

# **COMMONWEALTH OF VIRGINIA**

**COMMUNITY SERVICES BLOCK GRANT**

**STATE PLAN**

**FOR**

**OCTOBER 1, 2010 TO SEPTEMBER 30, 2012**

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES**

**OFFICE OF COMMUNITY SERVICES**

**TO:** Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
370 L'Enfant Plaza Promenade, S.W.  
Washington, DC 20447

**State:** VIRGINIA

**PERIOD AND PROGRAMS COVERED:**

This Plan covers two fiscal years (from October 1, 2010 through September 30, 2012) for the Community Services Block Grant program.

**NAME OF OFFICIAL TO RECEIVE CSBG GRANT AWARD:**

Martin D. Brown, Commissioner

Virginia Department of Social Services

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**AUTHORIZING STATE STATUTE:**

Chapter 54, 2.2-5400 et seq. of Code of Virginia

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## I. ASSURANCES

**As part of this application required by subsection 676 of the Community Services Block Grant Act, the Chief Executive Officer certifies that Virginia agrees to:**

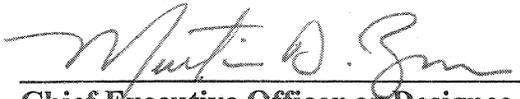
- (1) An assurance that funds made available through the grant or allotment will be used:
  - (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals:
    - (i) to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
    - (ii) to secure and retain meaningful employment;
    - (iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;
    - (iv) to make better use of available income;
    - (v) to obtain and maintain adequate housing and a suitable living environment;
    - (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
    - (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to:
      - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
      - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
  - (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development

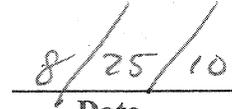
programs that have demonstrated success in preventing or reducing youth crime, such as:

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
  - (ii) after-school child care programs; and
- (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts);
- (2) a description of how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle;
- (3) information provided by eligible entities in the State, containing:
  - (A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low-income individuals and families in communities within the State;
  - (B) a description of how linkages will be developed to fill identified gaps in the 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 675C(a) will be coordinated with other public and private resources; and
  - (D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting;
- (4) an assurance 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;
- (5) an assurance that the State and the 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 a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

- (6) an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community;
- (7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D;
- (8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b);
- (9) an assurance 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;
- (10) an assurance that the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;
- (11) an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs;
- (12) an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization; and
- (13) information describing how the State will carry out the assurances described in this subsection.

By signing and submitting these assurances, the grantee certifies that it will comply with the requirements of the Act.

  
Chief Executive Officer or Designee

  
Date

## 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. [676A(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 state 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) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [675C(a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding the use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [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)]

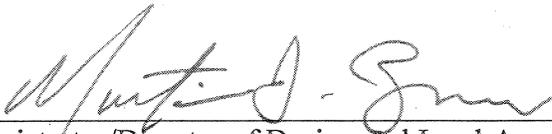
- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. [676(a)(3)]
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [676(e)(2)]
- (10) 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 review including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
  - (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)
- (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 in 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;
  - (e) not later than 30 days after receiving from an eligible entity a proposed quality improvement plan pursuant to subparagraph (A), either approve such proposed plan or specify the reasons why the proposed plan cannot be approved; and

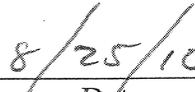
- (f) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [678(C)(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as 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) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System. [678(a)(1)]
- (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 678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for 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 678F(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 any 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)(2)]
- (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 under, 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 1973 (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]

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 A122) 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 to be included in any subawards, which contain provisions for children's services and that all subgrantees shall certify accordingly.

  
\_\_\_\_\_  
Administrator/Director of Designated Lead Agency

  
\_\_\_\_\_  
Date

## II. LEGISLATIVE HEARING AND PUBLIC REVIEW

The following notice was published in the Richmond Times-Dispatch on July 14, 2010.

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY SERVICES BLOCK GRANT STATE PLAN  
FOR OCTOBER 1, 2010 – SEPTEMBER 30, 2012

*In accordance with the Community Services Block Grant Act (42. U.S.C. 9901 et seq.), Virginia will submit an application for federal funds under the Community Services Block Grant. These funds will be used to carry out programs operated by Community Action Agencies to support low-income citizens in achieving and maintaining self-sufficiency. Program emphasis includes: employment readiness and skill training; job-related education; child day care; housing services; emergency assistance; rural transportation; services for the homeless; and water and waste water facility development.*

*Copies of Virginia's State Plan for the Community Services Block Grant Application are available for public review at all local and statewide community action agencies and at the Office of Community Services in the Virginia Department of Social Services, 801 East Main Street, 15<sup>th</sup> Floor, Richmond, VA 23219.*

*The required 30-day public comment period on the State Plan will run from Wednesday, July 14, 2010, through Monday, August 16, 2010.*

*Written comments must be received no later than August 16, 2010. Written comments may be mailed to: Office of Community Services, Virginia Department of Social Services, 801 East Main Street, Richmond, VA 23219, or sent by email to J. Mark Grigsby at james.grigsby@dss.virginia.gov.*

### III. STATE ADMINISTRATIVE STRUCTURE

The Virginia Department of Social Services is designated as the state agency responsible for administering the Community Services Block Grant Program. Virginia's community action network consists of 29 local community action agencies, three statewide community action organizations, the state community action association (The Virginia Community Action Partnership – VACAP), and the State Office of Community Services. In addition to oversight for the Community Services Block Grant the Office of Community Services (OCS) administers the Neighborhood Assistance Tax Credit Program.

The Community Services Block Grant Program is audited as part of the Department of Social Services annual audit, which is performed by the State Auditor of Public Accounts. The Statewide Single Audit Report for the July 1, 2008, to June 30, 2009, fiscal year (containing federal program findings and responses) was issued on February 10, 2010. The Virginia Department of Social Services' Annual Report was included in this report. The local community action agencies and statewide community action organizations submit quarterly program and fiscal reports and copies of their annual audits. The audits are reviewed by the Department of Social Services' Sub recipient Monitor Coordinator.

#### A. Grant/Contract Management

The distribution formula for CSBG funds is specified by the Virginia General Assembly in the Appropriations Act. The current formula states that funds are distributed on a historical basis for existing funds and by formula for any increases. That is, agencies are funded at the same amount as the prior year, with any increased funds distributed according to the following formula: 75 percent, poverty population in the agency's service area; 20 percent, number of localities in service area; and 5 percent, square miles in the services area, with no agency getting less than 1.5 percent of the increase. **Attachment 2** shows the allocation formula used to distribute funds for the 2010-2011 fiscal years, along with a chart showing each agency's initial funding allocation.

Each community action agency completes an annual application that becomes part of its state contract. The application includes a work plan and information about the needs assessment used by the agency in its planning process. The application package also includes information on board members and certifications on the required documentation (personnel and fiscal policies, etc.) maintained in OCS files for each agency. The monitoring process includes review of these items in addition to fiscal and program areas.

## **B. Board Composition**

Section 676B of the Community Services Block Grant Act requires entities to have a tripartite governing board in order to be a community action agency. In the case of public agencies, another mechanism specified by the State may be used. Virginia statutes provide that, in the case of a public community action agency, the local governing body determines the authority of the board. State law also requires that the boards of a statewide community action organization comply with the same federal and state requirements as a local community action board. Community action agencies in Virginia are required to have procedures in their by-laws to ensure that various community stakeholders who feel they are underrepresented can petition for adequate representation on the tripartite board. As part of their annual application to the State, agencies must submit a listing of board members detailing current and prior terms and categories under which they serve, in addition to other information. These listings are reviewed during the application process and again as part of the monitoring process.

## **C. Monitoring**

As of the submission date for this application, all of Virginia's community action agencies will have been monitored within the three-year timeframe required by federal law. During the 2010-2011 fiscal year, at least one-third of the 27 agencies were monitored. Throughout the 2010-2011 biennium technical assistance will be provided in response to monitoring findings. In addition, agencies that are identified as having problems will be evaluated and technical assistance provided as needed.

Virginia has adopted the monitoring principles and practices developed by the National Association of State Community Services Programs (NASCSPP) Monitoring Task force. Our monitoring process begins with a desk review covering the agency's application/work plan, quarterly reports, board minutes, audit, and required documentation. **Attachment 3** includes a copy of "Virginia's Monitoring Principles and Practices," along with the monitoring instruments used by the State Office of Community Services. After conducting a desk review of OCS records for the CAA being monitored, the state monitor spends two to three days (depending on agency size) on site at the agency, interviewing staff and looking at supporting documentation for information included in the application and quarterly reports. After the on-site visit, the monitor prepares a written report that is shared with the agency's executive director for review and fact verification. A final written report is sent to the agency's board chair, with a copy to the executive director. Then agency staff and board are required to provide the agency's response to the monitoring report, including a corrective action plan if needed. OCS provides technical assistance as needed and conducts a follow-up visit to check on progress.

In addition to our normal monitoring and technical assistance activities over the past two years, State OCS has made a concentrated effort to ensure that all of our local agency documentation files are complete. This includes making sure we have the most current by-laws, fiscal and personnel policies, and other required legal documentation in each agency's file. While review of these files occurs as part of the monitoring process, it can

be up to three years between close checks of them unless an agency has had problems. Keeping our files up to date supports our on-going efforts not only to ensure compliance with legal requirements but also to help ensure agency viability and identify potential weaknesses before they become major problems.

#### IV. COMMUNITY SERVICES NETWORK DESCRIPTION

The Commonwealth of Virginia includes 137 jurisdictions, 42 independent cities and 95 counties. During Fiscal Year (FY) 2009, Virginia’s community action network made a concerted effort to expand their services areas into unserved localities. Effective July 1, 2009, an additional 30 localities containing over 100,000 low-income individuals became eligible for CSBG services. Community action agencies now provide services in 122 localities that contain approximately 812,000 people that live at or below 125 percent of the federal poverty line. Listed below are the localities in Virginia that are served by community action agencies. **Attachment 4** is a map showing where the expansion occurred. **Attachment 5** is a map showing the location of Virginia’s community action agencies. **Attachment 6** is a list of Virginia’s community action agencies including their addresses and service areas. Actual funding will be reflected in the annual report. Any major changes in funding would be reflected in an amendment to the Plan. Virginia’s community action agencies plan to provide direct services to a minimum of 100,000 individuals each year over the next two years. The network also provides outreach, public awareness campaigns, and other community programs that reach many more.

##### A. Geographical Areas Served:

Accomack County	Lee County	Alexandria City
Albemarle County	Loudoun County	Bedford City
Amelia County	Louisa County	Bristol City
Amherst County	Lunenburg County	Buena Vista City
Appomattox County	Madison County	Charlottesville City
Arlington County	Mathews County	Chesapeake City
Augusta County	Mecklenburg County	Covington City
Bath County	Middlesex County	Danville City
Bedford County	Montgomery County	Emporia City
Bland County	Nelson County	Fairfax City
Botetourt County	New Kent County	Falls Church City
Brunswick County	Northampton County	Franklin City
Buchanan County	Northumberland County	Fredericksburg City
Buckingham County	Nottoway County	Galax City
Campbell County	Orange County	Hampton City
Caroline County	Page County	Hopewell City
Carroll County	Patrick County	Lexington City
Charles City County	Pittsylvania County	Lynchburg City
Charlotte County	Powhatan County	Manassas City
Clarke County	Prince Edward County	Manassas Park City

Craig County	Prince William County	Martinsville City
Dickenson County	Pulaski County	Newport News City
Essex County	Rappahannock County	Norfolk City
Fairfax County	Richmond County	Norton City
Fauquier County	Roanoke County	Petersburg City
Floyd County	Rockbridge County	Portsmouth City
Fluvanna County	Russell County	Radford City
Franklin County	Scott County	Richmond City
Frederick County	Shenandoah County	Roanoke City
Giles County	Smyth County	Salem City
Gloucester County	Spotsylvania County	Staunton City
Goochland County	Stafford County	Suffolk City
Greene County	Southampton County	Virginia Beach City
Greensville County	Surry County	Waynesboro City
Halifax County	Sussex County	Williamsburg City
Henry County	Tazewell County	
Isle of Wight County	Warren County	
James City County	Washington County	
King and Queen County	Westmoreland County	
King William County	Wise County	
Lancaster County	Wythe County	

## **B. Service Delivery**

The state Office of Community Services has on file descriptions of the service delivery systems for each agency. Most agencies provide direct services to clients and have referral systems in place with other community based organizations and local departments of social services to ensure that clients have access to a broad range of services. A few agencies no longer provide emergency services. These agencies work through referral systems and in some cases contract with other organizations to provide those types of services. For example, in Abingdon, People Inc. contracts with the Ecumenical Faith Council for the provision of much of their emergency services. In addition, People Inc. trains the Council's staff and works with their board on budget issues.

On the other hand, Alexandria's Office of Community Services, one of our seven public community action agencies, is responsible for directly providing emergency services. The local government agency serving Fairfax County is the only agency that does not provide any direct services with their CSBG funds. In Fairfax, the CSBG Advisory Board makes recommendations on the types of services that the CSBG funds should be used for based on community needs. The board is involved in reviewing proposals and they make recommendations on the final selection of service providers. Organizations funded by CSBG funds are subject to the restrictions and reporting requirements of the Community Services Block Grant.

All of our community action agencies work closely with local governments and other community-based organizations, including faith-based groups. Most grants now require collaboration with a broad spectrum of organizations to even be considered for funding. In addition, most grants, particularly federal grants, require needs assessments, and more agencies are sharing information and resources to help offset the expenses associated with performing those assessments.

Over the next two years, Virginia's community action network will continue developing and expanding the partnerships on both the state and local levels. Developing additional collaborative relationships and increasing agency capacity in order to better serve customers are goals for both the State Office and the local agencies.

## **V. RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY (ROMA) IMPLEMENTATION**

Virginia's community action network has been working on ROMA concepts and implementation for over 10 years. More recently, our state government as a whole has been moving to performance-based planning and budgeting. Now Virginia's state budgeting processes is based on outcome measures, with all state agencies developing strategic plans that are useful management tools, providing a context for decision making and bringing entire organizations into focus; clear visions of where organizations want to go; and improvements in how agencies efficiently and effectively provide services. As a part of the state's social services delivery system, Virginia's community action network is included in the Virginia Department of Social Services' strategic planning process. See **Attachment 7** for the community action section of the current VDSS budget documentation.

The community action network's early ROMA activities included introductory and intermediate training for community action agency staff; ROMA training for CAA boards; and return-on-investment training. Early on in the process, we made the decision to move all of our local community action agencies into implementing ROMA together rather than creating pilots around the state. During the first year of ROMA training and beginning implementation, we asked all agencies to report some outcomes on the programs they operated. By the end of the year we realized that if all agencies developed their own outcomes independent of each other, it would be impossible to aggregate and use the information on the state level. With input from a state ROMA Work Group, we developed a list of outcomes that everyone would attempt to report on. **Attachment 8** is the current version of this list. It is a constantly evolving document. Many items on it are simply processes or lists, and not actual outcomes. We continue making major revisions to our program definitions and outcomes as we react to developing national standards, particularly those dealing with community level outcomes.

While all of our agencies can now collect and report outcomes, keeping computer hardware and software current is still a major concern for most agencies. This has been an area that has presented budget challenges, particularly for small agencies that have been reluctant to budget funds that could go for service provision to technology.

Since July 2004, State OCS has expanded the reporting requirements that tie expenditures to specific outcomes. This ever-evolving system allows us to obtain more information to calculate an accurate return on investments.

In 2006, State OCS and VACAP completed a series of ROMA trainings designed to familiarize new directors and staff with ROMA concepts and Virginia's implementation efforts. Staff turnover presents a challenge for all types of training provided to the network and there is an ongoing need to continue to provide training on the basics.

In addition to the outcomes listed in **Attachment 8** that will be reported by the local CAAs, the Department of Social Services, through its Office of Community Services, will report on the following goals:

1. Expanded use of ROMA by community action agencies.  
Measures:
  - (i) Fiscal reports tied to outcomes and able to produce ROMA information
  - (ii) CAA reports reflect understanding of concepts
  
2. Improved training for CSBG network.  
Measures:
  - (i) Key staff, including program staff, have received "ROMA Review" training
  - (ii) Orientation training offered at least annually, or as needed, for new Executive Directors
  - (iii) On-site general Board training provided as needed and/or requested
  
3. Monitoring of local CAAs by State OCS meets or exceeds federal requirements.  
Measures:
  - (i) At least one-third of all local CAAs monitored each fiscal year
  - (ii) All local CAAs requiring technical assistance and follow-up monitoring visits receive a second monitoring visit within one year
  
4. Meet or exceed the federal requirements for providing technical assistance to CAAs experiencing problems.  
Measures:
  - (i) Staff available through State OCS to provide assistance on program and fiscal issues
  - (ii) Increased use of peer groups to provide both crisis and preventative assistance
  - (iii) Favorable reports from agencies receiving assistance through State OCS
  
5. Identify and respond to network needs.  
Measures:

Work with VACAP to address training needs of local community action agencies.

Progress on goals set by the State Office of Community Services will be reported with the local agency outcomes in the annual report. State OCS goals support the federal goal on increasing agency capacity.

## VI. PLANNED USE OF CSBG FUNDS

### A. Funds

In addition to CSBG federal funds, the Virginia General Assembly allocated \$1,139,713 in TANF funds to local community action agencies. TANF funds are used for a variety of programs subject to the restrictions placed on those funds. Many agencies will use the funds to supplement their emergency services; several will provide job training and employment services; others will provide child care or transportation services for working families. **Attachment 9** shows an attachment that is part of all state contracts that include TANF funds. It spells out the allowable uses and the federal and state restrictions on these funds.

In FY 2010 and 2011, CSBG funds will be disbursed in accordance with the Community Services Block Grant Act (42 U.S.C 9901 et seq.), Section 2.1-587 through 2.1-598 of the Code of Virginia, entitled "Community Action Act," and the State Appropriations Act.

Ninety percent of the available funds will be used for programs implemented by local community action agencies. These programs will focus on eliminating or reducing the social and economic causes of poverty and moving impoverished individuals towards self-sufficiency.

Five percent of available CSBG funds will be allocated to Virginia's three statewide community action organizations: Project Discovery, Southeast RCAP (Virginia Water Project), and Virginia CARES. These organizations operate programs that address the needs of student preparation for post-secondary education, low-income families for sanitary drinking water and/or wastewater disposal, and ex-offender pre-release and post-release re-entry services. A more detailed description of these programs follows.

The state's Office of Community Services will utilize 5 percent of available CSBG funds for its own operation and for costs associated with CSBG administration. When available, funds from this 5 percent are used to provide support to VACAP and/or for additional training or technical assistance. Over the past year a portion of OCS' administrative funds have been used to fund a position located in the VACAP office to provide leadership on Virginia's EITC initiative, and to provide additional administrative support to the association.

The State Code provides that no community action agency that received funding under P.L. 97-35 in the previous fiscal year will have future funding terminated under the Act

unless, after notice and opportunity for hearing on the record, the state determines that cause existed for such termination, subject to the procedures and review by the U.S. Secretary of Health and Human Services as provided in Section 676A.

**Attachment 2**, referenced in **Section III. A** of this Plan, shows the distribution of funds under the State CSBG contract for fiscal year 2010-2011. This allotment references the fourth quarter of the federal allocation. When the federal government determines the amount for the 2011 year, we will know the complete funding amount for the community action agencies.

## **B. Activities To Be Supported**

The Commonwealth of Virginia plans to provide funds, within the limits of available allocations, to eligible entities for the purpose of implementing programs designed to meet the needs of low-income and working poor individuals and families, including the elderly poor and migrant workers. To qualify for CSBG-funded services, households must have incomes at or below 125 percent of the federally established poverty line.

Program Areas/Activities offered by individual grantees may include:

1. **Agency Operations:** Functions that provide management, supervision, and support to ensure efficient agency operation.
2. **Child Care:** Programs and activities designed to support low-income individuals in working or in attending school or job-related training.
3. **Community Organization:** Programs and activities designed to increase the involvement of low-income individuals in their communities.
4. **Community and Economic Development:** Programs and activities designed to assist, support, operate, or provide technical assistance to expand the low-income community's economic base.
5. **Community Improvement/Quality of Life:** Programs and activities that improve or enhance the quality of life and improve the safety and stability of the low-income community and vulnerable populations.
6. **Economic Enhancement and Utilization:** Programs and activities to increase the income and assets of low-income individuals and families.
7. **Education:** Programs and activities designed to assist low-income children/individuals attain an adequate education, enhance their education, or augment the learning process.
8. **Emergency Services:** Programs and activities designed to meet immediate and urgent needs of low-income individuals and families.

9. **Employment:** Programs and activities designed to help low-income individuals secure and retain meaningful employment.
10. **Family Development:** Programs and activities that improve or enhance the quality of life and improve the safety and stability of low-income families.
11. **Housing:** Programs and activities designed to assist low-income individuals attain and maintain safe, adequate, and affordable housing.
12. **Independent Living:** Programs and activities to support independence in special-needs populations.
13. **Linkages:** Includes outreach to community residents and potential partners and the inclusion of new community organizations and projects. Also included are activities that coordinate multiple services, those that mobilize new funding for local programs and those that develop local governance resources.
14. **Offender/Ex-Offender Services:** Programs and activities designed exclusively for offenders, ex-offenders, and their families.

Activities supported by CSBG funds are those that naturally work to help support welfare reform efforts by helping to build skills in individuals and networks of support within the community. Additional programs support the most vulnerable populations in the community.

Each community action agency must submit, as part of its annual application, a workplan showing what programs it intends to operate, the estimated participants in those programs, and the estimated funds to be used for the operation of each program. The application, including the workplan, becomes part of the agency's contract.

Some of the programs that Virginia's CAAs intend to operate over the next two years include:

Head Start	19 agencies
Child Care & Latchkey Programs	10 agencies
Credit Unions	2 agencies
Summer Programs for Youth	5 agencies
Adult literacy and GED Programs	7 agencies
Employment Programs	14 agencies
Project Discovery (education)	17 agencies
Weatherization (home repairs for energy conservation)	14 agencies
Ex-Offender programs	12 agencies
Chip/Resource Mothers Programs	3 agencies
Housing Rehabilitation Programs	17 agencies
Independent Living for Elderly/Disabled	8 agencies
Transportation – work related	6 agencies

In addition, state OCS intends, providing funds are available, to continue its support of VACAP. Currently OCS provides funding for ROMA training, administrative support and a position to lead Virginia's Earned Income Tax Credit (EITC) initiative, through the association. Region III has stated that they consider Virginia's EITC efforts to be a model for the region. OCS is proud to be taking a lead in this effort and intends to work to see that EITC coalitions are in place throughout the Commonwealth.

OCS and VACAP have a close working relationship and most planning activities are carried out in collaboration to make the most of limited funds. OCS intends to survey the local community action agencies on both training needs and satisfaction with state oversight and technical assistance. Workplans will be developed based on the feedback gained through these surveys.

### **C. CSBG Discretionary Funds**

As stated above, 90 percent of the CSBG funds allocated to Virginia will be distributed to the local community action agencies, 5 percent will be used to operate the State Office of Community Services, and 5 percent will be considered discretionary funds. The discretionary funds must be used in a manner consistent with the purposes of the Community Action Act. A list of approved uses is contained in the Act. In Virginia, state law requires that the discretionary funds be used to support three statewide community action organizations. Those organizations are described below.

## **1. Project Discovery of Virginia, Inc.**

Project Discovery, of Virginia, Inc. administers and oversees the development and implementation of local Project Discovery programs including addressing the training needs of local staff. There are currently 22 Project Discovery programs operating in community action agencies, local governments and local non-profits. These 22 programs deliver the program in 50 school divisions in Virginia.

Project Discovery provides educational intervention for secondary school students from disadvantaged families, encouraging them to remain in school and pursue post-secondary education or training. Low-income students in grades 6-12 participate in a variety of activities designed to prepare them for access to post-secondary education. Activities include workshops on life planning, college admissions procedures, financial aid, and choosing a college, as well as other structured instructional activities.

Project Discovery groups also visit various college campuses. Project Discovery is designed to help principals and guidance counselors address the needs of low-income students by providing the program model that includes a manual, curricula, technical assistance, and monitoring.

In 2008-2009, Project Discovery served 2,305 at-risk students. More than 93 percent of Project Discovery seniors graduating in 2009 from high school enrolled in post-secondary education programs, approximately 5 percent either enlisted in military service or directly entered the work force, and 2 percent were undecided about their future plans. 24 of the top 25 post-secondary institutions attended were State-supported two or four year colleges or universities.

Project Discovery uses its federal CSBG funds for monitoring and for technical assistance to developing and existing local Project Discovery programs. Many former Project Discovery students come back to the program as volunteers to help with current program activities - serving on boards, tutoring, designing publications, chaperoning, and speaking to students. It is expected that 3,500 students will be served by Project Discovery in the fiscal year 2010 – 2011.

## **2. Southeast Rural Community Assistance Project (Formerly Virginia Water Project)**

The Southeast Rural Community Assistance Project, Inc. (Southeast RCAP) began as a demonstration project in 1969 following a needs assessment of low-income communities in the Roanoke Valley. The program was originally known as the Virginia Water Project, and its rural development model spread throughout the country. Today the Virginia Water Project has expanded to become Southeast RCAP, one of six regional RCAP's in the nation. Southeast RCAP works in seven states: Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida.

Southeast RCAP works with local governments, community action agencies, community-based organizations, and state agencies to provide assistance to rural low-income communities and families in obtaining safe and affordable drinking water and sanitary waste disposal facilities.

CSBG funds provide the core funding for Southeast RCAP projects in Virginia to include:

- ◆ Water projects
- ◆ Wastewater projects
- ◆ Preliminary engineering reports
- ◆ Operation and management – helps small water and wastewater plants meet federal and state compliance standards and become more cost effective
- ◆ Tap/hook-up projects – can include payments towards connection fees and/or laying service lines
- ◆ Indoor plumbing and rehabilitation
- ◆ Housing rehabilitation
- ◆ Comprehensive development – promotes construction of community-wide and individual water/wastewater projects such as treatment facilities, community wells, water storage tanks, etc.

Cities and rural areas with populations of 10,000 or less are eligible for services through Southeast RCAP. During the 2008-2009 program years, Southeast RCAP has made a \$6,573,704 total investment in Virginia projects and created 1,236 jobs in the Commonwealth while providing 70 Virginia residents with Well loans totaling \$383,819.

Southeast RCAP is one of three service providers awarded a well loan grant in the United States.

Southeast RCAP has built 40 new homes for a total investment of \$2,868,046;

### **3. Virginia Community Re-Entry System (VaCARES)**

Virginia CARES is a statewide ex-offender service unique to the Community Action system. The organization began as a job placement program in Total Action Against Poverty in Roanoke Valley (TAP), one of Virginia's community action agencies. In 1980 it was spun off as an independent organization. A network of ten local CAAs supporting 13 service delivery sites provides post-release support and job placement-related services to ex-prisoners returning to 60 Virginia localities. Assistance offered to ex-offenders aids them in their re-adjustment to society. Services focus on employment readiness, goal setting, family re-integration, consumer information, substance abuse services, and community resources. In addition, Virginia CARES provides emergency services consisting of housing, food, clothing, and transportation. Virginia CARES' main office provides support and training to program staff in the local CAAs. In FY 2008-2009 Virginia CARES served 2,035 individuals and is expected to increase its number of participants by at least 5% for each of the next two fiscal years. For FY 2008-2009 Virginia CARES received \$126,279 in Federal funds and

\$1,133,735 from the State General Fund. For fiscal year 2010-11 funding through VDSS for Virginia CARES will be \$185,672.

In addition to post-release services, Virginia CARES participates in the State's pre-release Productive Citizenship Curriculum implemented at 26 institutions. In FY 2008-2009, Virginia CARES provided services to 2,489 participants in its pre-release program.

Numerous studies have reported that Virginia CARES participants experience significantly decreased recidivism.

## **VII. COORDINATION AND LEVERAGING OF OTHER FUNDING AT STATE LEVEL**

The Office of Community Services, located within the Department of Social Services (VDSS), is responsible for overseeing the Community Services Block Grant. Under current state leadership, Virginia's community action agencies have come to be included as a part of the Virginia social services delivery system, and the community action network is included in the VDSS strategic planning process and in the department's budget documents. (See **Attachment 7**, referenced in **Section V** of this Plan, for the community action section of the current VDSS budget document).

The Department of Social Services is responsible for many programs benefiting low-income individuals and families in Virginia, including Temporary Assistance to Needy Families (TANF), Food Stamps, Energy Assistance, and others. The Department is also responsible for programs such as adoption and foster care; child and adult protective services and other programs that address domestic violence; child day care programs; and child support enforcement. In addition, the Department works closely with other state agencies such as the Health and Mental Health Departments, Medical Assistance Services (Medicaid), Rail and Public Transportation, and the Virginia Employment Commission.

The Department has several standing advisory councils and task forces and frequently pulls together workgroups for planning purposes. There are inter-agency agreements and memoranda of understanding between the Department and other agencies, including a memorandum of understanding between Social Services and the Department of Housing and Community Development covering the use of TANF funds by grantees in programs to establish Individual Development Accounts for low-income families. Another example is the Virginia Social Services System Strategic Planning Workgroup. Community action agencies are now recognized and included as an integral part of the strategic planning process and an important delivery system for services to Virginia's low-income families.

This year the Virginia General Assembly appropriated \$1,139,713 in Temporary Assistance for Needy Families (TANF) funds for the community action network. Community action agencies in Virginia also receive funding from several other state agencies.

## VIII. COLLABORATION WITH FAITH-BASED ORGANIZATIONS

The Virginia community action network has a long history of collaborating with faith-based organizations. Community action agencies are also included in the Department of Social Services' efforts to meet its responsibilities to promote faith-based and community initiatives. Section 63.2-703 of the Code of Virginia gives the Department the following responsibilities:

“§ 63.2-703. Faith-based and community initiatives; responsibilities of Department.

A. The General Assembly finds that faith-based, volunteer, private and community organizations make significant contributions to the welfare of our society and constitute an underutilized and underrepresented reservoir of assistance for social programs, and special efforts to increase utilization of faith-based, volunteer, private and community organizations will enhance the Commonwealth's ability to carry out human welfare programs. To carry out these initiatives, the Department of Social Services shall have the following responsibilities:

1. Lead and facilitate meetings as necessary, with faith-based, volunteer, private and community organizations for the purpose of sharing information to help carry out human welfare programs in Virginia;
2. Encourage conferences and meetings at the community level for faith-based, volunteer, private and community organizations, as needed;
3. Provide procurement and funding information to faith-based, volunteer, private and community organizations, as needed;
4. Provide information regarding faith-based and community initiatives and other information the Department may deem appropriate, to faith-based, volunteer, private and community organizations, and other state agencies whose missions may be enhanced by increased awareness of such initiatives and information;
5. Encourage the development and maintenance of a statewide network of local liaisons to assist in the dissemination of information and assistance;
6. Develop a statewide list of available faith-based, volunteer, private and community organizations. Such statewide list shall be made available to the public through the Department's website;
7. Obtain information concerning faith-based, volunteer, private and community organizations in other states;
8. Coordinate offers of assistance from faith-based organizations during natural disasters;
9. Make regular reports to the Governor and General Assembly on the fulfillment of the Department's responsibilities related to faith-based and community initiatives; and
10. Perform such other duties as the Department deems appropriate.

Specific examples of collaborations between community action agencies and faith-based organizations are contained in the Report on the Virginia Faith-Based and Community Initiative (**Attachment 11**).

All community action agencies have been made aware of the federal requirements related to faith-based organizations. Each CSBG contract also contains the following provisions dealing with non-discrimination of contracts and contracting with faith-based organizations.

**Nondiscrimination Of Contractors:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

**Contracting with Faith-Based Organizations:** In accordance with the Personal Responsibility and Work Opportunity Act of 1996, P.L. 104-193 and the Community Services Block Grant Act of 1998, P.L. 105-285, §679, the Purchasing Agency does not discriminate against faith-based organizations.

“Subawards of funds under this contract shall be subject to these same federal laws.”

# **ATTACHMENT 1**

**PUBLIC NOTICE**

**LEGISLATIVE PUBLIC HEARING**

**SPEAKERS AND COMMENTS**

SJR 223, 1993: The Standing Joint Subcommittee on Block Grants  
July 19, 2010

On July 19, 2010, the Joint Subcommittee on Block Grants met to hold its biennial public hearing on the Community Services Block Grant federal application. The Joint Subcommittee was established in 1993 as a mechanism for holding legislative hearings on applications for federal block grants, as necessary. For at least 20 years, certain federal legislation required that legislative public hearings be held on certain block grants. In Virginia, a Joint Subcommittee on Block Grants has, since 1982, held one inclusive hearing subsuming the grants requiring legislative public hearings, as needed on an annual or, currently, biennial basis. For some years, three different grants required legislative public hearings; however, since 1993, the Community Services Block Grant has been the Subcommittee's only responsibility.

The Community Services Block Grant is administered by the Department of Social Services and is submitted as a narrative plan in compliance with Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, as amended by various provisions, including the 1998 Community Action Block Grant Act (42 U.S.C. 9901 et seq.).

On a daily basis, Virginia's community action agencies (CAAs) provide a wide range of programs for low-income populations, which are designed to assist low-income people in becoming self-sufficient, such as:

- ❖ **Job training and skills development**
- ❖ **Micro-enterprises**
- ❖ **Childcare**
- ❖ **Head Start programs**
- ❖ **Education, e.g., motivating young people to attend college and adult literacy and GED**
- ❖ **Housing**
- ❖ **Transportation**
- ❖ **Services for the homeless**
- ❖ **Emergency services**
- ❖ **Water and waste water facility development**

The meeting opened with remarks from the Chairman, Senator Charles J. Colgan, who thanked the members, as well as the public, for taking the time to attend this important meeting. The subcommittee members then introduced themselves, and staff then gave a brief recap of the history of the Joint Subcommittee on Block Grants.

Next Martin Brown, the Commissioner of Social Services spoke briefly to the joint subcommittee. Commissioner Brown discussed the anticipated amount of funding, and emphasized the expansion in the community network over the last two years. He

also mentioned the earned income tax credit program, which has been highly successful in Virginia.

Following Commissioner Brown, Jim Mundy, President of the Virginia Community Action Partnership (VACAP) spoke to the subcommittee, again highlighting some of the successful programs, including Project Discovery, which is a program aimed at steering low income children towards college. Along with Mr. Mundy was Holly Sales, a 2002 graduate of the Project Discovery program. She spoke about how the program prepared her for college, and later a Masters Degree program in social work, from which she graduated magna cum laude in 2009. Both Ms. Sales and Mr. Mundy urged the committee to continue their support for Community Services Block Grant state plan and programs like Project Discovery.

Jim Schuyler, Executive Director of VACAP, also spoke about the important work done by these community action agencies. He highlighted the impressive expansion in coverage that has been accomplished in the last two years. In 2008, there were 42 jurisdictions in Virginia that were not being served by an agency; today there are only 12 such jurisdictions remaining. He also spoke of the increased need for services in these troubling economic times, and demonstrated how the community action network has continued providing services with less money each year. He assured the joint subcommittee that the community action network will do what it can to sustain these life-altering services with whatever funds they can gather and urged approval of the state plan.

During the public comment period, the joint subcommittee heard from representatives of several programs that receive block grant funds, as well as individuals who have been helped by such programs. The subcommittee heard from Russell Rice, speaking about Southeast Rural Community Assistance Project, which develops affordable water and wastewater facilities to low income clients. Often, this means installing indoor plumbing in residences for the first time. The subcommittee was moved by the testimony of a man who had been the recipient of such services.

Next, Tom Wagstaff, spoke about the Capital Area Partnership Uplifting People, or CAPUP, which provides a variety of services to low income individuals in the Richmond area. The subcommittee also heard testimony from recipients of various services. Finally, Audrey Cornick spoke about the Southeastern Tidewater Opportunity Project, or STOP of Hampton Roads. She was also accompanied by the individuals who spoke very highly of the education and business development assistance they had received through the STOP program.

After the public hearing, the joint subcommittee members discussed the variety of programs supported by the Community Services Block Grant. Delegate Lingamfelter had earlier asked one of the speakers what the General Assembly could do to help ensure that more money was going directly to these valuable services, and less to administrative expenses. To that end, he proposed submitting an amendment to the House budget during the next session directing the Department of Social Services to scrutinize their

spending in the administration of the Community Services Block Grant program, and see if there were areas where they could reduce bureaucracy and send more funds directly to these important programs. He encouraged one of his Senate counterparts to do the same. The joint subcommittee then unanimously approved the current block grant application, and the meeting was adjourned.

The Honorable Charles J. Colgan, chairman  
Legislative contact: Jessica R. Eades

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**COMMONWEALTH OF VIRGINIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY**  
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**COMMONWEALTH OF VIRGINIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY SERVICES BLOCK GRANT STATE PLAN FOR OCTOBER**

**ATTACHMENT 2**

**ALLOCATION FORMULA**

**AND**

**INITIAL AGENCY ALLOCATIONS**

**FOR 2010 - 2011**

Final  
Revised 7/10 allocation

Agency/Locality		
Alexandria	1.50%	
AppCAA	2.92%	
Arlington	2.06%	
Bay Aging	2.94%	
CAPSAW	1.79%	
CAP-UP (RCAP)	6.17%	
Clinch Valley	1.50%	
Eastern Shore	1.53%	
Fairfax County	5.71%	
Fauquier	4.03%	
Goochland	1.50%	
HOPE	2.78%	
Lynchburg CAG	4.30%	
MACAA	3.38%	
Mountain CAP	1.65%	
New River	4.12%	
OHA	5.01%	
People Inc	6.39%	
Pittsylvania	4.03%	
Powhatan	1.50%	
Quin	4.36%	
Rooftop	1.55%	
Skyline	1.50%	
STEP	1.50%	
STOP	14.97%	
TAP	5.64%	
The Improvement Association	1.87%	
Tri-County CAA	2.30%	
WJCC	1.50%	
Total	100.00%	0.00%

Federal CSBG TANF  
 \$10,026,277 \$1,139,713

	2011 Federal CSBG	2011 TANF	Total contract
Alexandria	\$152,462	\$17,674	\$170,136
AppCAA (RADA)	\$302,597	\$35,079	\$337,676
Arlington	\$201,593	\$23,370	\$224,963
Bay Aging	\$284,062	\$32,930	\$316,992
CAP-SAW	\$172,511	\$19,999	\$192,510
CAP-UP (RCAP)	\$671,985	\$77,901	\$749,886
Clinch Valley	\$155,238	\$17,996	\$173,234
Eastern Shore	\$164,696	\$19,093	\$183,789
Fairfax County	\$550,860	\$63,859	\$614,719
Fauquier	\$435,309	\$27,866	\$463,175
Goochland	\$86,655	\$10,046	\$96,701
HOPE	\$301,593	\$34,963	\$336,556
Lynchburg CAG	\$430,078	\$49,858	\$479,936
MACAA	\$359,774	\$41,707	\$401,481
Mountain CAP	\$189,567	\$21,976	\$211,543
New River	\$430,645	\$49,923	\$480,568
OHA	\$507,334	\$58,813	\$566,147
People Inc	\$590,687	\$68,476	\$659,163
Pittsylvania	\$418,110	\$48,470	\$466,580
Powhatan	\$87,097	\$10,097	\$97,194
Quin	\$421,152	\$48,823	\$469,975
Rooftop	\$166,692	\$19,324	\$186,016
Skyline	\$151,123	\$17,519	\$168,642
STEP	\$160,532	\$18,610	\$179,142
STOP	\$1,453,177	\$168,461	\$1,621,638
TAP	\$626,687	\$72,649	\$699,336
The Improvement Associati	\$199,271	\$23,101	\$222,372
Tri-County CAA	\$206,828	\$23,977	\$230,805
WJCC	\$147,962	\$17,153	\$165,115
Subtotal	\$10,026,277	\$1,139,713	\$11,165,990
	\$557,016		
Project Discovery	\$185,672		\$185,672
SERCAP	\$185,672		\$185,672
VA CARES	\$185,672		\$185,672
Subtotal	\$557,016	\$0	\$557,016
Total	\$10,583,293	\$1,139,713	\$11,723,006

# **ATTACHMENT 3**

## **MONITORING PRINCIPLES & PRACTICES**

### **MONITORING INSTRUMENTS**

Monitoring visits Dates for next review	Date of Last review	Staff conducting review	Final report issued	Findings / Weaknesses	Date of Response / Corrective Action Plan	Next Visit Due	Date of Next Review
Alexandria	Mar 25-26, 2010	Chet	Mar 15, 2010	N/A	N/A	FY 2013	
Arlington County	Oct 1-2, 2008	Chet / Bill	Oct 13, 2008	N/A	N/A	FY 2011	
Bay Aging	NEW CAA	Chet / Dan				FY 2010	Jul 21-23, 2010
CAPSAW	NEW CAA	Chet / Dan				FY 2010	Aug 25-27, 2010
Clinch Valley	Apr 7-9, 2010	Chet	May 10, 2010	N/A	N/A	FY 2013	
Eastern Shore	Jan 13-15, 2009	Chet	Feb 1, 2009	N/A	N/A	FY 2012	
Fairfax County	Feb 24-25, 2010	Chet	Mar 15, 2010	N/A	N/A	FY 2013	
Fauquier	Mar 16-18, 2010	Chet	Apr 29, 2010	N/A	N/A	FY 2013	
Goochland	NEW CAA	Chet / Dan				FY 2010	Jul 21-23, 2010
HOPE	Jun 15-17, 2010	Chet	Pending	I-9s	Pending	FY 2013	
Loudoun County	Feb 11-12, 2008	Chet / Dan	Mar 21, 2008	1. L/I Vacancies 2. All monitoring done day prior to our visit	Jul 1, 2008	FY 2011	
Lynchburg	Oct. 6-8, 2008	Bill / Chet	Dec 2, 2008	N/A	N/A	FY 2011	
Monticello	Jun 2-4, 2008	Dan	Sep 18, 2008	Numerous	Dec 1, 2008	FY 2011	
Mountain CAP	Jun 23-25, 2010	Chet	Pending	N/A	N/A	FY 2013	
New River	Apr 14-16, 2010	Chet	Jun 3, 2010	N/A	N/A	FY 2013	
OHA	Nov 5-7, 2008	Chet / Bill	Dec 29, 2008	N/A	N/A	FY 2011	
People	Apr 28-30, 2010	Chet	Jun 3, 2010	N/A	N/A	FY 2013	
Pittsylvania	Feb 18-20, 2009	Chet	Mar 1, 2009	Exec Committee Only	Pending	FY 2012	
Powhatan	NEW CAA	Chet / Dan					Sep 2-3, 2010
Quin Rivers	Nov 19-21, 2008	Dan	Feb 27, 2009	Numerous	Apr 27, 2009	FY 2011	
RADA	Sept 24-26, 2007	DeAnn	Jan 1, 2008	N/A	N/A	FY 2010	Aug 23-25, 2010
RCAP	Dec 4-6, 2007	Bill & Chet	Feb 15, 2008	Numerous	April 4, 2008	FY 2011	
Rooftop	Aug 20-21, 2007	DeAnn / Bill	Dec 1, 2007	N/A	N/A	FY 2010	Jul 19-21, 2010
Skyline	May 18-20, 2009	Bill / Chet	Jun 30, 2009	Auditing Svcs	Aug 24, 2009	FY 2012	
STEP	April 23-25, 2007	DeAnn / Bill	July 1, 2007	N/A	Sept. 2007	FY 2010	Sep 14-17, 2010

Monitoring visits Dates for next review	Date of Last review	Staff conducting review	Final report issued	Findings / Weaknesses	Date of Response / Corrective Action Plan	Next Visit Due	Date of Next Review
<i>STOP</i>	Mar 10-12, 2009	Chet / Bill	Apr 24, 2009	1. Auditing Svcs 2. Old Job Evals	Jul 6, 2009	FY 2012	
<i>Sussex/Surry</i>	March 25, 2008	Chet	Mar 31, 2008	Poor Board Procedures	June 6, 2008	FY 2011	
<i>TAP</i>	April 25-27, 2007	DeAnn & Bill	Mar 5, 2008	Numerous	June 1, 2007	FY 2010	Aug 18-20, 2010
<i>Tri-County</i>	Mar 23-25, 2010	Chet	Jun 3, 2010	TANF Salary -- corrected during visit	N/A	FY 2013	
<i>Williamsburg</i>	Apr 14-16, 2009	Chet / Bill	May 1, 2009	N/A	N/A	FY 2012	
<i>SERCAP</i>	29-31 Mar 10	Chet	May 10, 2010	N/A	N/A	FY 2013	
<i>VA CARES</i>	July 16-17, 2008	Chet & Bill	Aug 1, 2008	N/A	N/A	FY 2011	
<i>Proj Disc</i>	July 17-18, 2008	Chet & Bill	Aug 21, 2008	N/A	N/A	FY 2011	

# CSBG Monitoring Standards Introduction

The CSBG Act of 1998 requires that CSBG eligible entities be monitored at least once every three years by the state CSBG office. Monitoring is one of many block grant management responsibilities held by the state CSBG office. Monitoring is a good business practice because it can assist the over 1,000 CSBG eligible entities, predominately community action agencies (CAAs), to continually improve outcomes as they strive to adopt high impact strategies to end poverty. It is an important part of a strong partnership that should be forged between state CSBG offices, state CAA Associations and the eligible entities (from this point forward eligible entities will be referred to as community action agencies) to build capacity at the local level, and to provide training and technical assistance to community action agencies so that they can excel in working to eliminate poverty.

It must be noted that monitoring is one of many tools available to strengthen agencies' capacity and outcomes. Local agency internal assessments, such as the Community Action Partnership's Standards of Excellence, Head Start self-assessment, training and technical assistance, peer-to-peer exchanges, needs assessment, Community Action plans, and Results Oriented Management and Accountability are all tools that are essential to maintaining and strengthening agency capacity. Community Action leaders at the national, state, and local levels need to work together to ensure the Network is strong. Monitoring of community action agencies is a state responsibility but strengthening the capacity of community action agencies must be a shared responsibility among all members of the CAA network for it to be truly effective.

The National Association for State Community Services Programs (NASCSPP) has crafted the following *CSBG Monitoring Standards* as a framework for the development of strong and effective monitoring systems for the nation's community action agencies. Ongoing dialogue among the Network partners is essential to implementing the *CSBG Monitoring Standards*. Ongoing dialogue is also essential to customizing this document to meet the needs of each state and local network.

## Standards

### **Mutual Respect**

In working with grantee boards, staff, and consultants, CSBG offices value and recognize the unique knowledge, ability, and independence of each person. CSBG offices are committed to treating all persons fairly and maintaining credibility by matching actions with words.

### **Open Communication**

Effective communication is key in facilitating good working relationships with partners, and CSBG offices are committed to keeping lines of communication open. The purpose of communication is to assist in developing solutions to problems, to share program improvement ideas, and provide information on new developments in the anti-poverty field. CSBG offices communicate frequently through a variety of tools and media. CSBG offices

are open to contact and are committed to listening to suggestions/concerns and to gaining an understanding of local operations and to assist locals in pursuing priorities.

### **Joint Problem Solving**

CSBG offices operate under the basic belief that a team approach to problem solving is in the best interest of all parties involved. CSBG offices sincerely believe that collectively the office and the agency can arrive at the best solution to any situation. Through a team approach to problem solving, CSBG offices think outside the traditional ways and come up with the best strategies for program development, conflict resolution, or compliance issues. CSBG offices want to promote an environment in which the office and all Community Action partners will be open to change and can work together in exploring options and developing mutually agreeable solutions. The goal is to have agencies function independently with CSBG office support in an effort to meet the needs of local communities within the parameters set by legislation.

## **Monitoring Practices**

The states need to assess the health of the entire agency, not just program-by-program compliance. Such assessments include general oversight, desk reviews, and on-site reviews of the following: community action plan and/or contract, needs assessments, service delivery systems, administration and management systems, board and governance systems, and financial systems.

### **Practice 1 - State monitors should look at more than compliance with program rules and regulations.**

In assessing the health of an agency, state monitors cannot look solely at compliance with particular program standards. Individual agencies may have expertise in particular programs or services and may excel in any 'snapshot' view of the agency. However, the same agencies may be having difficulty in operating other programs, or may be delivering sub-standard services throughout the rest of the organization. State monitors need to take a systems view of each CAA, and note the quality of service delivery and program operations throughout the agency.

The overall health of a community action agency encompasses more than just a technical compliance with specific program mandates. In order for a CAA to be truly 'healthy,' it must be continually striving to find better ways to use programmatic resources to help people move out of poverty. Programs operated by a CAA must contribute to the agency's overall mission, and each program must achieve measurable outcomes that help to change the lives of low-income people. The extent to which a CAA sets performance goals within the ROMA framework, systematically collects and analyzes data on performance measures, and adjusts its short and long range plans based on that analysis constitutes significant evidence of a CAA's commitment to making a difference for the families it serves and the communities in which it works.

## **Practice 2 - State monitors should assess the effectiveness of the board of directors.**

An effective board is critical to the overall health of an agency. When only a few board members regularly attend meetings, their agency is not being led by a fully engaged group of community members. The tri-partite structure of private non-profit and public community action board of directors ensures that voices from ALL segments of the community *have the opportunity to* participate in shaping the direction of the CAA. Without full participation, the CAA lacks valuable points of view in its decision-making process.

A board that does not clearly understand the mission of the agency cannot offer the kind of community-based leadership that is critical to the health of a CAA. A board that is not evaluating agency programs and operations fails to ensure agency resources are being used most effectively to produce the outcomes necessary to fight poverty within the community. A board that is not comfortable in honestly evaluating the executive director is not ensuring that the agency has effective leadership. A board that does not regularly review its own by-laws places the agency at risk of failing to operate within legal guidelines. A board that does not comprehend the financial status of the organization places the agency (and themselves) at the mercy of management staff.

## **Practice 3 - State monitors should assess administrative and leadership capacity of agency management as it relates to meeting the Board of Director's goals.**

An effective CAA is flexible and responsive to the needs of individuals and the community it serves, as well as committed to its employees. Communication is evident and widespread in an effective CAA – staff know what is going on in the organization, what new initiatives are in place, and what new directions are being explored. They know the mission of the agency and their role in making the mission a reality. Work is distributed throughout the organization, with management support for the staff who do the day-to-day work of meeting the needs of low-income people. Monitors need to be able to assess the degree to which the management of a CAA is leading the organization towards more effective and responsive service delivery.

## **Practice 4 - Monitoring Community Action Agencies is part of a process to strengthen CAAs and the entire Community Action Network.**

In order for the states to assess the health of Community Action Agencies, the state CSBG offices should adopt a systems approach to monitoring. Practices outlined above provide a framework for implementing a systems approach, and a framework for looking at a CAA as an entire system.

However, what are the states and CAAs to do with the information garnered from a systematic monitoring approach? The monitoring process should serve several purposes. The first is to provide the CAA with feedback about its programs, going beyond compliance to include an assessment of the agency's ability to change lives. A good monitoring visit should help an agency gauge its effectiveness in fulfilling its mission.

Secondly, the monitoring process should assist CAA leaders in making changes that will improve their organizations. An effective monitoring process can provide CAAs with both an 'early warning system,' and a best practices 'catalog.' By highlighting organizational systems that are under-performing or showing signs of stress, an agency-wide monitoring can help CAA managers take proactive steps to strengthen their organizations, before problems or crises arise.

By noting agency strengths, a systems approach to monitoring can help CAA leaders build upon those strengths - to do more of what they do best.

A third purpose is to provide the state with data that can be used to assess the statewide CAA network. States can note any recurring themes or trends across multiple agencies, and can respond on a statewide basis, rather than only on an agency-by-agency basis. For example, if the number of people moving on to self-sufficiency is declining state-wide, it would serve as a "red flag" to the state. Why are fewer people achieving success? Are there pockets in the state where this is more prevalent? Another example might be that there are a number of new CFO's throughout the state, leading the state to provide a series of trainings to enhance the effectiveness of these individuals and strengthen financial systems throughout the state.

Moving beyond compliance provides states with the opportunity to build capacity in individual agencies and the entire statewide CAA network. This same concept applies on the national level as well. As states identify changing needs and trends, policy modifications and resource allocations can be identified to address the evolving needs on a national scope.

**Practice 5 – The State CSBG office should have a system in place to document and inform the agency of findings and/or deficiencies.**

Effective monitoring includes a follow up process. Upon completion of an on-site monitoring visit the monitor should conduct an exit interview with agency staff and/or Board leadership. During the exit interview strengths as well as areas in need of improvement, findings, and/or deficiencies should be discussed. Agencies should receive a timely written report after an on-site visit which will officially inform an agency of its status.

**Practice 6 – The State CSBG office should have a system in place to provide training and technical assistance when necessary.**

Effective monitoring includes providing training and technical assistance. The state office should have a means of providing training or technical assistance to agencies in need of assistance. This assistance may be provided by the state CSBG office directly, through a CAA association, a peer CAA, a local or national TA provider, and/or any other mechanism which is deemed appropriate.

## Summary of OCS Monitoring Procedures

### Overview

Federal guidelines require that the Virginia Office of Community Services (OCS) monitor each local community action agency at least once every three years to ensure performance goals, administrative standards, financial management requirements, and other state requirements are met. As a result, OCS monitoring team members will look at far more than compliance with program rules and regulations. Rather, OCS monitors will take a systems view of each agency, noting the quality of service delivery and program operations throughout the agency. OCS views its monitoring activities as part of a process to strengthen local agencies and the entire community action network. OCS will use the results of its on-site monitoring reviews to identify training and technical assistance needs unique to each agency, to provide the agency with both an early warning system and best practices catalog, and to identify areas where training and/or technical assistance might increase the capacity and performance of the entire network. OCS has also set a goal of completing on-site monitoring visits at each local community action agency every two years rather than the three year minimum.

The monitoring team will usually consist of one or two OCS staff members depending mostly on the size of your agency. The on-site visit will occur over a two and a half day period. We anticipate beginning each day at 9:00 a.m. If you desire it, we can end the review with an informal exit conference to briefly outline our findings. You will, of course, receive a written monitoring report whether or not an exit conference is held.

OCS will use a standard monitoring instrument to ensure each review is comprehensive and consistent with other reviews in examining all of the agency's management and governance systems. See attached copy of instruments. On-site monitoring reviews include a Desk Review, a Financial Management Review Instrument, a Board of Directors Interview, a Management Team Interview, and a Staff Focus Group.

OCS will complete the Desk Review portion of the monitoring instrument prior to the on-site visit. The Financial Management Review Instrument will be completed by interviewing the Chief Financial Officer and examining a number of financial records. If possible, we recommend that the Treasurer of the Board of Directors participate in this interview. The Board of Directors interview examines governance functions and operations. Completion of that portion of the review requires that we interview at least three members of your Board, including the Board Chair and two other members. The Board of Directors interview can take place anytime during the first two days or evenings of our visit. The Management Team Interview should include the Executive Director, Finance Director, Chief Planner, Human Resources Manager, operations directors or managers, and/or other management level personnel able to address questions related to your agency's various management systems. And finally, our on-site review will include a Staff Focus Group which

consists of a series of open-ended questions directed to no more than eight direct services staff members.

The on-site monitoring review will also involve the examination of agency documentation and records. As a result we will need to have access to your financial files, personnel files, and client files.

### Financial Management Review

In the area of financial management, we will randomly select one month's Federal CSBG, State CSBG, and TANF reimbursements and review the documentation supporting those expenditures. If problems are found during that examination, we may need to request documentation for additional months' expenditures. We will also need to see any contracts the agency has executed for professional services and documentation that shows agency policies governing the procurement of non-expendable property, goods, and services have been correctly implemented. We also need to see documentation of liability, bonding, and vehicle insurance coverage. We will review your documentation demonstrating that a physical inventory has been completed and that the physical inventory has been reconciled with agency inventory records. If there were any findings or recommendations in your last A-133 audit, we will review your documentation pertaining to whatever corrective action has occurred.

### General and Program Review

In the area of general and program administration, we will randomly select some client files and personnel files to review. We will need to see documentation of your needs assessment and any public hearing or meetings that were held to solicit input pertaining to the needs assessment. If you administer a Head Start program, we will need a copy of your latest Head Start PRISM, and if applicable, corrective action plans, and documentation that your corrective action plan has been implemented. We also need copies of monitoring reports issued by any other public funding source. If you are experiencing any problems, findings, and/or disputes with funding sources other than CSBG, we will need to see all correspondence and/or reports pertaining to those issues.

### Issuance of Monitoring Report

OCS will issue a written report within 30 days of the on-site visit. Issuance of the final report will be preceded by the emailing of a draft copy to the agency's Executive Director to give the agency an opportunity to check facts or clarify findings. The Executive Director will then have five days to respond to the draft report after which the Monitoring Report will be finalized and mailed to the Board Chair and the Executive Director. The Final Monitoring Report may include the following: "Findings, Weaknesses, and Recommendations." "Findings" include instances of non-compliance with statutes, regulations, policies, or procedures established by the

agency itself, the Commonwealth of Virginia, or federal agencies. "Weaknesses" include conditions that have the potential to lead to problems for the agency including deficiencies in agency management and governance systems. "Recommendations" include "best practices" that can contribute to increased agency effectiveness.

### Corrective Action Response and Plans

Local agencies will be required to submit an approved Corrective Action Plan no later than 60 days after issuance of the Final Report. Local agencies are required to share copies of the Final Monitoring Report with all members of the Board of Directors. Likewise, the agency's Corrective Action Plan shall also be shared with and approved by the Board. If it is impossible for the entire Board to approve the Corrective Action Plan within the 60 day period because of its meeting schedule, the Executive Committee can approve it subject to Board review and approval later. OCS will screen agency Board Meeting minutes to confirm that the Board reviewed the monitoring report and approved the corrective action plan. The agency's Corrective Action Plan should respond to each finding, weakness, or recommendation contained in the Monitoring Report. Corrective action plans shall include a description of the action to be taken and a date for completion of each corrective action.

### Follow-Up Reviews

The nature of follow-up reviews depends on the number and seriousness of the findings and weaknesses identified in the monitoring report. When findings and weaknesses are few and/or minor, the follow-up review may be accomplished by mail (i.e. – submission of a document or written policy). When findings and weaknesses are numerous and/or major, a follow-up on-site visit will be conducted to verify and document implementation of the corrective action plan. In these instances, OCS may also determine that increasing the frequency of monitoring reviews to annual on-site visits is justified.

### Summary

While The CSBG Act of 1998 requires the State CSBG office to monitor local community action agencies, the fact is, it is also a good business practice because it can assist you to continually improve your operations, services, and outcomes as you strive to end poverty in your community. Monitoring is but one of many tools available to strengthen agencies' capacity and outcomes. Local agency self-assessments, the national Community Action Partnership's Standards of Excellence, Virtual CAP, training and technical assistance, peer-to-peer exchanges are all tools that are essential to maintaining and strengthening agency capacity. The Virginia Office of Community Services believes that it is important to maintain a strong partnership between our office, the Virginia Community Action Partnership, and local community action agencies; a partnership that builds capacity at the local level and

that provides training and technical assistance so the network can excel in its work. To that end, we are committed to working with VACAP and the community action network to provide quality training and technical assistance that addresses whatever findings and weaknesses are identified by our monitoring reviews.

Date:

To:

From:

Subject: CSBG On-Site Monitoring Review

Federal guidelines require that the Virginia Office of Community Services monitor each local community action agency at least once every three years. In accordance with those requirements, we have scheduled an on-site monitoring review of XYZ CAA for Wednesday, February 28 through Friday, March 2, 2009. I am writing to confirm those dates and to provide information related to the review.

I have attached the following two documents: *Agency Management Systems Instrument* and the *Financial Management Instrument*.

Our on-site monitoring reviews include a Management Team Interview, a Board of Directors Interview, and a Staff Focus Group. See the Summary of OCS Monitoring Procedures that follows this memo and the attached Agency Management Systems Instrument for detailed information about the group interviews. These three group interviews need to be scheduled for any two-hour period during the first two days of the visit. The Board of Directors interview can be scheduled during the day or evening of those first two days. In addition, the Financial Management review will take most of one full day, including time for a review of financial records. If you desire one, an exit conference can be held on the third day.

Please contact me no later than Friday, February 23, with a schedule showing the day, time, and locations for the three group interviews.

I look forward to learning more about the programs being administered by your agency and the important services being provided to low-income families in your service area.

Please contact me if you have any questions pertaining to the on-site monitoring review.

**OCS MONITORING INSTRUMENT**  
**AGENCY MANAGEMENT SYSTEMS**

**PART 1: DESK REVIEW**

Agency \_\_\_\_\_

Date \_\_\_\_\_

Reviewers \_\_\_\_\_

**REQUIRED DOCUMENTATION**

<u>ITEM</u>	<u>STATUS</u>	<u>COMMENTS</u>
<i>Fiscal Procedures</i>	Date last amended _____	_____
<i>Personnel Policy</i>	Date last amended _____	_____
<i>EEO/Affirmative Action</i>	Date last amended _____	_____
<i>Articles of Incorporation</i>	Date last amended _____	_____

Comments: \_\_\_\_\_

**GOVERNING/ADVISORY BOARD**

*Board By-laws* \_\_\_\_\_ *Date last amended* \_\_\_\_\_

Comments: \_\_\_\_\_

*Are board structure and selection process in compliance with federal law?* Yes \_\_\_ No \_\_\_

Comments: \_\_\_\_\_

*Are procedures specified for dealing with groups that feel underrepresented?* Yes \_\_\_ No \_\_\_

Comments: \_\_\_\_\_

**Board Vacancies as of** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**According to the agency's By-Laws, how often should the board be meeting? Did the Board comply with that meeting schedule over the last year?**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Dates for Board minutes over the last year on file with OCS** \_\_\_\_\_

**Comments on Board minutes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of most recent audit report:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Were there any findings?** Yes \_\_\_ No \_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If a corrective action plan was required, has it been submitted?** Yes \_\_\_ No \_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have program and fiscal reports been timely, accurate, and complete?** Yes \_\_\_ No \_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Are reports consistent with the plan and application?*

Yes \_\_\_\_ No \_\_\_\_

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER COMMENTS/OBSERVATIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# OCS MONITORING INSTRUMENT

## PART II: BOARD OF DIRECTORS FOCUS GROUP

Agency \_\_\_\_\_

Date \_\_\_\_\_

Reviewers \_\_\_\_\_

Person(s) Interviewed \_\_\_\_\_

*How does the board ensure the agency remains in compliance with 1/3, 1/3, 1/3 structure, etc.? Compliance with term limits?*

*Describe the democratic selection procedures you use to select low-income representatives. Review documentation.*

*What orientation/training have you received as a member of this Board?*

*In what ways does the Board use ROMA (outcomes/results) in evaluating Agency performance?*

*Describe the Committee Structure used by the Board to fulfill its responsibilities.*

*Describe the Board's role in developing and reviewing the Agency's Strategic Plan. How often? How is the Agency's community needs assessment utilized in the agency's planning system?*

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*How does the Board ensure and monitor the implementation of the Agency's Strategic Plan?*

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*How is the Board involved in developing the resources needed for Agency and program operations?*

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*How often does the Board review and update the Agency's Financial Policy/Procedures? How is that accomplished? When was this review last completed?*

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*Describe how the Board reviews the Agency's Annual Budget and Audit Report?*

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*Describe how the Board monitors the Agency's financial performance (i.e. – compare expenditures to budget, revenue received, and cash flow situation).*

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*How often does the Board review the Agency's Personnel Policies? How is that accomplished? When was this review last completed?*

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*How often does the Board review the Agency's salary scale/structure? How is that accomplished? When was this review last completed?*

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*Does the Board monitor staff development/training needs, plans, and outcomes? If so, how and when?*

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*Describe how the Board evaluates or oversees the evaluation of Agency program performance? What Agency programs have been evaluated during the last two years? (Review evaluation reports)*

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*Describe how the Board evaluates the performance of its Executive Director. When was the last performance review completed? How does the Executive Director's performance review relate to the Agency's strategic goals and expected outcomes? (Review last completed performance review)*

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*Describe how the Board plans its own work and evaluates its own performance?*

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*Does the Board have an attendance policy? How is this policy implemented?*

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*How often does the Board review its Agency By-Laws? When was this review last completed?*

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*If over the last year the Board failed to follow the schedule of meeting outlined in its By-Laws, what action(s) are being taken to correct the situation?*

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## PART III: MANAGEMENT TEAM INTERVIEW

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e: In addition to the Executive Director, the management team interviewed should include the agency's chief planner, finance director, human resources manager, operations director/manager, and/or other management-level personnel able to address the questions and issues outlined below.

Person(s) Interviewed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### A. Needs Assessment Process

*Describe the agency's needs assessment process including its frequency, how existing resources are evaluated, what demographic and/or census data is utilized, and how the Board is involved. \*Review Needs Assessment package that was presented to the Board and/or other documentation.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*In completing its needs assessment, how does the agency secure the input of low-income people, the board, ff, other service providers, and the general public?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*How do the agency's service priorities reflect the findings of the needs assessment?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*How has the menu of agency programs and services changed over the last five years? If they are substantially unchanged, why?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### B. Administration & General Operations

*Describe the agency's system for monitoring programs.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Describe the agency's written policy for safeguarding the confidentiality of client records and explain how it is enforced. (Review policy)*

*How is income eligibility for services verified? (Review client files)*

*What is the agency's policy on retention of client records? (Review client files)*

*Describe the agency's disaster recovery (or business resumption) plan. (Review written plan)*

*Does the agency have available for public inspection the documents required by IRS? (Review documents)*

*Describe the agency's procedures for referrals, intake, etc.*

*How is information on child support enforcement services made available?*

*How do you ensure that no CSBG funds are used for any partisan or non-partisan political activities, voter registration activities, or to provide voters with transportation to the polls or similar assistance?*

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*How do you ensure that no person is excluded from participation in or denied the benefits of any program or activity supported with CSBG funds on the basis of race, color, national origin, or sex?*

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*Does the agency contract out any client services? (Review contracts)*

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*Do contracts with sub-grantees include ROMA and appropriate state requirements? (Review contracts)*

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*How is ROMA (outcome data) used in management and decision-making processes?*

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C. Human Resource Management

*Does the Organization Chart reflect current agency structure, program responsibilities, and the comprehensive list of programs?*

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*How are current job descriptions for all personnel maintained and regularly updated?*

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*How does the agency ensure that performance evaluations are conducted regularly?*

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*Is an agency-wide payscale used?*

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*How are personnel made aware of personnel policies (grievance, EEO)?*

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*Describe the agency's approach to orientation, staff training, and professional development.*

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*Describe the agency's formal recruitment process.*

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*How does agency increase staff capacity (training, professional growth opportunities, etc.)?*

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*Describe the agency's utilization and source(s) of volunteers.*

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*Review personnel folders for consistency, completeness, etc.*

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*Describe your agency's system for communicating its mission, strategic objectives, plans, policies, and financial status to staff.*

**D. Program Management**

*Program evaluation – how does agency determine whether programs are effective? How does the Board participate in this process?*

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*How does the agency secure feedback from participants/clients pertaining to program effectiveness and the quality of agency services?*

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*Review of client files – intake form, supporting records, verification of income, etc.*

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*Is the agency involved in any crime watch or neighborhood policing activities?*

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*If agency operates a Head Start program, are there any unresolved problems/issues?*

*Please provide a copy of the Agency's most recent Head Start PRISM!*

*What other agency programs have been monitored or evaluated by their funding source(s) within the last 2 years? (Secure copies of program monitoring/evaluation reports)*

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*Linkages & Coordination – please share some examples of how you coordinate and/or link your services with those of local departments of social services, WIA One Stop programs, and other organizations that assist low-income persons in achieving self-sufficiency so as to ensure effective delivery of services and to avoid duplication of efforts?*

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*Describe any major resource development activities undertaken during the past two years.*

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*Has your agency lost any program funding over the last year? If so what funding and why/how was it lost?*

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*Are there currently any problems/disputes with funding sources (other than CSBG)?*

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E. General Issues

*What types of unmet training needs or technical assistance needs does your agency have?*

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*How could Virginia's Office of Community Services better support or assist you?*

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*What would you like us to know about your agency that we didn't ask?*

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*Review of facilities (tour)*

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**CONCLUDING REMARKS, OBSERVATIONS**

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## PART IV: Staff Focus Group

CAA Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

OCS Staff: \_\_\_\_\_

Names and Titles of Local CAA Staff Present:

Name \_\_\_\_\_ Title: \_\_\_\_\_

### Purpose and Scope of the Staff Focus Group

The purpose of the Staff Focus Group is to learn about the services that the agency offers to participants and the management systems that are in place to support the delivery of those services. The focus group should involve no more than 8 direct services staff members from a variety of service areas.

The discussion is intended to be informal (like a chat). The questions are mainly open-ended to encourage discussion. Note that a series of bulleted prompts follows most questions. Just let the discussion flow but make sure all areas (bullets) are covered. We expect the discussion to last approximately two hours.

OCS staff will facilitate the group and may request a note-taker. The Staff Focus Group discussion will be used to confirm the effectiveness of the agency's management systems.

## Staff Focus Group

The purpose of this focus group is to learn how your agency operates on a daily basis. We know that each of you contributes to community action programs and we want to learn about your experience of working in this agency.

1. Let's start by introducing ourselves. As you introduce yourself, please share how you became a staff person.
2. **Program Activities.** Let's talk about the programs or project with which you work.
  - What part do you play in the delivery of these services? Please describe how you work with participants or clients.
  - What outcomes do you track for your program(s)? How will you tell that your program has succeeded?
  - How do you learn about your program's policies and procedures? How are changes to those policies and procedures communicated to you?
  - In what ways has your program changed in the last two years?
3. **Human Resources.** Now I would like to hear about what it's like to be a staff member here.
  - What sorts of support do you get through the program and/or from the agency to help you do a better job? (Support can include on or off-site training sessions, conference or meeting attendance, as well as coaching or mentoring activities.)
  - How often does your supervisor meet with you? When did your supervisor last evaluate your performance? Do you have a copy of or access to the agency's personnel policies? Describe agency procedures for making suggestions and filing complaints or grievances.
4. **Fiscal Management.** Let's talk briefly about the agency's fiscal management, and how you are involved in fiscal matters.
  - How are fiscal decisions communicated to you?
  - What procedures do you follow when you need to purchase goods or services for your program?
  - What financial information or issues are shared with you? How is it communicated?
5. **Information Management Systems.** Do the agency's information management systems help you to provide more comprehensive participant services?
  - Do you receive the support you need to adequately use the agency's software and computer systems? How is that support provided? What other support could you use?
6. **General Issues.** What things do you like best about working for this agency? What things do you like least? What do you think is this agency's greatest strength? What do you think is this agency's greatest weakness?

Thank you for your time and input today. As we close this focus group, would you each describe a strength of your program or project and something about the program you feel could improve the quality of services to participants?

**FINANCIAL MANAGEMENT MONITORING INSTRUMENT**

Agency: \_\_\_\_\_ Date of site visit: \_\_\_\_\_  
 Monitor(s): \_\_\_\_\_ Person(s) interviewed: \_\_\_\_\_

<b>Written Financial Policies and Procedures</b>		<b>Comments</b>
<b>Requirement</b>	<b>Data Gathering Procedure</b>	
Date of most recent revision to the agency's written financial policies/procedures:	Review financial procedure manual.	
How frequently does the agency review its Financial Policies and Procedures?	Review documentation of most recent review.	
How does the agency document these policy/procedure reviews?		
Do these written policies and procedures clearly define duties of financial personnel and establish lines of authority for various fiscal operations?	Review financial procedures manual, job descriptions, interview fiscal staff to ascertain if job descriptions are followed.	

<b>Budgeting Procedures</b>		
Does the agency prepare and utilize a comprehensive or agency-wide budget?	Secure copy of most recent comprehensive budget.	
How is the comprehensive or agency-wide budget prepared and approved?	Interview fiscal staff. Review board meeting minutes or policy log.	
How does the agency use its comprehensive or agency-wide budget to monitor and analyze agency expenditures and revenues during the fiscal year?	Interview fiscal staff. Interview management team.	
How often is this budget analysis conducted? Who reviews and/or approves this budget analysis? Do the written policies and procedures reflect this process?	Interview fiscal staff.	

<b>Account Procedures</b>	
What accounting software does the agency use? Is the software and financial data password protected? Who has access to this data?	Interview fiscal staff.
How does the agency protect its financial data from disasters or computer system failures?	Interview fiscal staff.
Are inter-fund transfers allowed? If so, how are these transfers recorded and reconciled?	Interview fiscal staff.

<b>Cash Receipts</b>	
How are cash receipts handled by the agency? Identify the steps and personnel responsible for each step in handling, recording, and depositing cash receipts.	Interview fiscal staff.
How are bank statements reconciled to the general ledger? Identify the steps and personnel responsible for this reconciliation. Who reviews and/or approves this reconciliation? Are they completed, reviewed and/or approved on a monthly basis?	Interview fiscal staff. Review reconciliation worksheets or documents.
Are any funds directly deposited into agency bank accounts? When and how are these deposits recorded in the general ledger?	Interview fiscal staff.
Do the agency's written financial procedures reflect these practices?	Review written procedures.

<b>Cash Disbursements</b>	
What forms or documents are used to request and justify cash disbursements?	Interview fiscal staff.

Who initiates, reviews, and/or approves cash disbursements? On what basis are these requests approved?	Interview fiscal staff.	
How many signatures are required on agency checks?	Interview fiscal staff.	
Who is authorized to sign checks? What procedures are followed to remove persons no longer authorized to sign checks?	Interview fiscal staff.	
Are all checks pre-numbered? Where and how are blank checks stored? Who has access to blank checks?	Interview fiscal staff.	
What supporting documents are presented with checks for signature?	Interview fiscal staff. Review a sample of disbursement supporting documentation.	
If signature plates are used, how are these disbursements prepared, reviewed and approved?	Interview fiscal staff.	
How are voided checks handled?	Interview fiscal staff.	
Other than payroll, are any funds disbursed electronically? If so, how are these electronic disbursements initiated, reviewed, approved, and executed?	Interview fiscal staff.	
How many agency-issued credit cards does the agency have? What are the credit limits on these credit cards? Who has access to these credit cards? Who is authorized to use them? What procedures are utilized to control and reconcile the use of these credit cards?	Interview fiscal staff.	
Is the CEO or Executive Director issued an agency credit card? If so, how is the Board of Directors involved in reviewing and/or approving credit card expenditures incurred by the CEO/Executive Director?	Interview fiscal staff.	
Under what circumstances or thresholds does the Board of Directors approve specific disbursement transactions?	Interview fiscal staff.	

Does the agency's written financial procedures manual reflect the practices outlined above?	Correct interview responses to written procedures?	
<b>Payroll</b>		
Does the agency have a board-approved salary/wage scale or range? When was this salary/wage scale or range last reviewed and approved by the Board?	Interview fiscal staff and management team.	
When was a salary/wage comparability study last completed and reviewed by the board?	Interview fiscal staff and management team.	
Who authorizes staff wage or salary rates?	Interview fiscal staff. Compare a sample of wage/salary rates in the payroll system to salary authorization documentation in personnel files.	
Select a sample of payroll transactions and verify that each is supported by time/activity sheets.	Review payroll records.	
How does the agency handle and control overtime wages?	Interview fiscal staff and/or management team.	
Are pay advances permitted? If so, under what circumstances and limitations are they permitted? If permitted, how does the agency ensure pay advances are recovered?	Interview fiscal staff.	
Are employees paid by check, direct deposit or both? Are any employees paid in cash?	Interview fiscal staff.	
Who signs payroll checks?	Interview fiscal staff.	
How are payroll payments made by direct deposit reviewed and/or approved?	Interview fiscal staff.	
Who posts payroll information to the general ledger?	Interview fiscal staff.	

Is a rate bank account maintained for payroll? If so, how and by whom is the payroll account reconciled to the general ledger?	Interview fiscal staff.
Who distributes payroll checks?	Interview fiscal staff.
How does the agency ensure that taxes withheld from employee paychecks are remitted to the IRS and the Virginia Dept. of Taxation in a timely manner?	Interview fiscal staff.
How does the agency ensure that retirement benefit payments are remitted to the appropriate trustee in a timely manner?	Interview fiscal staff.
Do the agency's written financial procedures accurately reflect the payroll practices reported above?	Compare interview responses to written procedures?

<b>Financial Reporting and Auditing</b>	
How frequently are financial reports presented to the board and/or board committees? Do the financial reports include both expenditure and revenue data? Who presents these financial reports to the board and answers questions pertaining to them?	Interview fiscal staff. Secure a sample copy of financial report(s) submitted to the Board.
How do the financial reports enable the board to monitor expenditures and revenues outlined in the agency's comprehensive or agency-wide budget?	Interview fiscal staff. Interview board treasurer (if possible).
How does the agency select and secure an audit firm to conduct its annual audit? Who is involved in this process? How frequently does the agency put its audit services out for bid?	Interview fiscal staff. Review auditing services contract.
For how many years has the agency's current audit firm been performing its annual audit?	Interview fiscal staff. Review audit tracking file.
Have the agency's audit reports for the last three years been submitted to OCS in a timely manner (within 9 months of the close of the agency's fiscal year)?	Review receipts associated with checks for travel.

How the board and/or board committees involved in reviewing the audit report and resolving any reportable conditions or instances of noncompliance?	Interview fiscal staff. Interview board treasurer (if possible).	
Did the agency's last audit report (including any management letter) contain any reportable conditions, instances of noncompliance, question costs, or recommendations for improving the agency's internal controls or financial management system? If so, were those conditions and/or recommendations implemented?	Interview fiscal staff. Review most recent audit report and documentation of corrective actions.	
Does the latest audit show a ratio of current assets to current liabilities of less than "1"?	Review most recent audit report.	
Does the latest audit report show sufficient cash to cover three months of salary/fringe benefit costs?	Review most recent audit report.	
Does the agency utilize any lines of credit? If so, for what purpose(s)? How much interest did the agency pay on its lines of credit during the last fiscal year? What source(s) of funds were used to pay these interest charges?	Interview fiscal staff. Review documentation supporting source of funds that paid interest charges.	
Do the written financial policies and procedures reflect the agency's financial reporting and auditing practices?	Review written financial policies and procedures.	

<b>Travel Policies and Procedures</b>		
Does the agency's written financial policies and procedures manual include policy related to travel expenses and reimbursements?	Review written financial policies and procedures.	
How is staff travel, particularly out-of-town or overnight travel, authorized, reviewed, and approved? Does a board member routinely review travel expenses incurred by the CEO?	Interview fiscal staff.	
On what basis are travel, lodging, meals, and incidental expenses reimbursed?	Interview fiscal staff.	

How many vehicles does the agency own or lease? For what purpose(s) are they used?	Interview fiscal staff.
How does the agency ensure that vehicles are used only for official agency business? How does the agency ensure that vehicles are adequately maintained and serviced?	Interview fiscal staff.
Are staff allowed to drive agency-owned or leased vehicles home? If so, is the use of vehicle treated as a fringe benefit and reported as such to the IRS? If not, why?	Interview fiscal staff.
How often are staff members who use agency vehicles or who transport clients required to provide a DMV report to the agency? How are DMV reporting requirements tracked?	Interview fiscal staff.
How does the agency ensure that staff members who transport clients are not under the influence of alcohol or drugs (prescription and illegal)?	Interview fiscal staff.
Does the agency's written financial policies and procedures manual reflect its practice in managing travel costs?	Review financial manual.

Procurement	
How does the agency ensure that all equipment, supplies, and services are procured in an open, free, and competitive manner?	Interview fiscal staff.
Have any sole source purchases occurred in the last year? If so, review documentation supporting the reasons.	Interview fiscal staff. If applicable, review sole source documentation.
How does the agency ensure its purchases are allowable and reasonable?	Interview fiscal staff.

How does the agency promote the involvement of minority- and women-owned businesses in its procurement processes?	Interview fiscal staff.
How does the agency allocate procurement costs for equipment purchased by multiple grants or used by multiple programs?	Interview fiscal staff.
Is the agency currently purchasing any professional services?	Interview fiscal staff. Review service contracts.
How does the agency maintain its inventory records? How frequently and through what procedures are inventory records compared to an actual physical inventory?	Interview fiscal staff.
Does the agency's written financial policies and procedures manual reflect its practice in procuring goods and services?	Review financial manual.

<b>Other Financial Management Issues</b>	
Does the agency carry general liability, bonding or theft liability, vehicular liability coverage, and officers and directors liability insurance coverage?	Interview fiscal staff. Review or request insurance certificates.
What education and/or experience qualifies the agency's chief financial officer to perform his/her duties?	Interview fiscal staff.
What classes, workshops, or training has the chief financial officer completed in the last 3 years?	Interview fiscal staff.
How does the agency allocate its administrative and/or common costs to the various grants and funding sources?	Interview fiscal staff.
If the agency charges indirect costs, are these costs supported by a current negotiated indirect cost rate?	Interview fiscal staff. If yes, review relevant correspondence.
Does the agency's written financial manual reflect these practices?	Review financial manual.

# **ATTACHMENT 4**

## **MAP SHOWING EXPANSION**

# Virginia Community Action Partnership – Expansion Map

## Expanding into 30 Counties and Cities

### Expansion Areas – Existing Agencies

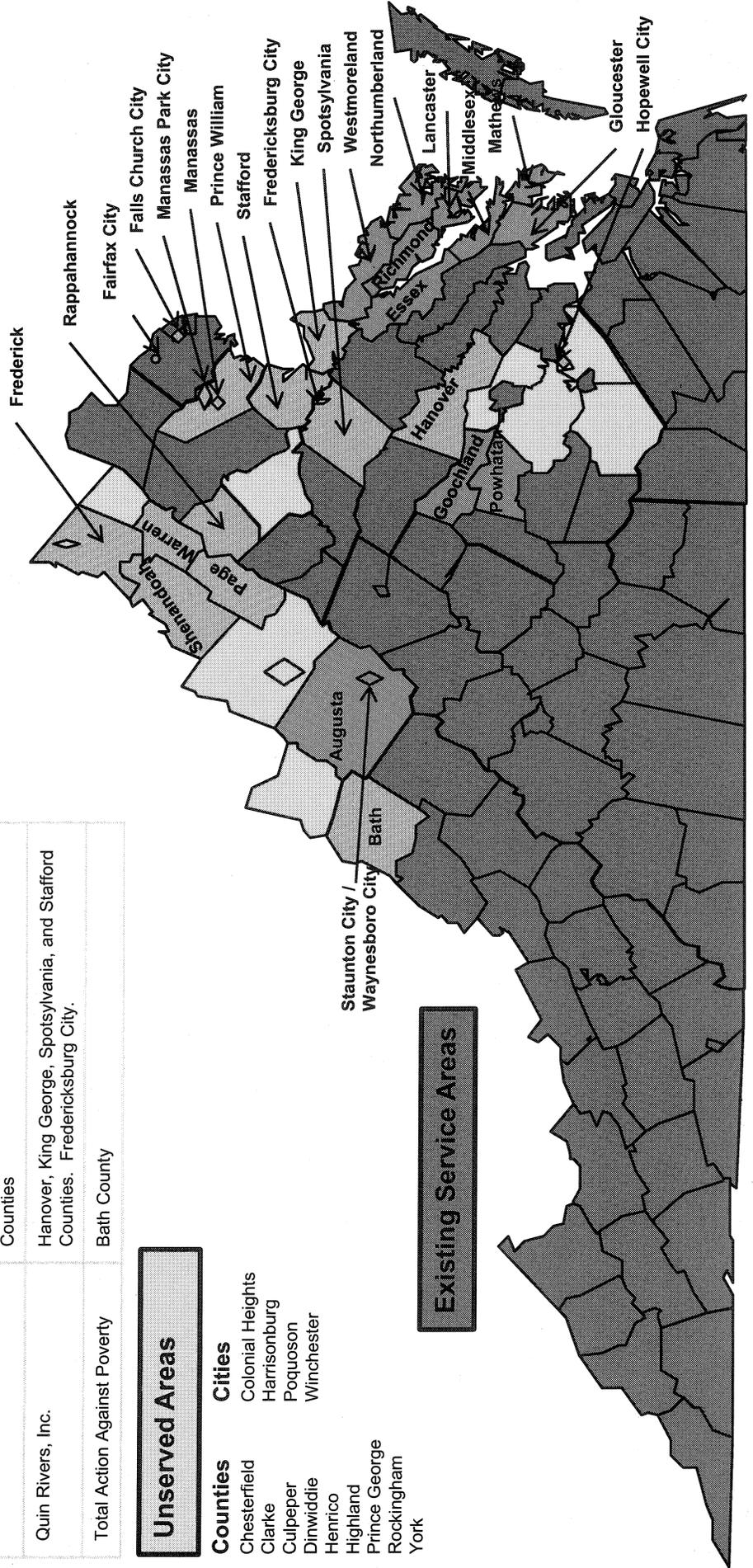
Agency Name	Expansion Area (labeled on map)
Arlington Dept of Community Planning, Housing and Development	Falls Church City
Capital Area Partnership Uplifting People (CAP UP)	Hopewell City
Commonwealth CAP	Prince William and Rappahannock Counties, Manassas and Manassas Park Cities
Fairfax Dept of Family Services	Fairfax City
People Incorporated of Virginia	Frederick, Page, Shenandoah, and Warren Counties
Quin Rivers, Inc.	Hanover, King George, Spotsylvania, and Stafford Counties. Fredericksburg City.
Total Action Against Poverty	Bath County

### Unserved Areas

- |                 |                  |
|-----------------|------------------|
| <b>Counties</b> | <b>Cities</b>    |
| Chesterfield    | Colonial Heights |
| Clarke          | Harrisonburg     |
| Culpeper        | Poquoson         |
| Dimwiddle       | Winchester       |
| Henrico         |                  |
| Highland        |                  |
| Prince George   |                  |
| Rockingham      |                  |
| York            |                  |

### Expansion Areas – New Agencies

New Agency Name	Expansion Area (labeled on map)
Bay Aging	Counties of Essex, Gloucester, Lancaster, Mathews, Middlesex, Northumberland, Richmond, and Westmoreland.
CAP-SAW	Augusta County. Cities of Staunton and Waynesboro.
Goochland	Goochland County
Powhatan	Powhatan County



**Existing Service Areas**

# **ATTACHMENT 5**

## **VIRGINIA MAP SHOWING COMMUNITY ACTION NETWORK SERVICE AREAS**



# **ATTACHMENT 6**

**VIRGINIA COMMUNITY ACTION NETWORK**

**AGENCY NAMES & ADDRESSES**

## Virginia Community Action Agencies

### Alexandria Office Of Community Services

Address Alexandria Department of Human Services  
2525 Mount Vernon Avenue, Unit 9  
Alexandria, Virginia 22301

Main Telephone 703-746-5915

Locality served City of Alexandria

Key staff Ann Moore, Executive Director

### Appalachian Community Action & Development Agency (formerly RADA)

Address 190 Beech Street, Suite 103  
Gate City, Virginia 24251

Main Telephone 276-386-6441

Localities served Counties of Lee, Scott, and Wise; City of Norton

Key staff Angie Edwards Sproles, Executive Director

### Arlington Department of Community Planning, Housing and Development

Address: 2100 Clarendon Boulevard, Suite 700  
Arlington, Virginia 22201

Main Telephone: 703-228-3760

Localities served County of Arlington and City of Falls Church

Key staff Jane M. Eboch, Community Devel. Coordinator

### Bay Aging

Street address: 5306 Old Virginia Street  
Urbanna Virginia 23175

Main Telephone: 804.758.2386

Localities served: Counties of Essex, Gloucester, Lancaster, Mathews, Middlesex, Northumberland,  
Richmond, and Westmoreland

Key staff: Jean Duggan, Senior VP, Development

### **CAP-SAW – Community Action Partnership of Staunton, Augusta and Waynesboro**

Address: Central Shenandoah Valley Office on Youth  
250 S. Wayne Avenue, Suite 101  
Waynesboro, VA 22980

Main Telephone: 540-942-6757

Localities served: County of Augusta; Cities of Staunton and Waynesboro

Key Staff Anna Leavitt, Coordinator

### **CAPUP – Capital Area Partnership Uplifting People [formerly Richmond Community Action Program]**

Street Address 1021 Oliver Hill Way  
Richmond, Virginia 23219

Main Telephone 804-788-0050

Localities served Cities of Hopewell, Petersburg, and Richmond

Key staff Tom Wagstaff, Executive Director

### **Clinch Valley Community Action**

Street Address 200 East Riverside Drive  
North Tazewell, Virginia 24630-0188

Main Telephone 276-988-5583

Locality served Tazewell County

Key staff Ms. Chris Thompson, Executive Director

### **Eastern Shore Area Agency On Aging & Community Action Agency**

Street Address: 5432 Bayside Road  
Exmore, Virginia 23350

Main Telephone 757-442-9652 Fax 757-442-9303

Key staff Diane Musso, CEO

### **Fairfax Department Of Family Services**

Address Fairfax Department of Family Services  
12011 Government Center Parkway  
Fairfax, Virginia 22035

Main Telephone 703-324-7800

Localities served County of Fairfax and City of Fairfax

Staff Nannette M. Bowler, Director of Family Services

### **Fauquier Community Action Committee**

Street Address            50 Sullivan Street, Suite A  
                                  Warrenton, Virginia 20187

Main Telephone            540-347-7000

Localities served        Counties of Fauquier, Prince William, and Rappahannock  
                                  Cities of Manassas and Manassas Park

Key staff                 Pat Washington, Interm Executive Director

### **Goochland County Community Action Program**

Street address:            1800 Sandy Hook Road, Suite 200  
                                  Goochland, Virginia 23063

Main Telephone:         (804) 556-5880

Locality served:         Goochland County

Key staff:                Kimberly Jefferson, Director,

### **HOPE Community Services, Inc.**

Address                    103 South Main Street  
                                  Farmville Virginia 23901

Main Telephone         434-315-8990

Localities served        Counties of Amelia, Buckingham, Cumberland, Lunenburg, Nottoway, Prince Edward

Key staff                 Kitty Smith, Executive Director

### **Lynchburg Community Action Group (LynCAG)**

Address                    926 Commerce Street  
                                  Lynchburg, Virginia 24504

Main Telephone         434-846-2778

Localities served        Counties of Amherst, Appomattox, Bedford, Campbell; Cities of Bedford, Lynchburg

Key staff                 James Mundy, President/CEO

### **Monticello Area Community Action Agency (MACAA)**

Address                    1025 Park Street  
                                  Charlottesville, Virginia 22901

Main Telephone         434-295-3171

Localities served        Counties of Albemarle, Fluvanna, Louisa, and Nelson; City of Charlottesville

Key staff                 Karen Shepard, Executive Director

### **Mountain Community Action Program**

Street address 602 South Iron Street Marion, Virginia 24354

Main Telephone 276-783-7337

Localities served Counties of Bland, Smyth, and Wythe

Key staff Betty Barker, Executive Director

### **New River Community Action, Inc.**

Address 644 West Main Street  
Radford, Virginia 24141

Main Telephone 540-633-5133

Localities served Counties of Floyd, Giles, Montgomery, and Pulaski; City of Radford

Key staff Ms. Terry Smusz, Executive Director

### **Office Of Human Affairs (OHA)**

Street Address 2410 Wickham Avenue  
Newport News, Virginia 23607

Main Telephone 757-247-6532

Localities served Cities of Hampton and Newport News

Key staff Wendell Braxton, Executive Director

### **People Incorporated of Virginia**

Address 1173 West Main Street  
Abingdon, Virginia 24210

Main Telephone 276-623-9000

Localities served Counties of Buchanan, Clarke, Dickenson, Frederick, Page, Russell, Shenandoah, Warren,  
and Washington; City of Bristol

Key staff Robert Goldsmith, President & CEO

### **Pittsylvania County Community Action Agency**

Street Address 648 North Main Street  
Chatham, Virginia 24531

Main Telephone 434-432-8250

Localities served Counties of Henry and Pittsylvania, Cities of Danville and Martinsville

Key staff Sherman Saunders, Executive Director

## **Powhatan County Community Action Program**

Address Powhatan Department of Social Services  
3908 Old Buckingham Road, Suite 2  
Powhatan, Virginia 23139

Main Telephone (804) 598-5630

Locality served County of Powhatan

Key staff Catherine D. Pemberton, Director. Powhatan Dept. of Social Services

## **Quin Rivers, Inc.**

Street address 12025 Courthouse Circle, Suite 300  
New Kent, Virginia 23124

Main Telephone (804) 966-8720

Localities served Counties of Caroline, Charles City, Hanover, King & Queen, King George, King William,  
New Kent, Spotsylvania, and Stafford; City of Fredericksburg

Key staff Charles (Chuck) Emmons, Executive Director

## **Rooftop Of Virginia Community Action Program**

Street address 206 North Main Street  
Galax, Virginia 24333

Main Telephone 276-236-7131

Localities served Counties of Carroll and Grayson, City of Galax

Key staff Ms. Chris Bedsaul, Executive Director

## **Skyline Community Action Program**

Street Address 532 South Main Street  
Madison, Virginia 22727

Main Telephone 540-948-2237

Localities served Counties of Greene, Madison, and Orange

Key staff Kim Frye Smith, Executive Director

## **STEP, Incorporated (Support To Eliminate Poverty)**

Address 200 Dent Street  
Rocky Mount, Virginia 24151

Main Telephone 540-483-5142

Localities served Counties of Franklin and Patrick

Key staff Jon Morris, Executive Director

### **The STOP Organization (Southeastern Tidewater Opportunity Project)**

Address 2551 Almeda Avenue  
Norfolk, Virginia 23513

Main Telephone 757-858-1360

Localities served Counties of Isle of Wight and Southampton  
Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, and Virginia Beach

Key staff Regina Lawrence, Acting Executive Director

### **Total Action Against Poverty In The Roanoke Valley (TAP)**

Street Address 145 Campbell Avenue Southwest  
Roanoke, Virginia 24011

Main Telephone 540-345-6781

Localities served Counties of Allegheny, Bath, Botetourt, Craig, Roanoke, and Rockbridge  
Cities of Buena Vista, Covington, Lexington, Roanoke, and Salem

Key staff Ted Edlich, President & CEO  
ext. 4330 melody.blankenship@tapinto.org

### **The Improvement Association, Inc.**

Address 1750 East Atlantic Street  
Emporia, Virginia 23847

Main Telephone 434-634-2490

Localities served Counties of Brunswick, Greenville, Sussex, and Surry; City of Emporia

Key staff Rufus Tyler, Executive Director

### **Tri-County Community Action Agency**

Street Address 1176 Huell Matthews Highway  
South Boston, Virginia 24592

Main Telephone 434-575-7916

Localities served Counties of Charlotte and Halifax, and Mecklenburg County

Key staff Rev. William J. Coleman, President & CEO

### **Williamsburg/James City County Community Action Agency**

Address 312 Waller Mill Road, Suite 405  
Williamsburg, Virginia 23185

Main Telephone 757-229-9332

Localities served Counties of James City and City of Williamsburg

Key staff Reba Bolden, Executive Director

## **State Community Action Network Organization**

### **Project Discovery**

Address 1200 Electric Road  
Salem, Virginia 24153

Main Telephone 540-389-9900

Key staff Jeffrey North, Executive Director

### **Virginia Community Action Re-Entry System (Virginia CARES)**

Address 108 Henry Street NW, Third Floor  
Roanoke, Virginia 24016

Main Telephone 540-342-9344

Key staff Ann Fisher, Executive Director

### **Virginia Water Project (VWP)**

### **Southeast Rural Community Assistance Project (Southeast RCAP)**

Street Address 145 Campbell Avenue Southeast  
Roanoke, Virginia 24011

Main Telephone 540-345-1184

Key staff Hope Cupit, President & CEO

### **Virginia Community Action Partnership (VaCAP)**

Address 700 East Franklin Street, Suite 14T2  
Richmond, Virginia 23219

Main Telephone 804-644-0417

Key staff Jim Schuyler, Executive Director

**ATTACHMENT 7**

**COMMUNITY ACTION  
SERVICE AREA PLAN**

**FROM**

**DEPARTMENT OF SOCIAL SERVICES  
STATE BUDGET DOCUMENT**

# Service Area Strategic Plan

## Department of Social Services (765)

Biennium: 2010-12

### Service Area 1 of 1

## Community Action Agencies (765 492 01)

### Description

This service area provides core funding for Virginia's network of community action agencies and statewide community action organizations. This network provides a wide variety of services designed to ameliorate the effects of poverty and build self-sufficient families and communities. The Department contractually distributes all of these funds to the local community action agencies and statewide organizations. This service area also includes federal TANF funds for five Center for Employment Training (CET) programs.

### Background Information

#### Mission Alignment and Authority

- Describe how this service supports the agency mission

This service area supports the mission of the Department by providing resources to the community action network that result in direct services to low-income individuals, families and communities. Community action services enhance the independence, well-being and personal responsibility of these customers.

- Describe the Statutory Authority of this Service

The Community Opportunities, Accountability, and Training and Educational Services Act of 1998, Public Law 105-285

The Temporary Assistance for Needy Families Program (TANF) - Title IV-A of the Social Security Act

The Community Action Act, §§ 2.2-5400 et seq.

### Customers

Agency Customer Group	Customer	Customers served annually	Potential annual customers
	Low income individuals and families	178,027	0

### Anticipated Changes To Agency Customer Base

The community action network, effective July 1, 2009, now includes 29 additional localities. Low income families and individuals in these localities (approximately 98,000) will now be eligible for CSBG services. This was accomplished through the designation of four new community action agencies and the expansion of seven existing community action agencies. Changes to the customer base may also be influenced by economic factors beyond the Department's control.

### Partners

Partner	Description
Community Action Agencies	There are now 30 local community action agencies and three statewide community action organizations.
State Agencies	Community action agencies work with a wide variety of state agencies.

### Products and Services

[Nothing entered]

- *Anticipated Changes to the Products and/or Services*

[Nothing entered]

- *Listing of Products and/or Services*

- Support of organizations serving communities
- Services to promote family stability
- Services to protect vulnerable adults
- Economic assistance to low income families/individuals or nutrition, child care, health care eligibility, and financial assistance to low income families/individuals
- Services that promote sufficiency
- Community and economic development projects
- Educational services (e.g. Head Start)
- Housing construction, rehabilitation and weatherization services

### Finance

- *Financial Overview*

Funding for Community Action Grants comes from general funds and federal funds. The federal funds come from primarily two sources including Temporary Assistance for Needy Families (TANF) and Community Services Block Grant (CSBG) funds.

- *Financial Breakdown*

	FY 2011		FY 2012	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$0	\$18,819,068	\$0	\$18,819,068
Change To Base	\$0	\$4,000,000	\$0	\$0
Service Area Total	\$0	\$22,819,068	\$0	\$18,819,068

### Human Resources

- *Human Resources Overview*

[Nothing entered]

- *Human Resource Levels*

Effective Date	
----------------	--

Total Authorized Position level	null	
Vacant Positions	null	
<b>Current Employment Level</b>	<b>0.0</b>	
Non-Classified (Filled)		
Full-Time Classified (Filled)		<i>breakout of Current Employment Level</i>
Part-Time Classified (Filled)		
Faculty (Filled)		
Wage		
Contract Employees		
<b>Total Human Resource Level</b>	<b>0.0</b>	<i>= Current Employment Level + Wage and Contract Employees</i>

- *Factors Impacting HR*

[Nothing entered]

- *Anticipated HR Changes*

[Nothing entered]

### Service Area Objectives

- To promote self-sufficiency of families and individuals through opportunities for education, employment, income, and health care
- To support the Community Action Agency network

#### Alignment to Agency Goals

- Agency Goal: Maximize the economic independence, safety and stability of individuals and families

#### Objective Measures

- Number of individuals receiving services from the Community Action Agency (CAA) Network

Measure Class:

Other

Measure Type:

Output

Measure Frequency:

Annual

Preferred Trend:

Up

Frequency Comment: Annual number of individuals served through CAA Network

Measure Baseline Value:

178027

Date:

6/30/2009

Measure Baseline Description: 178,027 individuals received services through the Community Action Agency Network in SFY 2009

Measure Target Value:

180000

Date:

6/30/2012

Measure Target Description: 180,000 individuals will receive services through the Community Action Agency Network by the end of SFY 2010

Data Source and Calculation: Annual reports from agencies will be aggregated to give a network wide total.

# **ATTACHMENT 8**

**OUTCOMES REPORTED BY**

**VIRGINIA'S**

**COMMUNITY ACTION AGENCIES**

General Area	Description	Programs – Outcomes/Reporting
<p><i>Agency/Community level program areas</i></p> <p>Agency Operations</p>	<p>Agency efforts to increase funding under agency's control. Can be unrestricted funds or grant funds from federal, state, or local governments, foundations, corporations, United Way, or other non-profits</p>	<p>*Agency efforts to improve operation of agency through staff training/development - Number of training sessions/number increased skills                      *Efforts to use volunteers to increase the effectiveness/efficiency of agency operations – Number of volunteers/hours                      *Total number of staff employed by agency</p>
<p>Community Organization</p>	<p>Programs and activities designed to increase the involvement of low-income individuals in their community.</p>	<p>*Efforts to place low-income customers on boards of other agencies/organization – Number placed on other boards.                      *Efforts to start/maintain collaborative community cooperatives/shops to benefit low-incomes populations. (e.g. crafts shops/farmers market/buying cooperatives etc.) – Number of groups started/maintained                      *Efforts to start/maintain availability of emergency food and clothing through community efforts – Number of pantries/closets started/maintained                      *Efforts to start projects/organizations supported/organized to involve low-income members in their community or encouraging low-income involvement through volunteering - Number of groups started/maintained                      *Operating, maintaining, and/or staffing sites to allow activities in low-income communities - Number of sites started/maintained                      *Programs to sponsor Seasonal/Special Community events and projects – Number of events/number attending                      *Transportation system operated by agency – Number of riders/length of routes                      *Senior volunteer programs – Number of volunteers/hours</p>

<p>Community and Economic Development</p>	<p>Programs and activities designed to assist, support, operate or provide technical assistance in the expansion of the low-income community's economic base.</p>	<ul style="list-style-type: none"> <li>* Agency operation of credit union – Dollars invested/assets</li> <li>* Agency program to rehabilitate housing in a low-income community. Community level – Number of units/communities</li> <li>* Develop affordable housing including apartments – number units</li> <li>* Agency efforts to start/mentor Micro enterprise/Businesses – Number started/maintained for at least 1 year</li> <li>* Agency efforts to start small businesses (larger than micro) – Number started/maintained for at least 1 year</li> <li>* Agency efforts to start/maintain partnerships to assist with economic development – Number of partnerships started/ongoing</li> <li>* Agency efforts to develop and improve childcare resources in the community through training, technical assistance, and referrals – Number referrals/training/new resources</li> </ul>
<p>Community Improvement Quality of life</p>	<p>Programs and activities that improve or enhance the quality of life and improve the safety and stability of the low-income community and vulnerable populations.</p>	<ul style="list-style-type: none"> <li>* Operate summer youth/camp programs – Number of camps /number of participants</li> <li>* Operate senior centers/elderly feeding programs – Number of centers/average attendance/number of meals.</li> <li>* Operate Homeless shelter – Number of shelters/number served</li> <li>* Operate Domestic violence shelter – Number of shelters/number served</li> <li>* Operate community diversion program – Number in/completing program</li> <li>* Operate Free clinic – Number receiving medical care</li> <li>* Operate Section 8 – Number of units (families/people)</li> <li>* Operate affordable rental housing – Number of units/people</li> <li>* Operate Transitional Housing facilities – Number facilities/persons served.</li> <li>* Operate Foodbank – Number served meals/pounds</li> <li>* SHARE Program – Number participating in program</li> <li>* Seasonal food programs – Number of families benefiting from special food programs</li> <li>* Summer feeding programs – Number served/number meals</li> <li>* Nutritional workshops/training – Number events/number attending</li> <li>* Operate transportation services – Number of riders/trips/length of routes</li> <li>* Provide/Operate Water/Waste water for community – number of projects/communities/recipients</li> <li>* Health education services – Number events/number attending</li> </ul>

<p>Linkages</p>	<p>Includes outreach to community residents and potential partners, and the inclusion of new community organizations and projects. Also included are activities that coordinate multiple services, those that mobilize new funding for local programs, and those that develop local governance resources.</p>	<p>*Operate Heating/Cooling/utility program in conjunction with DSS or other organization – Number of individuals/families assisted *Efforts to increase and renew joint agreements between agency and other organizations *Assisting families applying for FAMIS – number referred/number eligible *Provide support/space for other non-profit groups serving low-income – Number of groups assisted *Processing/certifying applications for programs operated by other organizations</p>
<p><i>Individual/Family Program Areas</i></p>		
<p>Child Care</p>	<p>Programs and activities designed to assist low-income parents to work or attend school/training.</p>	<p>* Number of children provided child care to allow parent to work/attend training/education.</p>
<p>Education</p>	<p>Programs and activities designed to assist low-income children/individuals attain an adequate education or enhance their education, or to augment the learning process.</p>	<p>*Programs to assist at-risk youths in completing high school. – Number graduating high school/number going to next grade level. *Programs to assist low-income to attend post secondary education. – Number going to college/technical school *Head Start program – Number in head Start</p>
<p>Emergency Services</p>	<p>Programs and activities designed to meet immediate and urgent needs of low-income individuals and families.</p>	<p>*General emergency programs – Number of individuals/families assisted/needs ameliorated *Homeless programs - Number of individuals/families assisted/needs ameliorated *Domestic violence programs - Number of individuals/families assisted</p>

<p>Employment</p>	<p>Programs and activities designed to help low-income individuals secure and retain meaningful employment</p>	<p style="text-align: center;"><b>Employment –</b></p> <ul style="list-style-type: none"> <li>*Programs to assist unemployed people in obtain employment – Number obtaining employment.</li> <li>*Programs to assist employed people in obtaining increased income – Number with increased income.</li> <li>*Programs to provide/obtain temporary employment for youth – Number obtaining employment</li> </ul> <p style="text-align: center;"><b>Employment Support-</b></p> <p>Programs to assist individual to:</p> <ul style="list-style-type: none"> <li>*Obtain training/vocational program certificate or diploma – Number obtaining certificate/diploma</li> <li>*Obtain ABE/GED – Number obtaining ABE/GED</li> <li>*Obtain transportation – Number able to work because of transportation provided.</li> </ul>
<p>Housing</p>	<p>Programs and activities designed to assist low-income individuals attain and maintain safe, adequate and affordable housing.</p>	<ul style="list-style-type: none"> <li>*Weatherization program - Number of people in homes weatherized</li> <li>*Rehabilitation/Home repair - Number of people in homes Rehab/Repaired</li> <li>*Indoor plumbing - Number of people in homes fixed</li> <li>*Programs counseling for housing improvement.</li> <li>*Water/waste water individual - Number of people in homes with water/waste water</li> </ul>
<p>Economic Enhancement and Utilization</p>	<p>Programs to increase the income and assets of low-income individuals.</p>	<ul style="list-style-type: none"> <li>*IDA's – Number of individuals participating in program (reaching goal)</li> <li>*Home ownership – Number of families obtaining home ownership</li> <li>*Income Tax services - Number receiving EITC and CTC and amount</li> <li>*Financial counseling – Number staying on budget for 3 months</li> <li>*Mortgage conversion program</li> </ul>
<p>Family Development</p>	<p>Programs and activities that improve or enhance the quality of life and improve the safety and stability of the low-income families.</p>	<ul style="list-style-type: none"> <li>*Operate CHIP/Resource Mother Program – Number in program</li> <li>*Fatherhood programs - Number of absent fathers with increased involvement with children.</li> <li>*Programs to improve parenting skills – Number of parents with improved parenting skills.</li> <li>*Other individual focused health program – Number in program.</li> </ul>
<p>Independent living</p>	<p>Programs and activities to support independence in special needs populations.</p>	<ul style="list-style-type: none"> <li>*Programs to assist elderly/disabled to maintain independent living arrangements (meals on wheel, chore services, handicapped access, referred by doctor) – Number elderly and disabled maintaining independent living.</li> </ul>

# **ATTACHMENT 9**

## **ADDITIONAL REQUIREMENTS**

**FOR USE OF**

**TANF FUNDS**

## Temporary Assistance for Needy Families (TANF) Requirements

### A. PROGRAM OBJECTIVES

The State receives TANF funding in the form of a block grant from the United States Department of Health and Human Services (HHS). The State must use the TANF block grant funds to meet at least one of the four objectives stated in the federal TANF law. The objectives of TANF are to:

- (1) provide assistance to needy families;
- (2) end dependence of needy parents by promoting job preparation, work, and marriage;
- (3) prevent and reduce out-of-wedlock pregnancies; and
- (4) encourage the formation and maintenance of two-parent families.

### B. SOURCE OF GOVERNING REQUIREMENTS

TANF was established by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Public Law 104-193), which amended Title IV-A of the Social Security Act. Additional amendments were enacted in the Balanced Budget Act of 1997 and the Deficit Reduction Act of 2005. The federal law regarding TANF can be found in the U.S. Code at 42 USC 601-619.

Program regulations were published in the June 29, 2006 Federal Register (45 CFR Part 261, et al.) The Internet site for the federal regulations is <http://www.acf.hhs.gov/programs/ofa/tanfregs/tfinrule.pdf>. In addition, the U. S. Department of Health and Human Services has published a TANF guide, "Helping Families Achieve Self-Sufficiency: A Guide on Funding Services for Children and Families through the TANF Program." It is available on the Internet at [www.acf.dhhs.gov/programs/ofa/funds2.htm](http://www.acf.dhhs.gov/programs/ofa/funds2.htm).

TANF is subject to the A-102 Common Rule ([www.whitehouse.gov/omb/circulars/a102/a102.html](http://www.whitehouse.gov/omb/circulars/a102/a102.html)) and OMB Circular A-87 ([www.whitehouse.gov/omb/circulars/a087/a087-all.html](http://www.whitehouse.gov/omb/circulars/a087/a087-all.html)).

Any program or activity that receives TANF block grant funds is subject to: the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1964. There shall be no discrimination based on race, color, religion, sex, national origin, marital, parental, or birth status, or disability by State or local agencies in the administration of any public assistance program.

## C. COMPLIANCE REQUIREMENTS

### 1. Activities Allowed

Funds may be used [*by the State*] in any manner to achieve the purposes of the program.

- a. Funds may be used for programs to prevent and reduce the number of out-of-wedlock pregnancies, including programs that provide education and training on the problem of statutory rape.
- b. Funds may be used to provide employment placement services to individuals receiving assistance under TANF.
- c. Funds may be used to fund individual development accounts established for individuals eligible to receive assistance under TANF.
- d. A State may contract with charitable, religious and private organizations to provide administrative and programmatic services.
- e. There must be an income limit (resource limit optional) for services provided under purposes 1 and 2 of TANF. This income limit can be up to 200% of the federal poverty limit.
- f. Information collected on families receiving services funded by TANF is protected as specified in the Virginia Privacy Protection Act of 1976. (*Code of Virginia 2.1-377-389*).

### 2. Activities Not Allowed

- a. Funds may not be used for juvenile justice activities.
- b. Funds may not be used to provide medical services other than pre-pregnancy family planning services.
- c. Funds may not be used for sectarian worship, instruction, or proselytization.
- d. Funds may not be used for purposes 1, 2, and 4 of TANF if the family does not include a minor child, i.e., a pregnant individual; or an individual less than 18 years old, or, if a full-time secondary school student, less than 19 years old, who resides with the family.
- e. Any services or payments that are considered "assistance" as defined by the TANF grant (42 USC 601-619 and 45 CFR Part 260, et al) may not be provided with TANF funds.

- f. TANF funds may not be used if the child(ren) are in out-of-home placements including residential care, relative foster home placements, and voluntary entrustments or court ordered protective Custody and placements resulting there from.
- g. No funds shall be expended for any expenses other than those necessarily incurred in the performance of this contract.
- h. Funds may not be used for the payment of any salary or compensation to a federal employee.
- i. No funds shall be expended for the payment of portions of a salary in excess of the proportion of actual time spent in carrying out the sub-grant.
- j. Funds may not be used for the purchase of any vehicle.
- k. The contractor funded under this sub-grant shall not use these program funds, provide services, or employ or assign personnel, in a manner supporting or resulting in the identification of such programs with any partisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office.
- l. Information collected on families receiving services funded by TANF is protected as specified in the Virginia Privacy Protection Act of 1976 Code of Virginia 2.1-377-389)

### 3. ASSISTANCE VERSUS NON-ASSISTANCE

The funds being allocated by RFP cannot be used for "assistance" unless specifically permitted by the Secretary of Health and Human Resources. Generally, assistance refers to cash benefits and non-assistance refers to the provisions of services.

The definition of "assistance" provided with TANF federal funds is of particular importance because the major TANF program requirements (e.g., work requirements, time limits on Federal assistance, assignment of rights to child support, and data reporting) apply only to families receiving "assistance." The definition of assistance can be found at 45 CFR 260.31 ([www.acf.dhhs.gov/programs/ofa/finalru.htm](http://www.acf.dhhs.gov/programs/ofa/finalru.htm)).

In the federal TANF regulations, assistance includes payments directed at ongoing, basic needs.

Assistance excludes non-recurrent, short-term benefits designed to deal with individual crisis situations rather than ongoing need. These benefits cannot provide for needs that extend beyond 4 months. The definition of assistance also excludes child care, transportation and supports provided to employed families, individual development account (IDA) benefits, refundable earned income tax credits, work subsidies to employers, and services such as education and training, case management, job search, and counseling.

#### 4. FINANCIAL PENALTIES

Use of federal funds in violation of the Act results in financial penalties. The single audit conducted under the Single Audit Act, supplemented by other related audits, reviews, and data sources will help identify violations.

Any use of funds that violates the provisions of the Act, section 115(a)(1) of PRWORA, the provisions of 45 CFR part 92 or OMB Circular A-87 will be considered to be a misuse of funds.

Misuse of funds will be considered intentional if there is supporting documentation, such as federal guidance or policy instructions, indicating that federal TANF funds could not be used for that purpose.

# **ATTACHMENT 10**

## **REQUIRED CERTIFICATION DOCUMENTS**

**CERTIFICATION REGARDING ENVIRONMENTAL  
TOBACCO SMOKE**

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION REGARDING DISBARMENT,  
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

**CERTIFICATION REGARDING  
DRUG-FREE WORKPLACE REQUIREMENTS**

## **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.

## 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.

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

## **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.

## 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)

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# **ATTACHMENT 11**

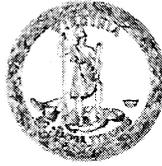
## **COLLABORATION WITH FAITH-BASED ORGANIZATIONS**

A report of the  
Department of Social Services  
Commonwealth of Virginia

**REPORT ON THE VIRGINIA  
FAITH-BASED AND  
COMMUNITY INITIATIVE**

to the Governor and the  
General Assembly of Virginia

December 2009



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF SOCIAL SERVICES**  
*Office of the Commissioner*

Anthony Conyers, Jr.  
COMMISSIONER

December 1, 2009

**MEMORANDUM**

**TO:** The Honorable Timothy M. Kaine  
Governor of Virginia  
  
The General Assembly of Virginia

**FROM:** Anthony Conyers, Jr. *Anthony Conyers Jr.*

**SUBJECT:** Report on the Virginia Faith-Based and Community Initiative

I am pleased to submit the Department of Social Services' (DSS) biennial report examining DSS' activities related to faith-based and community initiatives, which has been prepared pursuant to § 63.2-703 of the Code of Virginia. If you have questions or need additional information concerning this report, please contact me.

AC/lrm

## Preface

Section 63.2-703 of the Code of Virginia charges the Department of Social Services (DSS) with providing leadership and coordination for Virginia's Faith-Based and Community Initiative and to report on a regular basis to the Governor and the General Assembly on the fulfillment of DSS' responsibilities:

§ 63.2-703. Faith-based and community initiatives; responsibilities of Department.

A. The General Assembly finds that faith-based, volunteer, private and community organizations make significant contributions to the welfare of our society and constitute an underutilized and underrepresented reservoir of assistance for social programs, and special efforts to increase utilization of faith-based, volunteer, private and community organizations will enhance the Commonwealth's ability to carry out human welfare programs. To carry out these initiatives, the Department of Social Services shall have the following responsibilities:

9. Make regular reports to the Governor and General Assembly on the fulfillment of the Department's responsibilities related to faith-based and community initiatives....

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## Executive Summary

Section 63.2-703 of the Code of Virginia charges the Department of Social Services (DSS) with providing leadership and coordination for Virginia's Faith-Based and Community Initiative and to report on a regular basis to the Governor and the General Assembly on the fulfillment of DSS' responsibilities.

Major DSS accomplishments during the period from July 1, 2007 through June 30, 2009 that strengthened faith-based and community collaboration through the Faith-Based and Community Initiative include:

- Hosting seven regional best practice forums with faith-based, volunteer, private and community organizations for the purpose of sharing information to help carry out human services programs in Virginia;
- Providing technical assistance to over 1,330 constituents on locating grant funding, obtaining training, and writing grant proposals;
- Developing employment resource guides for use by faith-based and community organizations serving as access points to Virginia's workforce development programs; and
- Increasing involvement by faith-based and community organizations in statewide emergency response and disaster relief efforts.

The regional best practice forums targeted communities considered "distressed" based on (1) unemployment, (2) the number of children enrolled in the school lunch program, and (3) median family income. Forums were held in Petersburg, Melfa (Eastern Shore), Wise, Keysville, Martinsville, Woodstock, and Sussex, and included 395 participants from over 38 localities.

This is the fourth report to the Governor and General Assembly. Building on previous successes, Virginia's Faith-Based and Community Initiative will continue to affiliate faith-based organizations with state, local and community organizations to promote collaborative service delivery, accountability, transparency, and results. The accomplishments and activities of the Virginia Faith-Based and Community Initiative have helped countless families, organizations, and communities across the Commonwealth.

# ACTIVITIES AND ACCOMPLISHMENTS VIRGINIA FAITH-BASED AND COMMUNITY INITIATIVE July 1, 2007- June 30, 2009

## Introduction

The Virginia General Assembly developed the foundation for Virginia's Faith-Based and Community Initiative through a Joint Resolution of the 2002 Session of the General Assembly. The mission of the Faith-Based and Community Initiative is to work across state agency lines and with local governments to:

- Promote partnerships between public agencies and community and faith-based groups to meet local needs;
- Provide training and technical assistance to help faith-based and community organizations build their capacity to provide effective services;
- Expand the state's pool of effective service providers; and
- Coordinate offers of assistance from Virginia's faith-based and community organizations during emergencies or natural disasters.

The 2002 Session of the General Assembly codified DSS' responsibilities to the Faith-Based and Community Initiative in § 63.2-703, and mandates that DSS make regular reports to the Governor and General Assembly. The General Assembly stated, in § 63.2-703, that faith-based and community organizations are "an underutilized and underrepresented reservoir of assistance for social programs."

This fourth report summarizes, for the period of July 1, 2007 through June 30, 2009, how the Faith-Based and Community Initiative's work "increase[d] utilization of faith-based, volunteer, private and community organizations" to "enhance the Commonwealth's ability to carry out human welfare programs."

## Meetings and Forums

To insure that DSS is responsive to the needs of faith-based and community organizations, Commissioner Anthony Conyers meets semi-annually with the Virginia Faith-Based and Community Initiative Advisory Council (Council) established for this purpose. Appendix B lists the current membership of the Council.

In response to the recommendations of the Council, DSS convened seven regional best practices forums that focused on increased collaboration, best practices, and organizational capacity. These regional forums allowed participants to review indicators of community health, identify resources to support efforts that were already underway in their communities, and network with organizations having a similar mission. These meetings were intended to foster a

culture of collaboration with faith-based and community organizations and support increased partnerships to strengthen DSS' ability to address local needs across the Commonwealth.

The regional best practice forums targeted communities considered "distressed" based on (1) unemployment, (2) the number of children enrolled in the school lunch program, and (3) median family income. Forums were held in Petersburg, Melfa (Eastern Shore), Wise, Keysville, Martinsville, Woodstock and Sussex and included 395 participants from over 38 localities.

DSS partnered with the Virginia Cooperative Extension, Virginia One Church, One Child, and the U. S. Department of Agriculture, as well as local faith-based and community organizations to introduce participants to the resources offered by participating organizations.

Virginia's Faith-Based and Community Initiative Best Practice Forums have resulted in:

- A conference held in May 2008 hosted by the Faith Community Health Ministry in the Petersburg area that focused on providing information and resources to promote health and wellness and network with faith-based and community organizations;
- A new partnership consisting of the Tabernacle Baptist Church's Restoration of Petersburg Community Development Corporation, the Local Initiatives Support Corporation, and the Better Housing Coalition that resulted in a housing tax credit application being submitted to the Virginia Housing Development Authority for a project in Petersburg that will create 47 units of senior housing;
- A follow-up meeting held at the Chamber of Commerce on the Eastern Shore that resulted in the development of a community collaborative network to address community issues on an on-going basis;
- A collaboration to aid families needing assistance in paying their electric service bills between A&N Electric Cooperative; Accomack and Northampton Counties' Departments of Social Services; Members Helping Members, Inc. (MHM), a non-profit organization; Northampton Social Ministries; and the Accomack Interfaith Crisis Council. The Accomack Interfaith Crisis Council interviews applicants at Accomack DSS and Northampton Social Ministries interviews applicants at Northampton DSS;
- A raised awareness of the need to bring more faith-based and community organizations into the Southwest Virginia Regional Substance Abuse Coalition for Planning Districts 1 through 4; and
- Enhanced support for First Lady Anne Holton's "Forever Family" Initiative through corrected misperceptions about children in foster care.

At each of the regional forums, participants received information regarding grant opportunities and other resources to build their capacity to serve their communities. Participants are encouraged to visit DSS' website, [www.vaservice.org](http://www.vaservice.org), for further information on resources,

recruiting volunteers, training, and funding. Ninety-five percent of participating respondents rated these sessions as “beneficial” or “very beneficial.”

In addition, DSS continues to build and expand on initial workforce development efforts which began as part of the Virginia Faith-Based and Community Initiative in 2002. The Governor’s Office on Workforce Development has initiated the Virginia SHARE Network – Connecting Faith-Based and Community Organizations to Workforce Development. The purpose of the initiative is to involve more faith-based and community organizations to serve as access points for employment and training services available through the local workforce investment agencies. Using the information available through 2-1-1 VIRGINIA, which is also managed by DSS, local employment resource guides have been developed for every workforce investment area of the state. These quick reference guides provide volunteers working in faith-based and community organizations with information on resources available to support individuals seeking employment. On June 1, 2009, there were 78 faith-based and community organizations serving as access points across Virginia.

Faith-based and community organizations are playing a role in implementing the Virginia Community Reentry Program (VCRP). This approach to reentry is based on the Commonwealth’s participation in the National Governors Association Prisoner Reentry Policy Academy. VCPR is a community-based and family-focused approach to reentry being voluntarily implemented in Richmond, Norfolk, Culpeper, King George, Greensville/Emporia, Albemarle/Charlottesville, and Planning Districts 1, 2 and 3 of Southwestern Virginia. Non-profits, faith-based, and civic organizations are represented on local reentry councils in these localities, and many of the mentors in the family-to-family mentoring component of the program have been recruited from these sectors.

## On-Going Technical Assistance

During the past two years, the DSS’ Office on Volunteerism and Community Service (OVCS) has responded to over 1,330 requests for technical assistance from constituents. The requests for technical assistance fell into three general categories: locating grant funding, obtaining training opportunities, and writing grant proposals.

OVCS circulates a monthly e-newsletter, “Volunteer Virginia,” to over 800 subscribers. Each edition highlights funding and training opportunities as well as information specific to the faith-based community.

## Statewide Network

Services offered by faith-based and community organizations are listed in 2-1-1 VIRGINIA, the statewide database of services available to Virginians. Organizations decide whether they want to have their services available to the general public or to specific neighborhoods. If an organization wants to restrict access to its services, meaning they are available only at certain times and in specific areas, 2-1-1 VIRGINIA Community Resource Specialists can screen calls and make referrals.

The 2-1-1 VIRGINIA database routinely provides mailing lists to state agencies seeking to do outreach in the faith community. The database is also used by organizations to identify potential partners providing similar services within a particular region of the state.

## Coordination of Efforts during Disasters

To insure a well-coordinated and planned response to disasters, faith-based and community organizations are encouraged to affiliate with a traditional disaster and emergency response system, such as Virginia Organizations Active in Disasters (VOAD) and local Community Emergency Response Teams (CERT). Organizations are also encouraged to list disaster and recovery-related services with 2-1-1 VIRGINIA. This ensures there is a centralized database of services available for use by local authorities through their local Emergency Operations Center or through the Virginia Emergency Operations Center upon request.

The Office on Volunteerism and Community Service is an active member of VOAD and receives all communications sent to its member organizations. It uses this communication to identify resources that can be included in local and statewide emergency operations plans. Information received through VOAD is also disseminated, when appropriate, to all 2-1-1 and volunteer centers statewide through a special disaster mailing list. This ensures that all centers simultaneously receive the information as to how to appropriately direct offers of assistance from faith-based and community organizations and the general community.

## Conclusion

This is the fourth report to the Governor and General Assembly. Building on previous successes, Virginia's Faith-Based and Community Initiative will continue to affiliate faith-based organizations with state, local and community organizations to promote collaborative service delivery, accountability, transparency, and results. The accomplishments and activities of the Virginia Faith-Based and Community Initiative have helped countless families, organizations, and communities across the Commonwealth.

## Appendix A

### § 63.2-703. Faith-based and community initiatives; responsibilities of Department.

- A. The General Assembly finds that faith-based, volunteer, private and community organizations make significant contributions to the welfare of our society and constitute an underutilized and underrepresented reservoir of assistance for social programs, and special efforts to increase utilization of faith-based, volunteer, private and community organizations will enhance the Commonwealth's ability to carry out human welfare programs. To carry out these initiatives, the Department of Social Services shall have the following responsibilities:
1. Lead and facilitate meetings as necessary, with faith-based, volunteer, private and community organizations for the purpose of sharing information to help carry out human welfare programs in Virginia;
  2. Encourage conferences and meetings at the community level for faith-based, volunteer, private and community organizations, as needed;
  3. Provide procurement and funding information to faith-based, volunteer, private and community organizations, as needed;
  4. Provide information regarding faith-based and community initiatives and other information the Department may deem appropriate, to faith-based, volunteer, private and community organizations, and other state agencies whose missions may be enhanced by increased awareness of such initiatives and information;
  5. Encourage the development and maintenance of a statewide network of local liaisons to assist in the dissemination of information and assistance;
  6. Develop a statewide list of available faith-based, volunteer, private and community organizations. Such statewide list shall be made available to the public through the Department's website;
  7. Obtain information concerning faith-based, volunteer, private and community organizations in other states;
  8. Coordinate offers of assistance from faith-based organizations during natural disasters;
  9. Make regular reports to the Governor and General Assembly on the fulfillment of the Department's responsibilities related to faith-based and community initiatives; and
  10. Perform such other duties as the Department deems appropriate.
- B. Nothing in this section shall imply or be inferred to mean that additional federal or state funds will be available for these purposes or that contractual preferences will be given to such organizations other than past or potential performance standards utilized under the Virginia Public Procurement Act (§ 2.2-4300 et seq.).

**Virginia's Faith-Based & Community Initiative Advisory Council  
2009-2010**

**Rev. Jonathan Barton**  
Virginia Council of Churches  
Richmond, VA  
**Term Expires: December 31, 2011**

**Imam Mohamed Magid**  
Imam Adams Center  
Sterling, VA  
**Term Expires: March 31, 2012**

**Mr. Seyoum Berhe**  
Arlington Diocese Office of Resettlement  
Arlington, VA  
**Term Expires: December 31, 2010**

**Rev. Dr. Robert Murray**  
First Baptist Church  
Norfolk, VA  
**Term Expires: December 31, 2011**

**Mrs. Patricia Carter**  
For the Children Partners in Prevention, Inc.  
Martinsville, VA  
**Term Expires: December 31, 2011**

**Ms. Mary Parker**  
Accomack County DSS  
Accomack, VA  
**Term Expires: December 31, 2009**

**Dr. Imad Damaj**  
Virginia Muslim Coalition for Public Affairs  
Richmond, VA  
**Term Expires: December 31, 2011**

**Rabbi Ben Romer**  
Congregation OR Ami  
Richmond, VA  
**Term Expires: March 31, 2012**

**Rev. James G. Daniely**  
Pace Student Center  
Richmond, VA  
**Term Expires: March 31, 2012**

**Ms. Everlena Ross**  
Pittsylvania County Community Action  
Chatham, VA  
**Term Expires: March 31, 2012**

**Pastor John Dooley**  
Heart of Compassion Partnerships  
Chesapeake, VA  
**Term Expires: December 31, 2010**

**Rev. Cessar Scott**  
Baptist General Convention  
Richmond, VA  
**Term Expires: December 31, 2010**

**The Rev. Melissa Hays-Smith, LCSW**  
Episcopal Diocese of Southwest VA  
Roanoke, VA  
**Term Expires: March 31, 2012**

**Rev. Doug Smith**  
Virginia Interfaith Center  
Richmond VA  
**Term Expires: December 31, 2009**

**Pastor Joseph Henderson**  
Bragg Hill Family Life Center  
Fredericksburg, VA  
**Term Expires: December 31, 2010**

**Ms. Aleta Spicer**  
Occupational Enterprises, Inc.  
Lebanon, VA  
**Term Expires: December 31, 2011**

**Mrs. Edith Jones**  
The STOP Organization  
Norfolk, VA  
**Term Expires: December 31, 2010**

**Ms. Alice Taylor**  
Presbytery of Eastern Virginia  
Portsmouth, VA  
**Term Expires: March 31, 2012**