

CSBG State Plan

Program Community Services Block Grant
Name:

Grantee Name: New Mexico

Report Name: CSBG State Plan

Report Period: 10/01/2019 to 09/30/2020


Report Status: Submitted

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CSBG Cover Page (SF-424M)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)			Form Approved OMB No: 0970-0382 Expires:06/30/2021		
COVER PAGE					
* 1.a. Type of Submission: Plan	* 1.b. Frequency: Other (2 Year)	* 1.c. Consolidated Application /Plan/Funding Request? Explanation:	* 1.d. Version: Resubmission		
		2. Date Received:	State Use Only:		
		3. Applicant Identifier:			
		4a. Federal Entity Identifier:	5. Date Received By State:		
		4b. Federal Award Identifier:	6. State Application Identifier:		
7. APPLICANT INFORMATION					
* a. Legal Name: New Mexico					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1-856000570-A5			* c. Organizational DUNS: 837710722		
* d. Address:					
* Street 1:	Income Support Division/WFSB/CSBG	* Street 2:	1474 Rodeo Road		
* City:	Santa Fe	* County:	NM		
* State:	NM	* Province:			
* Country:	United States	* Zip / Postal Code:	87505 - 2348		
e. Organizational Unit:					
Department Name: Human Services Department			Division Name: Income Support Division		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Ms.	* First Name: Gayla	Middle Name:	* Last Name: Delgado		
Suffix:	Title: CSBG Program Manager	Organizational Affiliation: New Mexico Human Services Department, Income Support Di			
* Telephone Number: (505) 827-7251	Fax Number:	* Email: Gayla.Delgado2@state.nm.us			
* 8a. TYPE OF APPLICANT: A: State Government					
b. Additional Description:					
* 9. Name of Federal Agency:					
10. CFDA Numbers and Titles		Catalog of Federal Domestic Assistance Number: 93569	CFDA Title: Community Services Block Grant		
11. Descriptive Title of Applicant's Project					
12. Areas Affected by Funding:					
13. CONGRESSIONAL DISTRICTS OF:					
* a. Applicant 03			b. Program/Project: Statewide		
Attach an additional list of Program/Project Congressional Districts if needed.					
14. FUNDING PERIOD:			15. ESTIMATED FUNDING:		
a. Start Date:	b. End Date:	* a. Federal (\$): \$0	b. Match (\$): \$0		

* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?	
a. This submission was made available to the State under the Executive Order 12372	
Process for Review on :	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	
* 17. Is The Applicant Delinquent On Any Federal Debt?	
<input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)
	08/26/2019
Attach supporting documents as specified in agency instructions.	

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:06/30/2021	
SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
1.1. Identify whether this is a One-Year or a Two-Year Plan		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2020	Year Two 2021
1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. <i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated 06/10/2019			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input checked="" type="checkbox"/> Authorized Official	<input checked="" type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input checked="" type="checkbox"/> Business Number	<input type="checkbox"/> Fax Number	
<input checked="" type="checkbox"/> Email Address	<input type="checkbox"/> Website		
1.2a. Lead agency		New Mexico Human Services Department (HSD)	
1.2b. Cabinet or administrative department of this lead agency <i>(Select one option and narrative where applicable)</i>			
<input type="radio"/> Community Services Department			
<input checked="" type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Office of the Secretary	
1.2d. Authorized official of the lead agency			
Name: David R. Scrase, M.D.		Title: Cabinet Secretary	
1.2e. Street Address		1474 Rodeo Road	
1.2f. City		Santa Fe	1.2g. State NM
1.2i. Telephone number and extension 505 827 - 7752 ext.		1.2j. Fax number 505 827 - 6286	
1.2k. Email address david.scrase@state.nm.us		1.2l. Lead agency website http://www.hsd.state.nm.us/	
1.3. Designation Letter: Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the			

designated agency has changed.

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

Has Information in regards to the state point of contact has changed since the last submission of the state plan? Yes No

If yes, provide the date of change and select the fields that have been updated [Date picker and check all the apply](#) 02/26/2018

<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Point of Contact	<input checked="" type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input checked="" type="checkbox"/>	Email Address	<input type="checkbox"/>	Website

1.4a. Agency Name

1.4b Point of Contact Name

Name: [Gayla Delgado](#)

Title: [CSBG Program Manager](#)

1.4c. Street Address

1474 Rodeo Road

1.4d. City

Santa Fe

1.4e. State [NM](#)

1.4f. Zip [87505](#)

1.4g. Telephone Number [505 827 - 7251](#) ext.

1.4h. Fax Number [505 827 - 7203](#)

1.4i. Email Address gayla.delgado2@state.nm.us

1.4j. Agency Website <http://www.hsd.state.nm.us>

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

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

Has Information in regards to the state Community Action Association has changed since the last submission of the state plan? Yes No

If yes, provide the date of change and select the fields that have been updated [Date picker and check all the apply](#) 06/10/2019

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director	<input checked="" type="checkbox"/>	Street Address
<input checked="" type="checkbox"/>	City	<input type="checkbox"/>	State	<input checked="" type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		

1.5a. Agency Name

1.5b. Executive Director or Point of Contact

Name: [Carolyn VanderGiesen](#)

Title: [Executive Director](#)

1.5c. Street Address

3810 Desert Pinon Drive NE

1.5d. City

Rio Rancho

1.5e. State

1.5f. Zip [87144](#)

1.5g. Telephone number [505 321 - 1292](#) ext.

1.5h. Fax number -

1.5i. Email Address carolyn@nmacp.com

1.5j. State Association Website www.nmacp.com

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

Section 2: State Legislation and Regulation

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

Form Approved
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SECTION 2 State Legislation and Regulation

2.1. CSBG State Legislation:

State has a statute authorizing CSBG Yes No

2.2. CSBG State Regulation:

State has regulations for CSBG Yes No

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

New Mexico State Statute attached

2.4. State Authority:

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

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

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

2.4c. Designation: State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency Yes No

Section 3: State Plan Development and Statewide Goals

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

Form Approved
OMB No: 0970-0382
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SECTION 3 State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

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

The mission of the New Mexico Human Services Department (HSD) is to reduce the impact of poverty on people living in New Mexico by providing support services that help families break the cycle of dependency on public assistance.

3.2. State Plan Goals:

Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.

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

The goals of the State of New Mexico CSBG program are derived from the Federal and State Statutes, and the mission of HSD. The CSBG program addresses the reduction of poverty, the revitalization of low-income communities, the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient and afford everyone the opportunity to live in decency and dignity. To achieve these goals, the State CSBG Office will ensure that CSBG funds are used to provide a wide range of services and activities that have a measurable impact on the causes of poverty. Specifically for FY 2020 and FY 2021, the State CSBG Office goal is to provide support to the eligible entities so that all six continue to meet all 58 organizational standards. The standards will ensure that the eligible entities have the capacity to deliver high quality service to low-income individuals and families in order to break the cycle of dependency. The State CSBG Office works with all six (6) eligible entities to ensure consistent reporting of the National Performance Indicators (NPIs) throughout the network. This will enable the State CSBG Office to obtain and report on agreed upon measures and outcomes across the State.

3.3. State Plan Development:

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

3.3a. Analysis of state-level tools *[Check all that apply and narrative where applicable]*

State Performance Indicators and/or National Performance Indicators (NPIs)

U.S. Census data

State performance management data *(e.g., accountability measures, ACSI survey information, and/or other information from annual reports)*

Monitoring Visits/Assessments

Tools not identified above *(specify)*

3.3b. Analysis of local-level tools *[Check all that apply and narrative where applicable]*

Eligible entity community needs assessments

Eligible entity community action plans

Public Hearings/Workshops

Tools not identified above *(e.g., State required reports)* *[specify]*

New Mexico provided a Public Hearing and implemented feedback where applicable, and also utilized the FFY 2018 CSBG Annual Report to determine training and technical assistance needs.

3.3c. Consultation with *[Check all that applies and narrative where applicable]*

Eligible entities *(e.g., meetings, conferences, webinars; not including the public hearing)*

State Association

National Association for State Community Services Programs (NASCSPP)

Community Action Partnership (The Partnership)

Community Action Program Legal Services (CAPLAW)

CSBG Tribal Training and Technical Assistance (T/TA) provider

Regional Performance Innovation Consortium (RPIC)

Association for Nationally Certified ROMA Trainers (ANCRT)

Federal CSBG Office

Organizations not identified above *[Specify]*

3.4. Eligible Entity Involvement

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

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

The State CSBG Office provided the current plan to all eligible entities and the State Association on March 12, 2019, requesting comments for changes be provided by April 15, 2019. The eligible entities and the State Association were again provided a copy of the draft plan on May 14, 2019 for comment and feedback. The eligible entities and State Association were also informed of the public hearing which was held on July 25th, 2019 from 10 to 11 am. The hearing was held at the New Mexico Human Services Department 39-B Plaza La Prensa, Santa Fe, New Mexico.

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

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

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.

If the State is not making any adjustments, provide further detail.

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

- 1. The State CSBG Office will encourage eligible entities to participate in the planning process of the State Plan, by communicating and requesting feedback.
- 2. The State CSBG Office will ensure the State Plan reflects relevant input from eligible entities.

3.5. Eligible Entity Overall Satisfaction:

Provide the State's **target** for eligible entity Overall Satisfaction during the performance period:

Year One	70	Year Two	75
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Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent [American Customer Survey Index \(ACSI\) survey](#) of the state's eligible entities.

(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)

Section 4: CSBG Hearing Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 4 CSBG Hearing Requirements	

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

A public hearing was held on July 25, 2019 from 10 am to 11 am. Notice of the public hearing was published in (1) the Albuquerque Journal, a newspaper available throughout the State that is used for public announcements; and (2) the New Mexico Register, the official publication for notices of rule-making and other materials related to administrative law. These notices provided a telephone number to request a copy of the proposed State Plan, and also provide the following hyperlink to the proposed Plan on HSD's website: <http://www.hsd.state.nm.us/LookingForInformation/income-support-division-plans-and-reports.aspx>. The final State Plan will be available for inspection through the same telephone number and hyperlink. Additionally, the final State Plan will be distributed to the eligible entities and the State Association.

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

Notice of the public hearing was published 30 days prior to the public hearing in (1) the Albuquerque Journal, a newspaper available throughout the State that is used for public announcements; and (2) the New Mexico Register, the official publication for notices of rule-making and other materials related to administrative law.

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

	Date	Location	Type of Hearing <small>[Select an option]</small>	If a combined hearing was held, confirm that the public was invited
1	12/10/2018	State Capitol Room 307	Legislative	<input type="checkbox"/>

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.
 Attached supporting documentation

Section 5: CSBG Eligible Entities

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No:0970-0382 Expires:06/30/2021
SECTION 5 CSBG Eligible Entities	

5.1. CSBG Eligible Entities:
 In the table below, indicate whether each eligible entity in the state, is public or private, the type(s) of entity, and the geographical area served by the entity.
Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.

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

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Community Action Agency of Southern New Mexico	Hidalgo County, Luna County, Dona Ana County, Sierra County, Grant County	Non-Profit	Community Action Agency
2	Economic Council Helping Others, Inc.	San Juan County	Non-Profit	Community Action Agency
3	HELP-New Mexico	Rio Arriba County, Taos County, Colfax County, Mora County, San Miguel County, Los Alamos County, Santa Fe County, Torrance County, Bernalillo County, Sandoval County	Non-Profit	Community Action Agency Migrant or Seasonal Farmworker Organization
4	Mid-West New Mexico Community Action Program	McKinley County, Cibola County, Valencia County, Socorro County, Catron County	Non-Profit	Community Action Agency
5	Eastern Plains Community Action Agency	Union County, Harding County, Guadalupe County, Quay County, Curry County, De Baca County, Roosevelt County	Non-Profit	Community Action Agency
6	Southeast New Mexico Community Action Corporation	Lincoln County, Chaves County, Lea County, Eddy County, Otero County	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities **6**

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

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

Designation and/or Re-Designation
 De-designations and/or Voluntary Relinquishments
 Mergers
 No Changes to Eligible Entities List

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

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

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

CSBG Eligible Entity	Reason	Delete

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

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

Section 6: Organizational Standards for Eligible Entities

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

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SECTION 6 Organizational Standards for Eligible Entities

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

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

COE CSBG Organizational Standards Modified version of COE CSBG Organizational Standards Alternative set of Organizational Standards

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

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

6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:

- 1) provide any changes from the last set provided during the previous State Plan submission;
- 2) describe the reasons for using alternative standards; and
- 3) describe how they are at least as rigorous as the COE- developed standards

There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

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

Regulation

Policy

Contracts with eligible entities

Other, describe:

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

Peer-to-peer review *(with validation by the State or state-authorized third party)*

Self-assessment *(with validation by the State or state-authorized third party)*

Self-assessment/peer review with state risk analysis

State-authorized third party validation

Regular, on-site CSBG monitoring

Other

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

For 2020, year one (1), many of the organizational standards will be assessed throughout the year as part of the daily operations of the State CSBG Office. The State CSBG Office has created four (4) tracking and monitoring tools to ensure all six (6) eligible entities continue to meet all 58 Organizational Standards. Year one (1) will determine if the tracking systems and processes put into place need any adjustments. The State CSBG Office will obtain verification on compliance for all Standards where the calendar of events state if changed or as needed during the yearly application /amendment process. Standards that are met with Board minutes/packets will be obtained four (4) to six (6) times a year depending on how often the eligible entity holds board meetings. The Board minutes will meet a standard as long as there is a Board quorum, and the minutes document a conversation and/or approval of a standard. For 2021, year two (2), the organizational standards will be assessed as part of the State CSBG Offices daily operations, the application/amendment process, annual report will be done yearly and two (2) onsite management evaluations for those eligible entities that are scheduled for an onsite management evaluation will take place.

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

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

Total Number of Exempt Entities: 0

CSBG Eligible Entity	Description / Justification	Delete

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

Year One	100%	Year Two	100%
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Note: Item 6.5 is associated with [State Accountability Measures 6Sa](#) and prepopulate the Annual report, Module 1, Table D.2.

Section 7: State Use of Funds

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021		
SECTION 7 State Use of Funds			
Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]			
7.1. Formula: Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.			
Base + Formula			
7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities. New Mexico provides a base amount of \$50,000 to each eligible entity and then the remainder of funds are allocated by using census data and the number of persons in poverty by county. New Mexico has 33 counties. The eligible entities in New Mexico service anywhere from one (1) to ten (10) counties.			
7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? <input type="radio"/> Yes <input checked="" type="radio"/> No			
7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.			
Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.			
Year One	90.00%	Year Two	90.00%
Planned CSBG 90 Percent Funds			
CSBG Eligible Entity	Year One Funding Amount \$	Delete	
Community Action Agency of Southern New Mexico	\$646,239	[X]	
Economic Council Helping Others, Inc.	\$258,201	[X]	
HELP-New Mexico	\$1,567,206	[X]	
Mid-West New Mexico Community Action Program	\$436,860	[X]	
Eastern Plains Community Action Agency	\$204,778	[X]	
Southeast New Mexico Community Action Corporation	\$480,839	[X]	
Total	\$3,594,123		
CSBG Eligible Entity Year Two			
CSBG Eligible Entity	Year Two Funding Amount \$	Delete	
Community Action Agency of Southern New Mexico	\$646,239	[X]	
Economic Council Helping Others, Inc.	\$258,201	[X]	
HELP-New Mexico	\$1,567,206	[X]	
Mid-West New Mexico Community Action Program	\$436,860	[X]	
Eastern Plains Community Action Agency	\$204,778	[X]	
Southeast New Mexico Community Action Corporation	\$480,839	[X]	
Total	\$3,594,123		
7.3. Distribution Process: Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).			

The Human Services Department (HSD) implements CSBG by awarding a four (4) year professional services contract, amended annually, to the six (6) eligible entities in New Mexico. For each state fiscal year contract period (July 1st through June 30th) the State CSBG Office provides each eligible entity with its projected allocation of CSBG funds. Each entity then submits an application or amendment for funding within approximately 45 days of receiving its projected allocation. Yearly, through the application or amendment, many documents are obtained which help each eligible entity meet the 58 organizational standards. The State CSBG Office reviews the application or amendment and all documentation submitted and identifies any concerns to the entity. The budget, justification forms, and outcome plans may be revised. Review and revisions by the State CSBG Office takes approximately 30 days. When finalized, the budget and outcome plan are incorporated into the professional services contract or amendment. The contracts or amendments must be approved within the HSD and other Departments, including the New Mexico Department of Finance and Administration (DFA). Contract or amendment drafting and approval takes approximately 60 days. Following the execution of the contract or amendment, and contingent on the availability of federal funds, compensation is by quarterly advance payments to eligible entities in good standing. The State will provide these quarterly payments within 30 days of notification of the distribution of the federal award.

7.4. Distribution Timeframe:

Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? Yes No

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

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

7.5. Performance Management Adjustment:

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

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

Eligible entities in good standing are eligible to receive quarterly advances, contingent on the availability of federal funds. Each advance amount is 3/12th of the total contract compensation. Upon State CSBG Office request, each eligible entity submits a written request for the advance amount. The State CSBG Office reviews and authorizes the payment using the HSD accounting software. The payment is processed by HSD accounts payable unit and approved by the New Mexico Department of Finance and Administration.

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

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

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

Year One (0.00%)	Year Two (0.00%)	5.00
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7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan

Year One	5.00	Year Two	5.00
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7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

Year One	2.00	Year Two	2.00
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7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? Yes No

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

Year One (0.00%)	5.00%	Year Two (0.00%)	5.00%
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Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

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

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

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

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$55,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$10,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
		To be revised by the state upon initialization and

7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$5,000.00	submission of the FY2020 state plan.
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$5,500.00	Workshops, conference and or national presenters
Total	\$75,500.00	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$60,000.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$10,000.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$5,000.00	To be revised by the state upon initialization and submission of the FY2020 state plan.
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$75,000.00	
7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. <i>[Check all that apply and narrative where applicable]</i>		
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)		
<input checked="" type="checkbox"/> The state partially carries out some activities		
<input type="checkbox"/> CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds)		
<input type="checkbox"/> Other community-based organizations		
<input checked="" type="checkbox"/> State Community Action association		
<input checked="" type="checkbox"/> Regional CSBG technical assistance provider(s)		
<input checked="" type="checkbox"/> National technical assistance provider(s)		
<input checked="" type="checkbox"/> Individual consultant(s)		
<input type="checkbox"/> Tribes and Tribal Organizations		
<input type="checkbox"/> Other		
Note: This response will link to the corresponding CSBG assurance, item 14.2.		
7.11. Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.		
Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.		
In year one 2020, the State CSBG Office will partner with the State Association to create mandated training's on the use of NPI's and reporting consistently across the network.		

Section 8: State Training and Technical Assistance

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

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SECTION 8 State Use of Funds

8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below.

(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)

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

Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q1	Training	Organizational Standards - General	
2	FY1-Q1	Training	Governance/Tripartite Boards	
3	FY1-Q1	Technical Assistance	ROMA	
4	FY1-Q1	Technical Assistance	Other	NPIs
5	FY1-Q2	Training	Community Assessment	
6	FY1-Q2	Training	ROMA	
7	FY1-Q2	Technical Assistance	ROMA	
8	FY1-Q2	Training	Governance/Tripartite Boards	
9	FY1-Q2	Technical Assistance	Other	NPIs
10	FY1-Q3	Training	Organizational Standards - General	
11	FY1-Q3	Both	ROMA	
12	FY1-Q3	Technical Assistance	ROMA	
13	FY1-Q4	Training	Other	Human Resources
14	FY1-Q4	Training	Governance/Tripartite Boards	
15	FY1-Q4	Training	Communication	
16	FY1-Q4	Both	Monitoring	

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q1	Training	Governance/Tripartite Boards	
2	FY2-Q1	Training	Fiscal	
3	FY2-Q1	Training	ROMA	
4	FY2-Q2	Training	Governance/Tripartite Boards	
5	FY2-Q2	Training	Organizational Standards - General	
6	FY2-Q2	Both	ROMA	
7	FY2-Q3	Training	Governance/Tripartite Boards	
8	FY2-Q3	Technical Assistance	Other	NPIs
9	FY2-Q3	Training	ROMA	
10	FY2-Q4	Training	Organizational Standards - General	
11	FY2-Q3	Both	ROMA	
12	FY2-Q4	Training	Governance/Tripartite Boards	
13	FY2-Q4	Both	Monitoring	

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

Year One	\$55,000	Year Two	\$60,000
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8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The State CSBG Office will collaborate with the State Association to develop a statewide training and technical assistance (T/TA) plan. The State Association will employ a T/TA survey to collect data from the six (6) eligible entities. The quarterly training events will highlight the five (5) to six (6) highest ranking needs. The State CSBG Office and State Association will meet quarterly with the six (6) eligible entities to ensure the plan is on target and include any changes in the quarterly training calendar.

8.2. TAPs and QIPs: Does the state have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? Yes No

Note: This information is associated with State Accountability Measure 6Sb.QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

8.2a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The State CSBG Office will monitor Standards on an ongoing basis to ensure all eligible entities remain in compliance. If an eligible entity falls out of compliance, the State CSBG Office will: 1. Work with the eligible entity to determine what occurred that caused the drop from compliance. 2. Determine what steps should occur to come back into compliance. 3. In partnership with the State Association, T/TA will be provided if needed. 4. Complete a timeline on steps that need to be taken to ensure a return to compliance.

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

CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)

Other community-based organizations

State Community Action association

Regional CSBG technical assistance provider(s)

National technical assistance provider(s)

Individual consultant(s)

Tribes and Tribal Organizations

Other

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

Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form

The State CSBG Office will expand efforts in the areas of ROMA, CSBG Annual Report and Theory of Change. The State CSBG Office, in partnership with the State Association, will work with National and Regional Partners to ensure these efforts are successful. The State CSBG Office will refer to the ACSI survey as a tool to enhance customer service and will consider all feedback from eligible entities, OCS and all sources to ensure proper T/TA.

Section 9: State Linkages and Communication

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

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SECTION 9 State Linkages and Communication

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

9.1. State Linkages and Coordination at the state Level:

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

Describe or attach additional information as needed. [Check all that apply and narrative where applicable]

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

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

Child Support Enforcement Division

9.2. State Linkages and Coordination at the Local Level:

Describe the linkages and coordination at the local level that the state to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and as required by assurances under Sections 676(b)(5) - (6))

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

Within the Human Services Department (HSD), the Income Support Division's Work and Family Support Bureau (WFSB) manages the CSBG, LIHEAP, TANF and Refugee programs. During 2018-2019, the WFSB built on administrative linkages between these programs and worked to further coordinate service delivery across these programs at the administrative and local level. WFSB would like to bring together all six (6) eligible entities, New Mexico TANF contractors and New Mexico Work Force Solutions to allow each participant an opportunity to speak about their program needs in their communities and the struggles they experience in hopes that partnerships between the eligible entities and New Mexico Department of Workforce Solutions and TANF contractors can be created.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination:

Describe how the state will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

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

In FFY 2018, the eligible entities in New Mexico partnered with 2066 public, nonprofit, and private organizations in their service areas to provide resources and opportunities for low-income individuals and families. Illustrative examples of ongoing local partnerships include the following: One eligible entity was once again successful in training several individuals through several programs, such as the Goodwill Senior Employment Program, the State of New Mexico TANF program and other volunteer programs. The training received helped low income individuals obtain jobs. Also, several individuals obtained jobs as a result of the services received through the Head Start program. One eligible entity was a sponsor of Mission Carlsbad where local churches band together for a week long youth camp to do home repair/rehabilitation (weatherization, drywall repair, interior/exterior painting, step repair, carpentry, roofing, etc.) on homes owned by elderly, low income and disabled residents. Every year, Mission Carlsbad works on 17 homes in the Carlsbad area. As part of its onsite review of eligible entities and assessment of the implementation of the Organizational Standards, the State CSBG Office will monitor the effectiveness of these community partnerships.

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:

Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

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

In FY 2020, eligible entities will continue to use their established linkages with public, private, and nonprofit organizations across the state to provide information, resources, and opportunities for low-income individuals and families. Through formal and informal arrangements with government agencies, businesses, faith-based organizations, educational institutions, nonprofits, and tribal entities, the eligible entities will share information, and make and receive referrals, so that low-income individuals and families receive the services they need. The State CSBG Office will emphasize the importance of the development of linkages by the eligible entities to fill identified service gaps. The State CSBG Office along with the State Association will incorporate discussions about developing linkages to fill identified gaps during each quarterly CSBG meetings.

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

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

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

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

One eligible entity in New Mexico has received funding for WIOA's Youth programs for the past several years. However this year the funding of the WIOA Youth Contract has not been issued since the original RFP was suspended and as of yet has not been reissued. It is anticipated that this contract will be awarded. In collaboration with that eligible entity, the State CSBG Office will identify and evaluate methods of using CSBG funds to coordinate service delivery of training and employment activities across programs. Regardless of the award status of the WIOA Youth Contract, the eligible entity will continue to provide workforce development strategies through CSBG.

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

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

HSD is the designated State agency for the administration of the Low Income Home Energy Assistance Program (LIHEAP). Most eligible entities use CSBG or other funding to provide emergency utility payment assistance. All entities have effective working relationships with the HSD Income Support Division offices in their service areas. They make and receive client referrals, and may assist clients applying for LIHEAP or other benefits. Utility payment assistance and local coordination between the eligible entities and HSD will continue in FY 2020 and FY 2021.

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

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

Eligible entity partnerships result from the eligible entities' knowledge of other programs, funding, and agencies in their service areas. The partnerships are achieved through formal and informal arrangements, financial agreements, memorandums of understanding and alliances. These partnerships for coordinated service delivery will continue in FY 2020 and FY 2021. Using the applicable ROMA National Performance Indicators for their Outcome Plans, eligible entities are contractually required to describe their partnerships with government, private, nonprofit and faith-based organizations at the community, state, and national levels. The Organizational Standards, also require each eligible entity to demonstrate its partnerships throughout the community.

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

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

In FY 2018, eligible entities in New Mexico were able to serve 55,338 individuals and 20,447 families through the coordination of CSBG funds and other public and private resources. In addition to the \$3.538 million from CSBG, the eligible entities mobilized \$45.2 million in funding from federal, state, local, and private sources to provide services to these individuals and families. The New Mexico CSBG network used CSBG funding to provide direct services, to augment other programs, and to maintain the organizational infrastructure needed to provide efficient, coordinated service delivery.

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

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

The State CSBG Office supports the State Association with a discretionary fund award, if available, to provide training, technical assistance, onsite visits, one on one consulting and memberships in various National CSBG nonprofits to support our work.

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

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	As needed	Other	Human Services Department website, email and public notices
State Plan Development			Human Services Department website email, meetings,

	As needed	Other	public notice
Organizational Standards Progress	Quarterly	Other	email and or phone call
State Accountability Measures Progress	Semi-Annually	Meetings/Presentation	
Community Needs Assessments /Community Action Plans	Annually	Other	These are obtained yearly during the application /amendment process
State Monitoring Plans and Policies	As needed	Other	email, numbered memo and face to face meetings
Training and Technical Assistance (T /TA) Plans	Annually	Other	email, survey, quarterly face to face meetings
ROMA and Performance Management	Quarterly	Other	email, phone call and or face to face meetings
State Interagency Coordination	Annually	Meetings/Presentation Blog	
CSBG Legislative/Programmatic Updates	Not Applicable		
Tripartite Board Requirements	Quarterly	Meetings/Presentation	
	Topic	Expected Frequency	Format
1	To be revised by the state upon initialization and submission of the FY 2020 state plan	Not Applicable	
9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.			
<i>Note: This information is associated with State Accountability Measure 5S(iii), and will pre-populate the Annual Report, Module 1, Item G.6</i>			
The State CSBG Office will provide the feedback electronically to the eligible entities and the State Association, and schedule a meeting or conference call to discuss the Results.			
9.11. Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.			
<i>Note: This information is associated with State Accountability Measures 75b; this response may pre-populate the state's annual report form.</i>			
The State CSBG Office and the State Association have worked together using feedback from the six (6) eligible entities to update the communication plan. It is important to the State CSBG Office that we communicate the changes and request feedback and find a method to ensure a strong Plan is developed and utilized.			

Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

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SECTION 10 State Use of Funds

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

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

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

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

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Action Agency of Southern New Mexico	Other	Desk Review	FY1 Q4	12/12/2018	12/14/2018	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
2	Economic Council Helping Others, Inc.	Other	Desk Review	FY1 Q4	11/06/2017	11/08/2017	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
3	HELP-New Mexico	Full On-site	Onsite Review	FY1 Q1	11/13/2017	11/15/2017	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
							Desk Review for the Organizational Standards,

4	Mid-West New Mexico Community Action Program	Other	Desk Review	FY1 Q4	10/03/2017	10/05/2017	Fiscal, Annual Report and Application /amendment.
5	Eastern Plains Community Action Agency	Full On-site	Onsite Review	FY1 Q1	10/16/2017	10/18/2017	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
6	Southeast New Mexico Community Action Corporation	Other	Desk Review	FY1 Q4	11/14/2018	11/16/2018	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Action Agency of Southern New Mexico	Other	Desk Review	FY2 Q4	12/12/2018	12/14/2018	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
2	Economic Council Helping Others, Inc.	Full On-site	Onsite Review	FY2 Q1	11/06/2017	11/08/2017	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
3	HELP-New Mexico	Other	Desk Review	FY2 Q4	11/13/2017	11/15/2017	Desk Review for the Organizational Standards, Fiscal, Annual Report

							and Application /amendment.
4	Mid-West New Mexico Community Action Program	Full On-site	Onsite Review	FY2 Q1	10/03/2017	10/05/2017	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
5	Eastern Plains Community Action Agency	Other	Desk Review	FY2 Q4	10/16/2017	10/18/2017	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.
6	Southeast New Mexico Community Action Corporation	Other	Desk Review	FY2 Q4	11/14/2018	11/16/2018	Desk Review for the Organizational Standards, Fiscal, Annual Report and Application /amendment.

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

The new monitoring tools and updated monitoring policy are attached. These tools identify the substantive areas evaluated by the State CSBG Office during its review of the annual report, organizational standards, application/amendment and full onsite review. These tools have been provided to the eligible entities for review and will be included in the Notice of Review that is sent to the eligible entities 30 days prior to the scheduled onsite review. During FY 2019, the State CSBG Office revised the monitoring tool, by breaking it out into 4 monitoring tools with input from the eligible entities and the State Association. While onsite monitoring will take place every three years, New Mexico eligible entities will be monitored yearly on the organizational standards, annual report and application/amendment. The yearly desk reviews of the annual report, organizational standards and application/amendment process will ensure each eligible entity's continuation of meeting the 58 organizational standards.

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

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

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

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

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

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

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

10.6. Reporting of QIPs:

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

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

Within 30 days of approving a QIP, the New Mexico CSBG Point of Contact will provide an official letter to OCS that reports the eligible entity.

10.7. Assurance on Funding Reduction or Termination:

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

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

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

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

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

New Mexico Article 8 Community Action 27-8-5

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

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

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

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public

The CSBG Policy and Procedure Manual section 16.2 Corrective Action Termination or Reduction of Funding" state: All actions relating to a reduction in funding or a termination of the contract between the Human Services Department (HSD) and the eligible entities shall be governed by the COATS Act, the NM Community Action Act and the Professional Services Contract for CSBG.

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

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

10.10b. If No, describe State procedures for re-designation of existing eligible entities.

The CSBG Policy and Procedure Manual section 16.1 "Designation and Re-designation of Eligible Entities in Unserved Areas" state: **If a county or counties in New Mexico cease to be covered by an eligible entity, the State will issue a Request for Proposal (RFP) for the unserved county or counties. The State will follow the New Mexico Procurement Code when preparing the RFP and also State Statute 27-8-1 when a new designation from the Governor is required.**

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting:

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

a) The State CSBG Office and the Human Services Department's Grants Management Bureau collaborate to ensure the accuracy of the SF-425. The Grant Management Bureau follows statewide model accounting practices and applicable regulations. These include maintaining notices of grant award and their related available funds, assignment of project and activity coding within the state financial system, accumulating and allocating costs, and reconciling expenditures to cash draw down accounts. The State CSBG Office reviews the SF-425 prior to certification and submission by the Grant Management Bureau. b) The eligible entities submit monthly expenditure reports to the State CSBG Office. The reports include the details of each transaction using CSBG funds. These transactions are carefully reviewed for allocability and allowability under the Cost Principles and the CSBG Statute.

10.12. Single Audit Management Decisions:

Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at [45 CFR 75.521](#).

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

The eligible entities are contractually required to submit their Single Audits to the State CSBG Office. A desk review of the audit report is performed by State CSBG Office staff. The staff will also obtain and evaluate the entity's corrective action plan. Copies of the desk audit report are provided to the HSD Compliance and Financial Systems Bureau (CFSB), which monitors contractor compliance with state and federal laws and regulations. The State CSBG Office and CFSB will collaborate in the evaluation of audit findings and the issuance of the management decision to sub recipients as required by 45 CFR 75.521.

10.13. Assurance on Federal Investigations:

The state will "permit and cooperate with Federal investigations undertaken in accordance with [Section 678D](#)" of the CSBG Act, as required by the assurance under [Section 676\(b\)\(7\)](#) of the CSBG Act. Yes No

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

10.14. Performance Management Adjustment:

Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public

hearing. If the state is not making any adjustments, provide further detail.

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

The State CSBG Office, with input from the eligible entities and the State Association, created four (4) separate monitoring tools that will allow the State to monitor the eligible entities more frequently but with less on-site disruptions. While onsite monitoring will take place every three years, the eligible entities will be monitored yearly on the organizational standards, annual report and application/amendment.

Section 11: Eligible Entity Tripartite Board

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 11 State Use of Funds	
11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act[Check all that applies and narrative where applicable]	
<input checked="" type="checkbox"/> Attend Board meetings	
<input checked="" type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input type="checkbox"/> Other	
11.2. Tripartite Board Updates: Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc..[Select one and narrative where applicable]	
Other The State CSBG Office requires each eligible entity to submit their ratified Board minutes along with the Board packet for every meeting held within 15 days from the date the minutes were ratified. This allows the State CSBG Office to maintain an accurate account of each eligible entities Tripartite Board.	
11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
The State CSBG Office requires each eligible entity to have written procedures on the democratic selection process for board representation of low-income persons. This includes procedures for individuals and organizations to petition the entity for representation on the Board. These procedures are part of the 58 organizational standards and are evaluated annually during a desk review.	
11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. <input type="radio"/> Yes <input checked="" type="radio"/> No	
11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.	

Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 12 Individual and Community Income Eligibility Requirements	
12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. <i>[Check one item below.]</i>	
<input checked="" type="radio"/> 125% of the HHS poverty line <input type="radio"/> X% of the HHS poverty line (fill in the threshold) <input type="radio"/> Varies by eligible entity	
0%	% <i>[Response Option: numeric field]</i>
12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.	
For programs providing direct care and support to low-income individuals and households, income eligibility is based on gross income at or below 125% of the Federal Poverty guidelines.	
12.2. Income Eligibility for General/Short-Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical), An example of these services is emergency food assistance.	
Some eligible entities provide short term or general services for which it is not practical to individually verify income eligibility each time the service is provided. For these services, such as monthly food distributions, entities may verify a client's income annually and provide the client with a ticket for access to the distribution. As another example, an entity may provide services to families and target school age children who qualify for USDA programs for free or reduced lunches.	
12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).	
Eligible entities engage in community activities partnering with organizations that serve low-income clients, such as the Salvation Army, Goodwill and local churches. These partners provide services or facilities, such as a food pantry, which address the specific needs of the low-income community.	

Section 13: Results Oriented Management and Accountability (ROMA) System

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)	Form Approved OMB No: 0970-0382 Expires:06/30/2021
SECTION 13 Results Oriented Management and Accountability (ROMA) System	
13.1. Performance Measurement System: Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item 1.1.</i>	
The Results Oriented Management and Accountability (ROMA) System	
Section 678E(b) of the CSBG Act	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
HSD provides CSBG funds to eligible entities through professional services contracts. The ROMA National Performance Indicators (NPIs) are used to measure the services and activities in the Outcome plan for each contract. In addition, the entities are contractually required to use an HSD-approved software system that tracks outcomes and services provided to the low-income population in their service areas. The ability to collect data and generate reports using ROMA is a pre-requisite for HSD approval of the software. The State CSBG Office also facilitates a quarterly meeting with Executive Directors and Staff of all eligible entities to review processes and procedures for reporting data directly related to NPI's. The National Certified ROMA Trainer's (NCRT's) in New Mexico are supported by CSBG discretionary funds provided to the State Association. With these funds, the State Association conducted data analysis and Theory of Change training's in FFY 2018. This is in addition to the introduction to ROMA Training offered as an open class to all eligible entities and their staff. All three (3) New Mexico NCRT's were re-certified in FFY 2018.	
13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.	
13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> CSBG National Performance Indicators (NPIs)	
<input type="checkbox"/> NPIs and others	
<input type="checkbox"/> Others	
To be revised by the state upon initialization and submission of the FY2020 state plan.	
13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
Please see the response in sections 8.1 and 13.1	
13.4. Eligible Entity Use of Data: Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
The State CSBG Office will require the eligible entities to report at least quarterly on the results of their contracted outcomes. The State Association has developed a data analysis class to support data interpretation. The State CSBG Office will review the reports and discuss the use of the data with the eligible entities. In addition, the eligible entities use of outcome data will be a focus of the annual report desk reviews.	
Community Action Plans and Needs Assessments	
13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
As part of the application/amendment for annual funding, each eligible entity must submit a Community Action Plan based on the entities Community Needs Assessment. The State CSBG Office will assess the content of the Community Action Plan as it applies to both the Organizational Standards and the Community Needs Assessment.	
13.6. Community Needs Assessment: Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
As part of the annual application/amendment for funding, each eligible entity must submit a Community Needs Assessment. Each eligible entity will use	

the "A Community Action Guide to Comprehensive Community Needs Assessments" issued by the National Association for State Community Services Programs (NASCSPP) and the State CSBG Office will use the "Checklist for Monitoring Community Needs Assessments for State CSBG Offices" when reviewing the content of the Community Needs Assessment as it applies to Organizational Standards.

Section 14: CSBG Programmatic Assurances and Information Narrative

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

Form Approved
OMB No: 0970-0382
Expires:06/30/2021

SECTION 14 State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

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

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

(ii) to secure and retain meaningful employment;

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

(iv) to make better use of available income;

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

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

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

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

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

As part of the application for funding, eligible entities describe the services/activities they will perform to address the purposes. Examples are provided below of services/activities performed by one or more entities. It is anticipated that these, or similar services, will be provided in Years one (1) and two (2) of this State Plan. The CSBG State Office will monitor the performance of the eligible entities to ensure that funds are used for the programmatic purposes. i. Self-sufficiency--employability plans, financial counseling/ budgeting, childcare services, employment/training services, Head Start parenting classes. ii. Employment--employment training, job placement, self-employment, business development, career development, employment counseling, and support services, including purchase of work clothes/uniforms, employment licensing fees, tools, fees for medical testing, transportation assistance, employment information/referrals. iii. Education--Vocational training, post-secondary, pre-employment certification training, ABE/GED, tuition fees, school supplies, classroom related services, Pre-K programs, before/after school programs, dissemination of educational/ training materials, education /training referrals. iv. Use of income--Free tax preparation services, financial counseling/ financial literacy classes.. v. Housing-- referrals to housing programs/resources. vi. Emergency assistance--Rental/ mortgage assistance, utility assistance (electric, gas, water, propane, wood), emergency medical assistance (prescriptions, co-payments for doctor, dental, and eye appointments, eye glasses), emergency food boxes, food vouchers, protection from violence (information and referral), transportation assistance (vehicle repair), emergency information /referrals. vii. Community participation--Eligible entities have established partnerships with many public and private organizations across the state to expand resources and opportunities for low-income individuals and families in their communities. The State CSBG Office requires that each entity take an active role as a leader in local community coalitions of service providers. Partnership information is required in the annual application for funds, the CSBG Annual Report, and at the onsite review.

Needs of Youth

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

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

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

(ii) after-school child care programs;

The State CSBG Office will monitor the performance of the eligible entities to ensure that funds are used to address the needs of youth. An illustrative list is provided below of services or activities previously performed by one or more entities. It is anticipated that these, or similar services, will be provided in Year one (1) and two (2) of this State Plan. Services/activities include: Before and after school programs, distribution of educational and training materials, education/training referrals, counseling and mentoring.

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the state will assure "that funds made available through grant or allotment will be used -
(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)
The New Mexico Human Services Department (HSD) provides numerous support services, by working with our partners, we design and deliver innovative, high quality health and human services that improve the security and promote independence for New Mexicans in their communities. Eligible entities have established relationships with HSD offices in their service areas. Clients are informed about the availability of child support services and referred to their local HSD office. The eligible entities assist clients to apply for LIHEAP, TANF, SNAP or Medicaid using HSD's web portal.
State Use of Discretionary Funds
14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."
<i>Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10</i>
Eligible Entity Service Delivery, Coordination, and Innovation
14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."
14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;
The network of six (6) eligible entities provides CSBG-funded services to every county in the state. The eligible entities and their county level service areas are listed below. Community Action Agency of Southern New Mexico 1. Dona Ana, 2. Grant, 3. Hidalgo, 4. Luna, 5. Sierra. Eastern Plains Community Action Agency 1. Curry, 2. DeBaca, 3. Guadalupe, 4. Harding, 5. Quay, 6. Roosevelt, 7. Union. Economic Council Helping Others 1. San Juan. HELP-NM 1. Bernalillo, 2. Colfax, 3. Los Alamos, 4. Mora, 5. Rio Arriba, 6. San Miguel, 7. Sandoval, 8. Santa Fe, 9. Taos, 10. Torrance, 11. Statewide services for migrant/seasonal farmworkers. Mid-West New Mexico Community Action Program 1. Catron, 2. Cibola, 3. McKinley, 4. Socorro, 5. Valencia. Southeast New Mexico Community Action Corporation 1. Chaves, 2. Eddy, 3. Lea, 4. Lincoln, 5. Otero. Within their service areas, the eligible entities have one or more locations at which they provide services to clients. Each entity's service plan includes procedures for individuals with special needs (individuals that are home-bound, homeless, or have disabilities). Each entity has a website that identifies the services provided by the agency and contact information. Through media outlets and community outreach, the entities notify their communities of available services and programs.
Eligible Entity Linkages - Approach to Filling Service Gaps
14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."
<i>Note: The state describes this assurance in the state linkages and communication section, item 9.3b.</i>
In FY 2020, eligible entities will continue to use their established linkages with public, private, and nonprofit organizations across the state to provide information, resources, and opportunities for low-income individuals and families. Through formal and informal arrangements with government agencies, businesses, faith-based organizations, educational institutions, nonprofits, and tribal entities, the eligible entities will share information, and make and receive referrals, so that low-income individuals and families receive the services they need. The State CSBG Office will emphasize the importance of the development of linkages by the eligible entities to fill identified service gaps. The State CSBG Office along with the State Association will incorporate discussions about developing linkages to fill identified gaps during each quarterly CSBG meetings.
Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources
14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."
<i>Note: The state describes this assurance in the state linkages and communication section, item 9.7.</i>
In FY 2018, eligible entities in New Mexico were able to serve 55,338 individuals and 20,447 families through the coordination of CSBG funds and other public and private resources. In addition to the \$3.538 million from CSBG, the eligible entities mobilized \$45.2 million in funding from federal, state, local, and private sources to provide services to these individuals and families. The New Mexico CSBG network used CSBG funding to provide direct services, to augment other programs, and to maintain the organizational infrastructure needed to provide efficient, coordinated service delivery.
Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility
14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."
<i>Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).</i>
One eligible entity works with community partners and providers in education, workforce, health, and other sectors to collaborate at the community level with the Thriving Families effort. Thriving Families empowers people by working with families to overcome adversity. Thriving Families provides home visiting and workforce development services to families facing barriers to employment and education. The program leverages public and private sector services to meet the complex needs of people in a comprehensive way. Using CSBG funds, one eligible entity has formed a partnership with Southeast New Mexico Veterans Transportation Network to serve veterans. This partnership has allowed veterans to obtain medical transportation to the VA facilities in New Mexico. One eligible entity continues to be the lead agency in administering and delivering the Senior Hunger Initiative Program in Valencia County. This program is designed to assist low income seniors 60 years or older to obtain nutritious food directly from senior specific sites. This program was a joint initiative between the Village of Los Lunas, Valencia County Senior Center, Road Runner Food Bank and Mid-West New Mexico Community Action Program. In 2020 and 2021 eligible entities will continue to develop and implement programs that positively impact communities and neighborhoods. In addition, as described in section 7.9 f above, the CSBG State Office plans to make discretionary funds available for innovative programs. In 2020 and 2021 entities will continue to develop and implement programs that positively impact communities and neighborhoods. In addition, as described in section 7.9 f above, the CSBG State Office plans to make discretionary funds available for innovative programs.

Eligible Entity Emergency Food and Nutrition Services

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

The eligible entities in New Mexico provide emergency food and nutrition assistance directly to clients and through their support of other community organizations. Eligible entities staff deliver food boxes to home-bound individuals, give food vouchers, and distribute food on a biweekly or monthly basis. Some entities also receive funding under The Emergency Food Assistance Program (TEFAP), and the Commodity Supplemental Food Program (CSFP). Entities also use CSBG funds to purchase food for community food banks and food pantries affiliated with community partners. The eligible entities will continue to provide food and nutrition assistance in 2020 and 2021.

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

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

Federal Investigations

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

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

Funding Reduction or Termination

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

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

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

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

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

Eligible Entity Tripartite Board Representation

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

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

The State CSBG Office requires each eligible entity to have written procedures on the democratic selection process for board representation of low-income persons. This includes procedures for individuals and organizations to petition the entity for representation on the Board. These procedures are part of the 58 organizational standards and are evaluated annually during a desk review.

Eligible Entity Community Action Plans and Community Needs Assessments

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

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."
<i>Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.</i>
<input checked="" type="checkbox"/> By checking this box, the state CSBG authorized official is certifying the assurances set out above.

Section 15: Federal Certifications

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

Form Approved
OMB No:0970-0382
Expires:06/30/2021

SECTION 15
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

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

15.1. Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

After assurance select a check box:

The undersigned, by checking this box, the state CSBG authorized official is providing the certification set out above.

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

After assurance select a check box:

(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 any agency...

15.3. CERTIFICATION REGARDING DEPARTMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.5. CERTIFICATION REGARDING PUBLIC REPORTING BURDEN

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.6. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.7. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.8. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.9. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.10. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.11. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.12. CERTIFICATION REGARDING IDENTIFICATION OF WORKPLACES

After assurance select a check box:

(1) No 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, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction in which the prospective primary participant is proposed for debarment under 48 CFR part 9.4, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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;

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless it knows 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

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 those grants who are directly engaged in the performance of work under a 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).

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.

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

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

(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;

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

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

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; of maintaining a drug-free workplace;

(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) 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) The penalties that may be imposed upon employees for drug abuse violations 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;

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

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or other wise 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 of 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

(2) When 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
(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;
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.
By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

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

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
Check if there are workplaces on this site that are not identified here!
Alternate II. (Grantees Who Are Individuals)

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 certifies that as a condition of the grant, the prospective lower tier participant has become a manufacturer, distributor, dispenser, possession, or use of a controlled substance in conducting any activity with the grant;

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, a principal or person, primary covered transaction, principal, proposing, and work of any grantee, as used in the will use, have the meaning set out in the definition of sale and coverage of the provisions in every grant officer or other designee, unless the Federal agency designates a proposal in its receipt of assistance. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

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

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

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

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

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

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

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