving assistance under Part A of Title IV of the Social Security Act, individuals experiencing homelessness, migrant or seasonal farm workers, and low-income older adultsin working toward self-sufficiency. Examples of services provided by the agencies include employment assistance, transitional housing, rural transportation, small business development, food assistance, medical equipment lending, and thrift stores.

Needs of Youth

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

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

(ii) after-school child care programs;

Services offered for low-income youth, in coordination with other community resources, include Head Start and Early Head Start, summer youth program support, recreational program support, summer swim passes, school supplies, mitten and angel tree programs, and transportation for educational activities..

Coordination of Other Programs

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

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

The agencies coordinate with non-profit organizations, faith-based groups, governmental agencies, service providers, and volunteers to ensure that as much funding as possible is available to support program success. Maximizing resources, leveraging funds and grants, and fostering coordination and collaboration are central to effectively assisting individuals, families, and communities. Agencies develop linkages to fill gaps in services through information sharing, referrals, case management, and follow-up, building strong networks with staff from other service organizations to ensure accurate referrals and avoid duplication of effort. When an agency is unable to meet an individuals needs, or when another resource is more appropriate, referrals

are provided. Staff may also assume a case management role for individuals working toward self-sufficiency, coordinating with multiple agencies to help them achieve their goals. Follow-along and follow-up services are offered as part of this support. Examples of interagency coordination and collaboration include energy assistance programs, home loan and home rehabilitation programs, food bank nutrition initiatives, and coordination with the Department of Labor for TANF referrals.

State Use of Discretionary Funds

14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7. 10

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."

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

The service delivery and coordination for discretionary funds follow the same processes described in section 14.1c. In South Dakota, the 5 percent discretionary funds are distributed at the beginning of each contract period along with the mandated 90 percent. These discretionary funds are designated for emergency services and must be used for that purpose during the contract period.

Eligible Entity Linkages - Approach to Filling Service Gaps

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

Note: The state describes this assurance in the state linkages and communication section, item 9.3b.

The Community Action Agencies work collaboratively with other businesses, non-profits, governmental entities, health services, tribal entities, and other linkages to identify needs, seek and develop strategies, and respond accordingly. This includes completing the Community Needs Assessment and analyzing those results. All SD agencies in the state provide case management to their clients. Memorandums of understanding and information posted on the agencies websites and other social media, allow them to assist low-income individuals and families in receiving services to move toward self-sufficiency. For example, if there is a need for child care services in a particular community the agency works with their linkages in determining the best method to ensure this need is met.

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

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

Note: The state describes this assurance in the state linkages and communication section, item 9.7.

At least 90% of CSBG funds are required to be used to maximize and leverage additional and private resources, funds, and grants. The use of these funds assist low-income individuals, families and communities to move toward self-sufficiency. Discretionary funds are also provided to the eligible entities to use for emergency services.

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

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

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable unde rSection 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7. 9(f).

Initiatives and project examples include: Employment: Job training; worksites for Experience Works; Social Services work programs (TANF); job creation through loan programs; small business development counseling; and community development activities. Education: Head Start/Early Head Start; daycare and child development programs; child care education; parenting classes; referrals for GED/Adult Education; school supplies; tenant education; nutrition education; and gardening kits. Income Management: Energy and financial counseling; consumer education; tax credit counseling and VITA assistance; referrals to the Senior Health Insurance Information and Education (SHIINE) program; weatherization services; rural transportation projects; clothing and thrift stores; and personal care items. Housing: Homeownership counseling; self-help housing projects; home rehabilitation services; and rent or deposit assistance. Emergency Assistance: Energy assistance; food; clothing; emergency shelter; services for individuals experiencing homelessness; disaster relief; and crisis loans. Nutrition: Garden projects; food preservation materials; food pantries and commodities; senior nutrition programs; and nutrition education. Linkages: Volunteer programs; neighborhood development; community development; community action teams; community service workers; faith-based initiatives; transportation projects; interagency resource coordination; services for victims of domestic violence; summer youth recreation passes; and collaboration with community and state agencies. Health: Transportation to health services; medical equipment lending; and personal care products. Self-Sufficiency: Financial counseling and self-sufficiency planning.

Eligible Entity Emergency Food and Nutrition Services

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

Community Action Agencies in South Dakota operate community-level food pantries in several counties within their service areas. They also

coordinate with, and in some cases partially fund, food pantries operated by other organizations in counties where they do not directly provide those services. The agencies maintain protocols for making and receiving referrals across all programs and services. In addition, they work with the South Dakota Department of Social Services for referrals to the Supplemental Nutrition Assistance Program and with county welfare offices for assistance with essential needs. Some agencies support or operate thrift stores in areas where no other sources of clothing or household items are available within a reasonable distance. Agency staff also serve on local emergency needs committees to connect low-income individuals and families with agency resources and refer them to other available supports.

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

14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."

Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.

Federal Investigations

14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

Funding Reduction or Termination

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

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.

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

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

Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.

Eligible Entity Tripartite Board Representation

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

Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.

As part of annual monitoring, the Program Specialist reviews the policy or bylaw that documents the process used to allow individuals or organizations to petition for representation on the Tripartite Board. If that action has occurred in the past year, the Program Specialist reviews the documentation related to the petition. The agencies are required to submit a current copy of the bylaws with each annual monitor. The CSBG Program Specialist meets at least annually with each agency board.

Eligible Entity Community Action Plans and Community Needs Assessments

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

Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

community revitalization."
Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.
Validation for CSBG Eligible Entity Programmatic Narrative Sections
14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."
Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.
☑ **By checking this box, the state CSBG authorized official is certifying the assurances set out above.**

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

Form Approved
OMB No:0970-0382
Expires:08/31/2028

SECTION 15
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.1. Lobbying
After assurance select a check box:
☑ By checking this box, the state CSBG authorized official is providing the certification set out above.

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

Employee **means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant**

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

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

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

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

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

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

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

15.2. Drug-Free Workplace Requirements

After assurance select a check box:

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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10.Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the

statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from

participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

15.3. Debarment

After assurance select a check box:

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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

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

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

15.4. Environmental Tobacco Smoke

After assurance select a check box:

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

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)
Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.