



Board of County Commissioners - Staff Report

Meeting Date: May 15, 2018

Presenter: Sherry Daigle

Submitting Dept:

Subject: CSBG Grant 2019

Statement / Purpose: To request that Teton County serve as the fiscal agent for the annual Community Services Block Grant on behalf of the Teton County Tripartite Board.

Background / Description (Pros & Cons): Community Services Block Grant (CSBG) is a federal program that is administered by the State of Wyoming through local entities. Our local entity is the Teton County Tri-Partite Board. It carries a requirement of a three pronged board: a third elected officials (or appointed individual) a third elected by low income individuals and a third that are appointed by the board. The funding is allocated by formula based on the number of low income individuals that are identified through programs such as food stamps or Medicaid.

Stakeholder Analysis & Involvement:

Fiscal Impact: Total awarded contract is pass through Teton County, no fiscal impact

Staff Impact: The only staff impact is receipt and tracking of funds received
Voucher processing and payment by Clerk's office Staff

Legal Review: Keith Gingery reviewed and approved.

Staff Input / Recommendation: Approval of application for 2019 grant funding on behalf of the Teton County Tripartite Board.

Attachments: Grant Applicataon

Suggested Motion: I move to approve the 2019 grant application with the Wyoming Department of Health, Public Health Division on behalf of the Teton County Tripartite Board as presented.

COMMUNITY SERVICES BLOCK GRANT GRANTEES AND SERVICE PROVIDER ASSURANCES

The Community Services Block Grant grantee and service provider agrees to the following Community Services Block Grant (CSBG) Act assurances and other CSBG program requirements:

1. To use funds made available through the CSBG Act to support activities as described in section 676(b)(1) of the Act (Instructions, Section IV. Community Services Block Grant Act Assurance of Funds);
2. To 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 the low-income individuals;
3. To coordinate, and establish the linkages, between governmental and other social services programs to assure the effective delivery of services to low-income individuals and to avoid duplication of such services, and will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;
4. 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;
5. 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;
6. To participate in the Results Oriented Management and Accountability System, or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b) of the CSBG Act;
7. To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in section 678F(a) of the CSBG Act;
8. To ensure that programs assisted by community services block grant funds shall not be carried on 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;
9. To ensure that no person shall, on the basis of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or

with respect to an otherwise qualified individual with a disability as provided in section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.), or title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity;

10. To inform custodial parents in single-parent families that participate in agency programs, activities, or services, about the availability of child support services, and refer eligible parents to the child support offices of State and local governments;
11. To comply with section 679 of the CSBG Act (Operational Rule)—concerning religious organizations;
12. To comply with section 676B of the CSBG Act (Tripartite Boards)—concerning governing board structure and governing board participation;
13. To comply with the requirements of the cost and accounting standards of the Office of Management and Budget (Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (2 CFR 200.500));
14. 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; and
15. To comply with the requirements of CSBG, Information Memorandum Transmittal No. 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act.

CERTIFICATION STATEMENT

By signing and submitting this CSBG Community Action Plan and Application, the undersigned agrees to the CSBG Act assurances and other CSBG requirements, certifies that the information in this application is accurate, and understands that this application, once approved by the Wyoming Department of Health, Public Health Division, Community Services Program, shall serve as the agency’s CSBG Community Action Plan and Application for FY 2019.

Executive Director _ _____ Date _____

Typed or Printed Name_ _____

Board President/Chair_ _____ Date _____

Typed or Printed Name _ _____

Pursuant to the Community Services Block Grant Act, Title VI, Subtitle B of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35); Human Services Amendments of 1994, P.O. 103-252; the FFY 1996 CSBG Appropriation Legislation (P.L. 104-134); C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998 (P.L. 105-285), and the U.S. Department of Health and Human Services Block Grant Regulations; and as part of the annual application required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et. Seq.) (The Act); the governing board hereby agrees, to the extent applicable, to:

(1) Use the funds available through this grant or allotment:

(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 farm workers, and elderly low-income individuals and families to enable the families and individuals to:

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

(ii) secure and retain meaningful employment;

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

(iv) make better use of available income;

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

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

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth medication, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including state welfare reform efforts). [‘676(b)(1)]

(2) To describe how the Board intends to use discretionary funds made available in accordance with the Community Services Block Grant Program, including a description of how the Board will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; [‘676(b)(2)].

(3) To provide information provided by service providers in the Community, including:

(a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families within the community.

(b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [‘676(b)(3)]

(4) To ensure that service providers in the Community will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. [‘676(b)(4)]

(5) That the Board and the service providers in the Community will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the Board and its Community Services Block Grant service providers will coordinate the provision of employment and training activities in the communities with entities providing activities through state-wide and local workforce investment systems under the Workforce Investment Act of 1998; [‘676(b)(5)]

(6) To ensure coordination between antipoverty programs in the community, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. [‘676(b)(6)]

(7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. [‘676(b)(7)]

(8) That the Board and service providers in the Community 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 Board, including religious organizations, charitable groups, and community organizations. [‘676(b)(9)]

(9) That the Board will establish procedures under which a low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. [‘676(b)(10)]

(10) That the Board will prepare, as a condition to receipt of funding a Community Action Plan (which shall be submitted to the Wyoming Community Services Programs) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; [‘676(b)(11)]

(11) That the Board and all of its Community Services Block Grant service providers in the Community will, for FFY 2019, participate in the Results Oriented Management and Accountability System pursuant to Section 678E(b) of the Act [‘676(b)(12)]

(12) That the Board and all of its Community Service Block Grant service providers will utilize the Community Services Program provided data system, CAP60.

(13) To provide information describing how the Board will carry out these assurances. [‘676(b)(13)] (How each assurance will be carried out or implemented).

I hereby certify that the _____
will comply with all the provisions listed above as items (1) through (13).

(Printed Name & Title)

(Signature) (Date)

COMMUNITY SERVICES BLOCK GRANT SERVICE PROVIDER CERTIFICATIONS

Public Law 103-227, Part C, Environmental Tobacco Smoke Certification

P.L. 103-227, also known as the Pro-Children Act of 1994, 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 the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

Typed or Printed Name

Title

Signature

Date

Certification Regarding Drug-Free Workplace Requirements

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

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

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

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

Signature _____ Date _____

Title _____

Organization _____

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 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed 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, of 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 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 failure.

Signature

Organization

Title

Date

Certifications 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 from covered transactions by any federal department or agency;

(b) have not, within a 3-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 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 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 3-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.

Grant No. FFY 2019 Community Services Block Grant

Typed or Printed Name Title

Signature Date

Affirmation of Audit

Section 1: If section does not apply, please complete section 2.

As Contractor and recipient of grant funds from the **CSBG Program**, we have had an A-133 audit during our last fiscal year because we receive over \$750,000.00 in Federal Funds. A copy of the audit is provided with this document.

Grantee Fiscal Year

Combined Federal dollars

Signature of Contractor

Date

OR

As Contractor and recipient of grant funds from the **CSBG Program**, we have had an A-133 audit during our last fiscal year because we receive over \$750,000.00 in Federal Funds. There were no reported finding related to the audit.

Grantee Fiscal Year

Combined Federal dollars

Signature of Contractor

Date

OR

As Contractor and recipient of grant funds from the **CSBG Program**, we have **not** had an audit during our last fiscal year.

Grantee Fiscal Year

Combined Federal dollars

Signature of Contractor

Date

Section 2: Please complete section 2, if section 1 does not apply.

As Contractor and recipient of grant funds from the **CSBG Program**, I assert that our entity has not received over \$750,000 in federal dollars and do not have to have an A-133 audit completed by state or federal law.

Grantee Fiscal Year

Combined Federal dollars

Signature of Contractor

Date

Federal Funding Accountability and Transparency Act (FFATA)

Subaward Reporting Criteria Sheet

Following is information to be used to determine which Federal funded obligations or subawards must be reported based on FFATA.

If the obligation is \$25,000 or more and Section B (see below) is applicable, the obligation must be reported. If Section C is applicable, the obligation does not need to be reported. When uncertainty exists, refer to Section D below and consult with the grant program manager.

(B) Subrecipients. A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

- (1) Determines who is eligible to receive what Federal assistance;
- (2) Has its performance measured in relation to whether objectives of a Federal program were met;
- (3) Has responsibility for programmatic decision making;
- (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

(C) Contractors. A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the non-Federal entity receiving the Federal funds:

- (1) Provides the goods and services within normal business operations;
- (2) Provides similar goods or services to many different purchasers;
- (3) Normally operates in a competitive environment;
- (4) Provides goods or services that are ancillary to the operation of the Federal program; and
- (5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

(D) Use of judgment in making determination. In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

Subrecipients are not required to report FFATA if they reported less than \$300,000 in gross income in the previous tax year.

Federal Funding Accountability and Transparency Act (FFATA)

Subaward Reporting Form

ATTENTION: To remain compliant with Federal reporting requirements, please complete and return this form to Wyoming Department of Health Grants, Attn: Shawn Ramage at shawn.ramage@wyo.gov for all applicable Federal funded subawards or obligations. NOTE: A subaward is a monetary award, made as a result of a Federal award to a grant recipient or contractor, to a subrecipient or subcontractor.

1. Subawardee Name: _____

2. Subawardee Doing Business As Name: _____

3. Subawardee's DUNS #: _____

4. Subawardee Address:

Street Address: _____

City: _____

State: _____

Zip + 4: _____

Congressional District: _____

5. Subawardee Parent DUNS # (if applicable): _____

6. Amount of Subaward: _____

7. Subaward Obligation/Action Date: _____

8. Program Name: _____

9. CFDA Program (grants) or NAICS code (contracts): _____

10. Subaward Project Description: _____

11. Subawardee Principal Place of Performance (address where subawardee performed the work or service):

Street Address: _____

City: _____

State: _____

Zip + 4: _____

Congressional District: _____

12. Subaward Number: _____

13: In the Subawardee's preceding completed fiscal year, did its business or organization (the legal entity to which the DUNS number it provided belongs) receive 80% or more of its annual revenues in US Federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements AND those Federal revenues were \$25 million or more. Mark Yes or No Below:

Yes

No

14. If the answer to #13 is yes, provide the total compensation and names of the the entity's top five executives:

Total Compensation \$ _____

Names of Top Five Executives: _____

15. If the Subawardee's compensation information is classified, which means that it is exempt from reporting, please explain.

The Office of Management and Budget (OMB) Uniform Grant Guidance 2 CFR 200 requires subrecipients expending \$750,000 or more in Federal awards must undergo an organization-wide financial and compliance single audit during the subrecipient's fiscal year to meet the audit requirement of OMB Uniform Grants Guidance 2 CFR 200, Subpart F.

Affirmation of Audit for FYE June 30, 2017 or CYE December 31, 2017

Contractor Name:

Taxpayer Identification Number (TIN):

Section 1: If section does not apply, please complete section 2.

As Contractor/Sub recipient of grant funds from the Wyoming Department of Health, we have had an audit during our last fiscal year because we receive over \$750,000 in Federal Funds. A copy of the audit is provided with this document or website link given here _____.

Grantee Fiscal Year (mm/dd/yy)

Combined Federal dollars

Signature of Contractor

Date

OR

As Contractor and recipient of grant funds from the Wyoming Department of Health, we have **not** had an audit during our last fiscal year. Audit will be completed by _____.

Grantee Fiscal Year (mm/dd/yy)

Combined Federal dollars

Signature of Contractor

Date

Section 2: Please complete section 2, if section 1 does not apply.

As Contractor and recipient of grant funds from the Wyoming Department of Health, I assert that our entity has not received over \$750,000 in federal dollars and do not have to have an audit completed by state or federal law.

Grantee Fiscal Year (mm/dd/yy)

Combined Federal dollars

Signature of Contractor

Date

SUBMIT THE APPLICATION VIA EMAIL ON

CSBG Service Provider	
	Proof of Articles of Incorporation 501(c)(3) Status (if applicable)
	Certificate of Good Standing from https://wyobiz.wy.gov/Business/View Certificate
	Proof of Suspension & Debarment Status from https://www.sam.gov/portal/SAM/

COMMUNITY ACTION PLAN	
	Narrative of Community Action Plan (May be submitted as a Word document or pdf)

FISCAL DOCUMENTS	
	Compiled Budget: Budget Summary, Salaries & Wages, and Budget Narrative (Tab within application)
	Affirmation of Audit (emailed as a Word document)
	Equipment Inventory List (Tab within application)
	Federal Funding Accountability and Transparency Act (for Sub recipients awarded more than \$100,000)

PROGRAMMATIC INFORMATION	
	CSBG Assurances (emailed as a Word document)
	Lobbying Certification (emailed as a Word document)
	Drug-Free Workplace Certification (emailed as a Word document)
	Debarment Certification (emailed as a Word document)
	Environmental Tobacco Smoke Certification (emailed as a Word document)

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rovided on the CA Plan Tab.)

in application)			
Most Recent Fiscal Year Audit	N/A	Date Conducted:	

than \$25,000) (emailed as a Word document)

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ORY FORM

If no, explain what happened to equipment