



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Janice K. Brewer  
Governor

Clarence H. Carter

AUG 26 2011

Ms. Yolanda J. Butler  
Director, Office of Community Services  
Division of State Assistance  
Administration for Children and Families  
370 L'Enfant Promenade, SW  
Washington, DC 20447

Dear Ms. Butler:

In accordance with subsection 675(a) of the Community Services Block Grant Act, please accept this letter as an application on behalf of the State of Arizona for Federal Fiscal Year 2012 under the current Community Services Block Grant Act. Enclosed are two copies of the Community Services Block Grant (CSBG) State Plan. The CSBG contact person for the State of Arizona is:

Judith Fritsch, Program Administrator  
Arizona Department of Economic Security  
P.O. Box 6123, Phoenix, AZ 85005

The CSBG official for the State of Arizona is:

Clarence H. Carter, Director  
Arizona Department of Economic Security  
P.O. Box 6123, Phoenix, AZ 85007  
Telephone (602) 542-5678, Fax (602) 542-5339

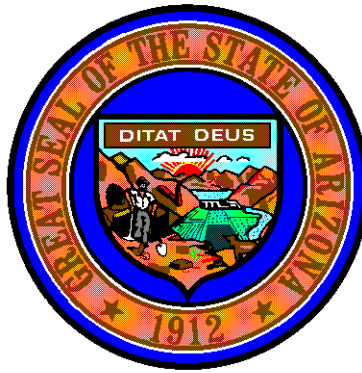
If you have any questions, please contact Judith Fritsch at (602) 542-0283.

Sincerely,

Clarence H. Carter  
Director

Enclosure

cc: Melanie K. Starns, Assistant Director, DES Division of Aging and Adult Services



# STATE OF ARIZONA

COMMUNITY SERVICES BLOCK GRANT PROGRAM

**Federal Fiscal Year (FFY) 2012**

**Department of Economic Security  
Division of Aging and Adult Services  
P.O. Box 6123 – 950A  
Phoenix, AZ 85005**

**Janice K. Brewer, Governor**  
Chief Executive Officer of the State

**Clarence H. Carter**  
Director

Public Comments should be addressed to:

Arizona Department of Economic Security  
Division of Aging and Adult Services  
P.O. Box 6123-950A  
Phoenix, AZ 85005  
(602) 542-4446  
1-800-582-5706 Outside Phoenix

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# ARIZONA COUNTIES



## I. FEDERAL FISCAL YEAR OR YEARS COVERED BY THIS STATE PLAN

Federal Fiscal Year 2012 only

## II. LETTER OF TRANSMITTAL

Transmittal letter is included with this Community Services Block Grant (CSBG) application and plan. The State CSBG contact person is listed below:

Judith Fritsch, Program Administrator  
Arizona Department of Economic Security  
Division of Aging and Adult Services  
P.O. Box 6123-950A  
Phoenix, Arizona 85005  
(602) 542-0283  
(602) 542-6655 FAX

## III. EXECUTIVE SUMMARY

### A. CSBG State Legislation

The Community Services Block Grant Program in Arizona is governed via federal legislation. While State legislation does not regulate specific activities, the Legislative Hearing process allows for legislative review and comment regarding ongoing activities and accomplishments of the program.

### B. Governor's Delegation

Section 676(a) of the Act requires the Chief Executive Officer of each state to designate an appropriate state agency to act as lead agency for the administration of the Community Services Block Grant (Letter of Delegation in Appendix A).

The Chief Executive Officer of the State has designated the following State entity to act as the lead agency of the Community Services Block Grant Program.

Lead Agency: Arizona Department of Economic Security  
Director: Clarence H. Carter

### C. State Application & Plan

- (1) Public Hearing: A Public Hearing was held on July 22, 2011 by the Department of Economic Security to ensure public inspection and facilitate review and comment on this revised State plan. Public notices were published in several newspapers throughout Arizona at least 10 days prior to the hearing.
- (2) Legislative Hearing: A Legislative hearing was held on August 18, 2011 in conjunction with Section 676(a)(3) of the CSBG Act.

- (3) Public Inspection: The State Plan was made available for public inspection and comment via the public hearing process. Copies of the State Plan are available upon request. In addition, the State Plan was posted on: [www.azdes.gov](http://www.azdes.gov). Oral and written testimony were invited and accepted at the public hearing.

#### IV. STATEMENT OF FEDERAL AND CSBG ASSURANCES

As part of the annual application and plan required by Section 676 of the Community Services Block Grant Act, as amended, (42 U.S. C. 9901 et seq.) (The Act), the designee of the Chief Executive Officer of the State hereby agrees to the Assurances in Section 676 of the Act as indicated below.

##### A. Programmatic Assurances

- (1) Funds made available through this grant or allotment will be used:
  - (a) To support activities that are designated to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable families and individuals to:
    - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a state program carried out under part A of the Title IV of the Social Security Act);
    - (ii) secure and retain meaningful employment;
    - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
    - (iv) make better use of available income;
    - (v) obtain and maintain adequate housing and a suitable living environment;
    - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
    - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop



methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.

- (b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and
  - (c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675(b) of the Act in accordance with the Community Services Block Grant Program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program. [676(b)(2)]
- (3) To provide information provided by eligible entities in the State, including:
- (a) A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675(a) of the Act, targeted to low-income individuals and families in communities in the State;
  - (b) A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
  - (c) A description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and

- (d) A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [‘676(b)(3)]
- (4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. [‘676(b)(4)]
- (5) That the State and eligible entities in the State will coordinate, and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. [‘676(b)(5)]
- (6) To ensure coordination between antipoverty programs in each community in the State, and to ensure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to low-income home energy assistance) are conducted in such communities. [‘676(b)(6)]
- (7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. [‘676(b)(7)]
- (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the Community Services Block Grant Program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act. [‘676(b)(8)]
- (9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups and community organizations. [‘676(b)(9)]

- (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. [‘676(b)(10)]
- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs.[‘676(b)(11)]
- (12) That the State and all eligible entities in the State will continue to participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act. [‘676(b)(12)]
- (13) To provide information describing how the State will carry out these assurances. [‘676(b)(13)]

**B. Administrative Assurances**

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

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant Program prepared in accordance with and containing the information described in Section 676 of the Act. [‘675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the Community Services Block Grant Program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [‘675C(a)(1) and (2)]
- (3) The State assures that unobligated funds from eligible entities will be carried forward into the following State fiscal year (SFY) for expenditures consistent with program purposes. [‘675 (C) superseded by Public Law 107-116]
- (4) To spend no more than the greater of \$55,000, or 5 percent, of its grant received under Section 675A, or the State allotment received under

section 675B, for administrative expenses, including monitoring activities. [‘675C(b)(2)]

- (5) The State presently has no charity tax credit in effect under State law, subsequently requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities does not apply. [‘675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or ‘675B for the period covered by the State Plan. [‘676(a)(2)(B)]
- (7) That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State Community Services Block Grant Program activities. [‘676(a)(1)]
- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State Plan. [‘676(a)(3)]
- (9) To make available for public inspection each plan or revised State Plan in such a manner as will facilitate review and comment on the plan. [‘676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
  - (a) Full onsite review of each such entity at least once during each three year period;
  - (b) An onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant Program;
  - (c) Follow-up reviews, including prompt return visits to eligible entities and their programs, that fail to meet the goals, standards, and requirements established by the State; and
  - (d) Other reviews as appropriate, including reviews of entities with programs that have had other federal, state or local grants (other than assistance provided under the Community Services Block Grant Program) terminated for cause. [‘678B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State Plan, to provide services under the Community Services Block Grant Program or to

meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined under Section 678C of the Act, to:

- (a) Inform the entity of the deficiency to be corrected.
  - (b) Require the entity to correct the deficiency.
  - (c) Offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate.
  - (d) At the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved; and
  - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678C(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
  - (13) To repay the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the Community Services Block Grant Program. [‘678D(a)(3)]
  - (14) The State assures that it will participate in Results Oriented Management and Accountability Practices for the purpose of measuring performance and results. This includes defining outcomes under the six national goals that promote self-sufficiency, building agency capacity, and community revitalization. [‘678E(a)(1)(A) and ‘678E(a)(1)(B)]
  - (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ‘678(a)(2) of the Act.
  - (16) To comply with the prohibition against use of Community Services Block Grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs)

of any building or other facility, as described in Section 678(a) of the Act.

- (17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]
- (18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Community Services Block Grant Program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1974 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F(c)]
- (19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the Community Services Block Grant Program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the Community Services Block Grant Program. [‘679]

**C. Other Administrative Certifications**

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of Community Services Block Grant Program funds.

- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee.

The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children's services and that all sub-grantees shall certify accordingly.

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Signature

Date

Clarence H. Carter  
Director, Arizona Department of Economic Security

## V. 2012 STATE PLAN

### A. Administrative Structure

#### (1) State Administrative Agency

The Arizona Department of Economic Security (DES) is the designated State agency responsible for the administration of the Community Services Block Grant as identified by the Governor. All activities of the Department are the responsibility of the Director. Primary responsibility for program planning, development, contracting, reporting and monitoring is delegated to the Division of Aging and Adult Services (DAAS).

#### (2) Eligible Entities

- City of Phoenix Human Services Department  
Geographic Area Served: City of Phoenix
- Mesa Community Action Network  
Geographic Area Served: City of Mesa
- Glendale Community Action Program  
Geographic Area Served: City of Glendale
- Maricopa County Human Services Department  
Geographic Area Served: Balance of Maricopa County
- Pima County Community Action Agency  
Geographic Area Served: Pima County
- Northern Arizona Council of Governments  
Geographic Area Served: Yavapai, Navajo, and Apache Counties
- Coconino County Community Services Department  
Geographic Area Served: Coconino County
- Western Arizona Council of Governments  
Geographic Area Served: Mohave, Yuma and La Paz Counties
- Community Action Human Resources Agency  
Geographic Area Served: Pinal County
- Gila County Community Action Agency  
Geographic Area Served: Gila County
- Southeastern Arizona Community Action Program  
Geographic Area Served: Greenlee, Graham, Cochise, and Santa Cruz Counties
- Portable, Practical, Education Preparation, Inc.  
Geographic Area Served: Statewide (Migrant Farm workers)



**State Association**

- Arizona Community Action Association  
Geographic Area Served: Statewide

(3) <b>Distribution and Allocation of Funds</b>	<u>SFY 2012</u>
City of Phoenix Human Services Department	\$1,474,314
Mesa Community Action Network	275,369
Glendale Community Action Program	189,494
Maricopa County Human Services Department	642,241
Pima County Community Action Agency	823,948
Northern Arizona Council of Governments	273,627
Coconino County Community Services Department	150,000
Western Arizona Council of Governments	502,562
Community Action Human Resources Agency	201,998
Gila County Community Action Agency	150,000
Southeastern Arizona Community Action Program	296,550
Portable, Practical, Education Preparation, Inc.	101,635
TOTAL	<u>\$5,081,738</u>
Arizona Community Action Association	150,000
State Administration	284,071
GRAND TOTAL	<u>\$5,515,809</u>

CSBG funds awarded to eligible entities in SFY 2012 are calculated with CSBG funds allocated in FFY 2011 and FFY 2012 as follows:

FFY 2011	\$2,556,648
FFY 2012	\$2,490,679

**(4) Distribution Formula**

Distribution of CSBG funds are based upon the following formula:

- **Poverty**  
Eighty five percent of funds are distributed according to the number of persons at or below 125 percent of poverty in a given geographic area;
- **Unemployment**  
Ten percent of funds are distributed according to the number of persons unemployed in a given geographic area;
- **Rural Factor**  
Five percent of funds are distributed only to rural counties based upon a determination of special needs; and
- **Minimum Fund Variable - \$150,000**  
All eligible entities are guaranteed a minimum allocation of \$150,000. The Limited Purpose Agency receives two percent of the available funds.

Poverty statistics are obtained from the most current U.S. Decennial Census data available for the State of Arizona. Unemployment statistics are updated on a yearly basis. Agencies will receive proportional share increases of any increase to the State's appropriation.

In 1982, Indian Tribes within the State were given the opportunity to apply for funding directly from the Department of Health and Human Services. All of Arizona's tribes have opted to apply directly to the Office of Community Services. The tribes receive approximately 20 percent of the State's gross allocation.

The State reserves the option to vary the level of funding by area based on the past performance of an eligible entity and the identification of special needs. The proposed distribution of 2012 funds will be based upon availability of funds.

**(5) Description of Distribution and Use of Restricted Funds**

Arizona will use no less than 90 percent of the funds allotted to the State under Section 674 to make grants for the purposes described in Section 675(c)(1), or to organizations serving seasonal or migrant farm workers; except that not more than seven percent of the funds available for this subclause shall be granted to organizations that were not eligible entities during the previous fiscal year [675(c)(2)(A)(i) as amended by Public Law 98-558, Section 203(a)(2).

Funds unused by an eligible entity will be carried forward to the subsequent year's contract for program purposes only as mandated under the Appropriation Act HR 3061, pertaining to Public Law 107-116, Section 675 (C) (3) of the Act with respect to carryover.

The State may transfer funds, but not to exceed five percent of its allotment under 674, for the provisions set forth in this subtitle to services under the Older Americans Act of 1965, the Head Start Program under subchapter B of Chapter 8 of subtitle A of this title, the Energy Crisis Intervention Program under Title XXVI of this Act (related to home energy assistance) or Temporary Emergency Food Assistance Act of 1983: (675(c)(5) as amended by Public Law 98-558, Section 203(a)(5). The Department will not transfer funds to another block grant.

If less than 100 percent of the allotment is expended, a reasonable amount shall be used for:

- a) providing training and technical assistance to those entities in need of such assistance and such activities will not be considered administrative expenses;
- b) coordinating State-operated programs and services targeted to low-income children and families, and at the option of the State, locally operated programs and services, targeted to low-income children and families with services provided by eligible entities and other organizations funded under the CSBG Act, including out-posting appropriate state or local public employees into entities funded to ensure increased access to services provided by such state or local entities;
- c) supporting statewide coordination and communication among eligible entities;
- d) analyzing the distribution of funds made available under the CSBG Act, to determine if such funds have been targeted to the areas of greatest need;
- e) supporting asset-building programs for low-income individuals, such as programs supporting individual development accounts;
- f) supporting innovative programs and activities conducted by community action agencies or other neighborhood-based organizations to eliminate poverty, promote self-sufficiency, and promote community revitalization;
- g) supporting State Charity Tax Credits as described in subsection (c) of the CSBG Act; and

h) supporting other activities, consistent with the purposes of the CSBG Act.

**(6) Description and Use of Discretionary Funds [‘675C(b)]**

Five percent of funds allocated to the State of Arizona will be distributed to eligible entities based on the merit of special project proposals in the following priority areas:

**(a) Statewide Coordination and Communication**

The Arizona Community Action Association receives a portion of these funds for the purpose of coordinating statewide activities among eligible entities.

**(b) Innovative Programs, Projects or Activities**

Special project funds are made available to eligible entities, to support new or innovative programs or projects aimed at eliminating one or more causes of poverty and/or promoting self-sufficiency among low-income households. Funds are also made available to coordinate State-operated programs with community action programs in local areas.

**(c) Community Emergency Situations**

Special project funds are made available to eligible entities serving a local area of the State experiencing an emergency that will cause significant increase or demand for services or that will jeopardize the health and safety of low-income households or communities.

Requests may be submitted to the State at any time during the contract term.

**(7) Description of Use of Administrative Funds [‘675(b)(2)]**

The State will not expend more than the greater of \$55,000 or five percent of its allotment under Section 674 for administrative expenses, including monitoring activities. Arizona will not use CSBG funds for Charity Tax Credit Programs.

The State maintains accounting procedures established to assure that the administrative cost limitation is not exceeded. Regular meetings will be held to discuss the level of expenditures. Monthly reports are prepared by the Department’s Office of Accounting. The State’s projected administrative budget is as follows:

**Administrative Budget - SFY 2012**

Personnel	\$135,145
Employee Related Expenses	60,572
Professional & Outside	0
Travel In-State	7,000
Non-Capital Equipment	0
Other Operating	29,854
Indirect	<u>51,500</u>
TOTAL	\$284,071

**B. State Community Services Program Implementation**

**(1) Program Overview [‘676(b)(2)(A)]**

**(a) Service Delivery System**

Arizona’s 12 eligible entities provide services to low-income individuals and families in diverse geographic areas and communities. Agencies provide an array of comprehensive services including: case management, client advocacy, household budgeting assistance, and emergency assistance including eviction prevention and utility assistance services.

All eligible entities in Arizona offer services through the Low Income Home Energy Assistance Program (LIHEAP), Utility Repair, Replacement and Deposit (URRD) Program, and Weatherization Assistance Program (WAP). Eligible entities coordinate CSBG funding with Temporary Assistance for Needy Families (TANF) funds to provide a State mandated emergency assistance program. In addition to providing direct services, Arizona Community Action Agencies work in partnership with both public and private organizations throughout their communities to address the issues of poverty in their local areas.

The Community Action Network in Arizona has been able to maximize CSBG funds to attract additional resources from federal, state, local, and private organizations. During the last State fiscal year, eligible entities leveraged CSBG funds to attract outside resources at a ratio of 32 to 1. This return on investment illustrates the efficient manner in which the Community Action Agencies (CAA) network in Arizona uses CSBG to partner with other organizations in assisting low-income households to increase their level of self-sufficiency and address the causes of poverty. This ratio was established by taking the

SFY 2012 CSBG Network (11 organizations) Distribution and Allocation of Funds Total of \$5,081,738 and dividing by the 2010 CSBG IS Report Section F: Other Resources Administered and Generated by the CSBG Network Total of \$161,171,398.

While the entire Community Action Network in Arizona does an outstanding job in alleviating the conditions of poverty, a few programs in particular deserve mention:

**Mesa Community Action Network (MesaCAN)  
Fast Tracking the Dream Program**

As a recipient of Assets for Independence Program (AFI) grants, MesaCAN was aware of the underutilization of Individual Development Accounts (IDA's). In April 2008, despite significant federal match dollars available, the program was only serving approximately 30 participants. At that time, MesaCAN created partnerships with both Mesa Community College and Mesa United Way to form a program called Fast Tracking the Dream. This program assists students by leveraging federal dollars to pay for or to help pay for their education at Mesa Community College. Students are able to leverage a 3 to 1 match ratio of their earned income savings to use towards their education at the college. Other donors of non-federal match dollars include Arizona Community Foundation, Pulliam Foundation, and Wells Fargo. Community Services Block Grant funds are used to case manage clients in our client services department.

The 2011 AZ CSBG State Plan reported that as of September 30, 2009, the Fast Tracking the Dream Program had:

- Sixty-one participants enrolled.
- Eighty percent opened their accounts and began saving.
- Sixty percent completed financial literacy classes.

As of June 7, 2011 this figure has doubled as:

- One hundred and twenty participants are enrolled (with growth potential for an additional 100 participants).
- Thirty participants have graduated.
- To date over 350 asset purchases in excess of \$182,000 have been made (books, tuition, supplies, etc.)

The average student participant saves approximately \$500. This is a win, win situation as the college experiences an increase in enrollment and MesaCAN is able to leverage federal IDA funds to offset a portion of the financial burden to students.

## **Pima County Community Action Agency Contextual Remedial Education for Employment Program (CREE)**

Pima County Community Action Agency in collaboration with its parent department, Pima County Community Services, Employment and Training utilized CSBG American Recovery and Reinvestment Act (ARRA) and Regular CSBG funds to design, develop and implement a Contextual Remedial Education for Employment Program (CREE). The CREE addresses a critical barrier that lies in the path to self-sufficiency for many low-income job seekers in Pima County. CREE provides work-based adult education that is accelerated and intensive to allow job seekers to move swiftly into employment or certificate training that will increase their earning power.

The CREE model was developed and piloted with Pima College Adult Education in August, 2009 utilizing ARRA funds. Since the inception of the model through March 31, 2011, the following has occurred:

- The program resulted in a two-grade level increase for 75 percent of participants.
- There have been seven cohort classes with a total of 167 participants overall.
- ARRA CSBG funds were utilized between August 2009 and September 2010 and CSBG Discretionary funds are being utilized for the remainder of the State Fiscal Year ending in July 2011. Additionally, some cohorts were funded in whole or in part by Pima County General Funds.
- Fifty-nine participants entered employment based on Workforce Investment Act criteria at an average wage of \$11.04 per hour.
- Eleven participants obtained their General Equivalency Diploma (GED).
- Fifteen completed post program vocational training and seven continue to be enrolled in vocational training.

Low educational attainment contributes to high levels of poverty. There is evidence of a growing skills gap for dislocated, unemployed and incumbent workers.

- Fifteen percent of adults in this region lack a high school diploma.
- Eleven percent of individuals over five years of age are limited-English speakers.
- More than 85,000 students have dropped out of Pima County's high schools since 1995 (a significant impact in a labor force of 450,000 people).

- Eighty percent of students entering Pima Community College (PCC) need remedial education to address academic deficiencies.
- Assessment results for One Stop customers in Pima County found that 23 percent scored at the sixth grade level or lower in standardized testing, and 60 percent scored below the ninth grade level in math.

The CREE consists of a ten-week course for job seekers with a shared interest in a particular occupational area. Instruction is provided to remediate math, reading and language skills in the context of specific careers in healthcare, manufacturing or green industries. Laid-off and unemployed workers gain basic foundation skills required to enter training or employment, as well as technical knowledge in a high-demand career field. Adult education software is used to provide individualized education for each participant in his or her assessed areas of deficiency. Each cohort receives 240 hours of instruction and computer-based remediation. Classroom facilities, computers, and educational software licenses are provided as an in-kind match.

The CREE is jointly administered by the Community Action Agency and the One Stop Center. Participants are encouraged to enroll in the One Stop employment and training program and are referred to the CREE based on a standardized adult basic education assessment.

### **City of Phoenix, Arizona 2011 Earned Income Tax Credit (EITC)**

The 2011 City of Phoenix Earned Income Tax Credit (EITC) campaign is the most successful since its inception in 2003. Over 5,700 households received \$9.1 million in tax refunds. The returns were prepared at 21 City of Phoenix Volunteer Income Tax Assistant (VITA) sites.

The City of Phoenix Fiscal Year 2011 EITC:

There were 274 volunteers who donated over 11,600 hours to the 2011 campaign resulting in a 15 percent increase in volunteers from Fiscal Year 2010.

Gateway Community College has been a partner with the City of Phoenix for five years and continues to provide free tax preparation services on their campus. The City developed five new partnerships in the community resulting in additional free tax prep sites. These five new sites prepared 666 tax returns and generated approximately \$900,000 in refunds. These partnerships included:



- Vanguard employees recruited 50 volunteers to prepare taxes and oversee the operations at Paradise Valley Community College. A total of 226 tax returns were prepared at this site.
- Arizona Central Credit Union launched a closed site offering the services to employees as a morale booster. Over 30 returns were prepared producing \$38,809 in tax refunds.
- Goodwill Industries launched a closed site to provide services to employees. This site produced over \$6,300 in tax refunds.
- Phoenix School of Law offered a class on tax law and students were asked to volunteer and prepare taxes for veterans. This site produced over \$91,000 in tax refunds.
- Staff partnered with Workforce Connection to open a site in West Phoenix. This site produced over \$751,000 in tax refunds.

### **Coconino County, Arizona**

#### **Citizen Empowerment & Community Engagement (CECE)**

Small businesses are the primary source of wealth and job creation in America. Over 70 percent of Americans dream of starting their own business, but only ten percent feel confident enough to do so. In 2007, the County launched Basic Business Empowerment (BBE). BBE offers business planning courses and Individual Development Account (IDA) match savings grants for microbusinesses with five or fewer employees with no more than a \$50,000 capitalization need.

Some of Fiscal Year 2010 program Outcomes Include:

- Three Micro-enterprise trainings.
- Twenty-Eight Micro-enterprise Training Participants. (Over 100 trained since BBE launch in 2007 and a total of 15 IDA participant match savings grants completed and/or in process.)
- Nine New Micro-Business Starts/Expansions. (Over 50 businesses assisted since BBE launch in 2007.)
- Project Local Match: \$38,000 match for Federal IDA (Every Federal dollar is matched with one dollar of the participant's savings and one dollar of local match.)

Some of the BBE and IDA partners include: Arizona Department of Housing - Community Development Block Grant (CDBG), City of Flagstaff - CDBG, Northern Arizona Regional Behavioral Health Authority, Flagstaff Community Foundation, Forest Highlands Foundation, MesaCAN-USDHHS-OCS-ACF-IDA, The Ernest & Evelyn Chilson Foundation, the 1701 Fund, United Way of Northern Arizona, and Alliance Bank of Arizona.

**Community Action Human Resources Agency (CAHRA)  
Home Alone Safe Alone Program (HASA)**

Within Pinal County Arizona, CAHRA operates the Home Alone Safe Alone Program that provides emergency notification devices to frail, elderly and handicapped individuals. The Angel Pendant provides the wearer with immediate access to emergency medical personnel and/or family members and neighbors who can provide assistance. The pendants are provided at no cost to the program participant. The program is especially effective because all installations for the pendants are handled by volunteers in communities throughout Pinal County. In addition, when volunteers have access to the participant's home, they often become aware of other needs and can relay that information to CAHRA staff or other agencies as appropriate.

Some of the HASA partners who provide volunteers to install the Home Alone unit include: Florence Senior Center, Maricopa Seniors Organization, Apache Junction Senior Center, Oracle Triad, Arizona City Triad, Kearny Triad, San Manuel Triad, and San Tan Valley Triad.

**(b) Linkages [‘676(b)(2)(B)]**

The State of Arizona will continue to require that contractors include coordination and linkages in the local planning, program development, and program implementation processes. Contractors are expected to demonstrate in-depth participatory planning with inclusion of low-income persons, boards of directors, the community at large, and professional staffs of public and private agencies through written confirmation in Community Action Plans.

**(c) Community Needs Assessments [‘676(b)(11)]**

The State of Arizona requires Community Action Program (CAP) agencies to complete a Community Needs Assessment every three years utilizing a standardized Community Needs Assessment process. The standardized process was implemented in 2008 for all CAP agencies. The Standardized process ensures CAP agencies are clearly demonstrating the linkages between community needs, assets and the services to be provided. Community Needs Assessments provide a picture of the community, community assets and community needs through a process of information gathering and engagement of community stakeholders. The process results in establishment of priority gaps and needs and determining future directions. Use of this common process by all Arizona

CAP agencies provides the opportunity to create a statewide view of the needs of low-income families in Arizona as well as a localized view of the unique needs of a particular community. Community Action Plans include: a community-needs assessment (including food needs); a description of the service delivery system targeted to low-income individuals and families in the service area; a description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultations; a description of how CSBG funds will be coordinated with other public and private resources; and a description of outcome measures to be used for monitoring success in promoting self-sufficiency, family stability, and community revitalization.

**(d) Tripartite Boards [‘676B(a)(b)]**

In order to receive CSBG funding, each eligible entity must administer the Community Services Block Grant Program through the establishment of a Community Services Board. Each eligible entity must assure that: a) one-third of the board members are elected public officials currently holding office (or their representatives), except that if the number of elected officials reasonably available and willing to serve, is less than one-third membership of the board, membership on the board of appointed public officials may be counted in meeting such one-third requirements; b) at least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and c) the remainder of the members are officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community.

Information on board structure, vacancies, membership, scheduled meetings and by-law information is required. By-laws must delineate the manner in which low-income member participation will be obtained.

**(e) Coordination with Other Public and Private Resources [‘676B(2)(C)]**

The State requires local agencies to coordinate resources with other public and private resources in the community. The State will ensure coordination is pursued through review of local community action plans and the monitoring of contracts.

**(f) State Charity Tax Program [‘675C(b)(2)(c)]**

This is not applicable to the State of Arizona.

**(2) Programmatic Assurances [‘676(b)]**

**(a) Program Focus**

The State of Arizona will encourage the use of CSBG funds toward the development of services and programs that will provide assistance to low-income individuals in attaining social and economic self-sufficiency. In an effort to promote a state/local partnership, decisions regarding community action plans will be made locally. The needs of one county may vary from another within the same district, or another part of the State. Subsequently, the State will not require the same services of all eligible entities.

Eligible entities in Arizona are required to provide a range of services and activities that have a measurable impact on the causes of poverty and to design their programs to assist low-income participants, including, seniors, homeless individuals and families, and migrants. Each agency will coordinate their services with Department of Economic Security local offices wherever possible. The problem areas to be addressed are:

- (i) Employment  
To secure and retain meaningful employment.
- (ii) Better Use of Income  
To identify and maximize the use of available income.
- (iii) Use of Other Programs  
To identify and connect to program resources identified to meet the needs of low-income individuals.
- (iv) Emergency Needs  
To obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious foods, housing, and employment related assistance.
- (v) Starvation and Malnutrition  
To provide on an emergency basis for the provision of supplies and services, nutritious food and related services; as may be necessary to counteract conditions of starvation and malnutrition among the poor.
- (vi) Education  
To attain an adequate education.

- (vii) Housing  
To obtain and maintain adequate housing and a suitable living environment.

**(b) Program Activities**

Upon completion of the required Community Action Plan, each CSBG provider sets forth strategies or activities that will ensure goal attainment and subsequently address identified problem areas.

Strategies to be applied to identify problem areas may include but are not limited to the following:

Advocacy

This service takes action to change public or private attitudes and policies concerning a specific problem or need within a specific timeframe, provides representation of the rights and interest of an individual or group, and assists the individual or group to realize those rights, obtain needed services and remove barriers to meeting identified needs.

Basic Education

This service provides instruction in educational areas necessary for an individual to function effectively.

Case Management

This is a process through which the needs and eligibility of the individual applying for/receiving services are determined. For those individuals eligible, appropriate services and/or benefits are identified, planned, obtained, provided, recorded, monitored, terminated, and follow-up is provided where and when appropriate.

Information and Referral

This service provides information on and/or instructions in various subjects through public contact and/or meetings, printed materials and media presentations focused on a particular subject, field of interest, agency or service.

Coordination

This service addresses an identified problem or need by working cooperatively with other entities concerned with the same problem or need.

### Emergency Services

This service provides a comprehensive and integrated response to crises related to the ability to provide for basic needs.

### Clothing

This service provides new or used clothing.

### Food

This service provides free food or subsidized food products.

### Financial Assistance

This service provides checks, drafts, and vouchers to meet the costs of necessities.

### Home Repair/Adaptation Renovation

This service provides for safety, structural repairs and/or modifications to the home.

### Housing Search/Relocation

This service provides assistance toward locating suitable housing.

### Job Development and Placement

This service provides assistance in obtaining employment for job-ready individuals.

### Nutrition Education and Intervention

This service provides both individual and group screening, intervention, referral and nutrition education to maintain and/or improve health status.

### Outreach

This service provides a systematic method to identify and directly contact persons in need of services.

### Transportation

This service provides or assists in obtaining transportation.

### Volunteer Coordinator Services

This service recruits, trains, places and evaluates volunteers under the supervision of a staff person.

## **(c) Eligibility Criteria**

The State will require that eligible entities serve individuals and families meeting 125 percent of Federal Poverty Income Guidelines as published in the Federal Register annually by the Office of Management & Budget.

Three months of income will be annualized to determine eligibility for CSBG services except for emergency assistance. Thirty days income will be used to determine eligibility for emergency services as defined by the Department of Economic Security for the Short Term Crisis Services Program in Arizona.

The following chart will be used from the period July 1, 2011 through June 30, 2012. The “2011 Federal Poverty Income Guidelines” were issued on January 11, 2011 by the Department of Health and Human Services, Office of the Secretary and are effective July 1, 2011.

<u>Size of Family Unit</u>	<u>125% of Poverty Guideline</u>	<u>150% of Poverty Guideline</u>
1	\$1,135	\$1,362
2	1,533	1,839
3	1,930	2,316
4	2,329	2,795
5	2,726	3,272
6	3,124	3,749
7	3,523	4,227
8	3,920	4,704
9	4,318	5,181
10	4,716	5,660
For Each Additional Member Add:	\$ 398	\$ 477

**(d) Coordination with Other Programs**

Arizona will provide coordination between antipoverty programs in each community where appropriate, with emergency energy crisis intervention programs under Title XXVI of the Act, relating to low-income home energy assistance, conducted in each community.

The CSBG Program, LIHEAP Program, State Homeless Coordination Office, Faith-Based and Community Initiatives Program, and Domestic Violence Program are currently administered by the Division of Aging and Adult Services within the Department of Economic Security. Coordination occurs through joint planning, formal and informal meetings, cooperative contracting procedures, and the exchange of significant correspondence and information. The State will encourage coordination and collaborative efforts between programs at the community level.

**(e) Appeals Process**

Eligible entities are exempted from the State's Request for Proposal process when receiving CSBG funds. Standard contract requirements of the Department are applied to assure uniformity.

An individual or agency may appeal contract award decisions, based on the programs selected for funding or the selection of delivery mechanism for any area of the CSBG Program.

The appeals process will be as follows:

- (i) Within five days of final contract awards, an appeal letter should be submitted to the DAAS Assistant Director (or designee), outlining specific concerns. Concerns may address the service, the delivery mechanism, or the capacity of the selected agency to perform.
- (ii) The agency selected will be immediately notified of the appeal and will be allowed five days to respond in writing to the concerns. If corrective action can be taken to address concerns, a plan outlining this will be submitted.
- (iii) The DAAS Assistant Director (or designee) will respond to the appeal with a final determination within ten days from the date received in the office.

**C. Fiscal Controls and Monitoring [678C(9)(4)(A)]**

**1. Monitoring of Eligible Entities [678B(a)]**

- (a) Assurance 678B(a)(1):  
A full onsite review of each eligible entity will take place at least once during each three-year period;
- (b) Assurance 678B(a)(2):



An onsite review of each newly designated entity will take place immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant Program;

- (c) Assurance 678B(a)(3):  
Follow-up reviews will take place including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards and requirements established by the State;
- (d) Assurance 678B(a)(4):  
Other reviews will be conducted, as appropriate, including reviews of entities with programs that have other federal, state or local grants (other than assistance provided under the Community Services Block Grant Program) terminated for cause; and
- (e) Eligible entities are required to have an annual agency wide audit and to submit the results of the audit to the State.

## 2. Corrective Action, Termination and Reduction of Funding

Arizona assures that any eligible entity which receives CSBG funding in the previous fiscal year will not have its present or future funding terminated under this Act unless after notice, and opportunity for hearing on the record, the State determines that cause existed for such termination subject to review by the Secretary as provided in Section 676A [Public Law 98-558, Section 203(3)].

For purposes of making a determination with respect to a funding reduction, the term "cause" includes:

- (i) a statewide redistribution of funds under this title responding to the results of the most recently available U.S Decennial Census or other appropriate data;
- (ii) the establishment of a new eligible entity;
- (iii) severe economic dislocation; and/or
- (iv) the failure of an eligible entity to comply with the terms of its agreement to provide services under this subtitle (675 (C) (11) as amended by P.L. 101-501, Section 404).

For purposes of making a determination with respect to termination, the term "cause" includes the material failure of an eligible entity to comply with the terms of its agreement and community action plan to provide services under this subtitle.

Should termination of funding be necessary, the Department assures that before terminating funding to a Community Action Agency, notification to the sub-grantee will be in writing. Specific deficiencies will be outlined, and the proposed termination date provided, as well as a notification of the right to a hearing on the proposed action.

The process will be as follows:

- (a) Within 30 days after receipt of letter of the proposed termination, an appeal letter from sub-grantee should be submitted to the DAAS Assistant Director (or designee) responding to the concerns in the letter.
- (b) A corrective action plan will be submitted within 60 days identifying objectives to address deficiencies. The Department will either accept or reject the proposed plan.
- (c) If corrective action is rejected, the sub-grantee will be notified within 30 days of the hearing scheduled by the hearing officer in the Appellate Services Administration.
- (d) No later than ten days after the hearing, the Department will forward to the Secretary of the Department of Health and Human Services its determination, along with all supporting documentation.
- (e) The sub-grantee will be notified in writing of the final determination after consultation with the Department of Health and Human Services.

### 3. Fiscal Controls

Arizona assures that fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for federal funds paid to the State under this subtitle, including procedures for monitoring the assistance provided under this subtitle.

At least annually, each state, local government and Indian Tribe or tribal organization that receives \$100,000 or more (during the fiscal year) in all types of federal financial assistance must conduct an audit in accordance with the Single Audit Act, Public Law 98-502 [31 U.S.C. 75 and OMB Circular A-128) (675) (c)(9)].

The State further assures that a copy of such audit shall be made available to the eligible entities, State legislature and the Secretary of the U.S. Department of Health and Human Services.

#### 4. Cost and Accounting Standards

Arizona assures the eligible entities and any other recipients of funds under this subtitle shall comply with the Office of Management and Budget cost and accounting principles.

These assurances will be implemented by the Department and/or through contract agreements with service providers. Each provider agreement will include requirements that the provider adhere to these areas as applicable to them.

#### 5. Investigative Cooperation [‘676(b)(7)]

Arizona will permit and cooperate with federal investigations of the activities of the State and its contractors in regard to expenditure of CSBG funds. Arizona will cooperate with federal and state government conducting audits and program reviews by providing access to fiscal and programmatic records.

#### 6. Coordination [‘676(b)(9)]

The State and eligible entities will, to the extent possible, coordinate programs with, and form partnerships with other organizations serving low-income residents of the communities and members of groups served by the State, including religious organizations, charitable groups and community organizations.

The Division of Aging and Adult Services will ensure contracting agencies comply with this assurance at the outset of the annual planning process by requiring eligible entities to describe, and verify in writing their coordination activities.

#### 7. Adequate Representation [‘676(b)(10)]

Arizona will require that each eligible entity in the State establish procedures under which a low-income individual, community organization, 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 can petition for adequate representation.

### **D. Accountability and Reporting Requirements [‘676(b)(12)]**

The State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability (ROMA) System or another performance measurement system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.

The Department of Economic Security has received Community Action Plans as required by the Community Services Block Grant Amendments of 1994. Community Action Plans from agencies include the following sections: Mission Statement, Needs Assessment, Description of Current Delivery System, Linkages and Activities to Fill Gaps, and Coordination of CSBG Funds. Each Community Action Agency has identified results-oriented goals and objectives that address problem areas identified through an assessment of the agency and the local service delivery system. In addition, each agency has developed specific performance measures to be used for monitoring the agency's success in achieving a stated goal.

Performance measures identified by eligible entities will monitor performance in meeting the National Goals of the Community Services Block Grant Program as listed below:

- Goal 1: Low-income people become more self-sufficient
- Goal 2: The conditions in which low-income people live are improved
- Goal 3: Low-income people own a stake in their community
- Goal 4: Partnerships among supporters and providers of services to low-income people are achieved
- Goal 5: Agencies increase their capacity to achieve results
- Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

In addition to the required ROMA reporting, Arizona has also implemented the use of a Self-sufficiency Matrix which is utilized to establish a numerical score at the time of entry into the program and then again at exit from the program. The tool enables an agency to evaluate an individual's movement toward self-sufficiency through key indicators including: employment; fiscal responsibility; access to food; safety; management of personal resources; mobility; access to healthcare and safe and stable living quarters. The use of the Self-sufficiency Matrix is required for all contracted Community Action Agencies in Arizona. Agencies are also required to provide case management reports which include information about eligibility for other programs including Low Income Home Energy Assistance Program (LIHEAP), TANF Short Term Crisis Assistance and other Community Resources. These reports are submitted to DES on a monthly basis. The Department of Economic Security monitors contracts bi-annually and has created a detailed monitoring tool which functions to assess performance within CSBG guidelines and statutory compliance. The tool is also used by the agencies to assess their performance under contract. Additionally, monitoring is used by the Department of Economic Security to assess the need for training and technical assistance, either individually or as a network.

# APPENDIX A

## DELEGATION OF AUTHORITY



STATE OF ARIZONA

JANICE K. BREWER  
GOVERNOR

EXECUTIVE OFFICE

June 9, 2011

Mr. Nick St. Angelo, Director  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services, Division of Energy Assistance  
Aerospace Building, 5th Floor West  
370 L'Enfant Promenade, S.W.  
Washington, DC 20447

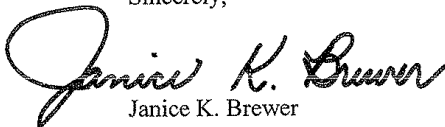
Dear Mr. St. Angelo:

As Chief Executive Officer, I hereby delegate to Clarence H. Carter, Director of the Arizona Department of Economic Security, authority to sign the compliance assurances for the following programs: Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Program (LIHEAP). The Director's address and telephone number are:

Clarence H. Carter, Director  
Arizona Department of Economic Security  
P.O. Box 6123  
Site Code 010A  
Phoenix, AZ 85005  
Telephone: (602) 542-5757

If you have any questions, please contact Melanie Starns, Assistant Director, Division of Aging and Adult Services, at (602) 542-2591 or via email at [mstarns@azdes.gov](mailto:mstarns@azdes.gov).

Sincerely,

  
Janice K. Brewer  
Governor

# APPENDIX B

CERTIFICATION REGARDING LOBBYING

## 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.

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Signature

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Director

Title

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Arizona Department of Economic Security

Organization



# APPENDIX C

CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION AND OTHER MATTERS

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

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

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

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

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

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

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

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

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

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

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

## Instructions for Certification

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] 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 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered

transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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Certification Regarding Debarment, Suspension, Ineligibility an 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.

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Signature

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Director  
Title

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Arizona Department of Economic Security  
Organization

# APPENDIX D

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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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.

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### 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 not 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 ten 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).
- (B) 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)

Arizona Department of Economic Security  
1717 West Jefferson  
P.O. Box 6123  
Phoenix  
Maricopa County  
Arizona 85005

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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]

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Signature

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Director  
Title

Arizona Department of Economic Security  
Organization

# APPENDIX E

## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

## **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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Director

Title

Arizona Department of Economic Security \_\_\_\_\_

Organization

# APPENDIX F

PUBLIC HEARING NEWS RELEASE  
PUBLIC HEARING AGENDA

LEGISLATIVE HEARING AGENDA

# News Release

Clarence H. Carter, Director

**FOR IMMEDIATE RELEASE**  
**CONTACT**

**MEDIA**

Estella Tapia  
(602) 542-6620

**DES SCHEDULES PUBLIC HEARING**

**FOR THE LOW INCOME HOME ENERGY ASSISTANCE PROGRAM AND  
COMMUNITY SERVICES BLOCK GRANT**

(Phoenix) The Department of Economic Security has scheduled a public hearing regarding the proposed state plans for the administration of the Low-Income Home Energy Assistance Program (LIHEAP) and the Community Services Block Grant (CSBG) program. The hearing will be held Friday, July 22, 2011, from 10 a.m. to noon at the Arizona State Capitol, 1700 W. Washington, 2<sup>nd</sup> Floor Conference Room in Phoenix.

The LIHEAP program helps eligible low-income households meet their immediate home energy needs including heating and cooling. Eligibility requirements are based upon income, energy burden, and household size.

The CSBG funds Community Action Agencies statewide to provide services to low-income individuals in the areas of employment, housing, food, nutrition, education, and emergency assistance. The CSBG also coordinates with other community agencies serving low-income individuals. Copies of the state plans may be requested by calling (602) 542-6620 in Phoenix or toll-free 1-800-582-5706. Copies will also be available at the hearing.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Diana Gravett, at (602) 542-4446.



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

Janice K. Brewer  
Governor

Clarence H. Carter  
Director

**AGENDA**

**PUBLIC HEARING**

**Low Income Home Energy Assistance Program (LIHEAP)  
and  
Community Services Block Grant (CSBG)  
Federal Fiscal Year 2012 State Plan Submissions**

The hearing will be held Friday, July 22, 2011, from 10 a.m. to noon at the Arizona State Capitol, 1700 W. Washington, and 2nd Floor Conference Room in Phoenix. Arizona

- Opening Statement – Judith Fritsch
- Public Commentary
- Closing Statement

ARIZONA STATE LEGISLATURE  
INTERIM MEETING NOTICE

**OPEN TO THE PUBLIC**

**JOINT LEGISLATIVE COMMITTEE ON DES BLOCK GRANTS**

**Date:** Thursday, August 18, 2011

**Time:** 2:00 P.M.

**Place:** SHR 1

**AGENDA**

1. Call to Order
2. Presentations:
  - Overview  
Community Services Block Grant (CSBG) State Plan - Judith Fritsch,  
Department of Economic Security
  - Community Action in Arizona  
Moises Gallegos, Interim Director, City of Phoenix  
Human Services Department
  - Community Initiatives  
Kathy DiNolfi, Vice President, MesaCAN/A New Leaf
  - Faith-Based Partnerships  
Gwen Relf, Executive Director, Rehoboth Saints Center,  
Community Development Corporation
  - Community Partnerships  
Mary Lou Rosales, Director, County Action Human Resources Agency
  - National and State Perspective  
Cynthia Zwick, Executive Director, Arizona Community Action Association
3. Public Testimony
4. Discussion
5. Adjourn

**Members:**

Senator Linda Gray, CoChair  
Senator Andy Biggs  
Senator Leah Landrum Taylor  
Senator Robert Meza  
Senator Steve Smith

Representative Carl Seel, CoChair  
Representative Kate Brophy McGee  
Representative Sally Gonzales  
Representative Katie Hobbs  
Representative Peggy Judd

Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting the Senate Secretary's Office: (602)926-4231 (voice). Requests should be made as early as possible to allow time to arrange the accommodation.