

State of Illinois

2016 – 2017 CSBG State Plan



Illinois
Department of Commerce
& Economic Opportunity

Bruce Rauner, Governor

Jim Schultz,
Director

Illinois Community Services Block Grant (CSBG) State Plan

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SECTION 1

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

- 1.1.** Provide 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. The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.
- 1.1a.** Lead agency: Illinois Department of Commerce and Economic Opportunity
- 1.1b.** Cabinet or administrative department of this lead agency Community Services Department
- Human Services Department
 - Social Services Department
 - Governor's Office
 - Community Affairs Department
 - Other, describe:
- 1.1c.** Division, bureau, or office of the CSBG authorized official: Office of Community Development's Division of Economic Opportunity
- 1.1d.** Authorized official of the lead agency: Jim Schultz, Director
- 1.1e.** Street address: 500 E. Monroe Street
- 1.1f.** City: Springfield
- 1.1g.** State: Illinois
- 1.1h.** Zip: 62701
- 1.1i.** Telephone number and extension: 217.785.6280
- 1.1j.** Fax number: 217.524.3701
- 1.1k.** Email address: Jim.Schultz@illinois.gov
- 1.1l.** Lead agency website: www.illinois.gov/DCEO

Provide the following information in relation to the designated State CSBG point of contact.

1.2a. Agency name: Illinois Department of Commerce and Economic Opportunity

1.2b. Name of the point of contact: Gail Hedges

1.2c. Street address: 500 East Monroe, R-2

1.2d. City: Springfield

1.2e. State: Illinois

1.2f. Zip: 62701

1.2g. Point of contact telephone number: 217.785.1709

1.2h. Fax number: 217.524.0189

1.2i. Point of contact email address: Gail.Hedges@illinois.gov

1.2j. Point of contact agency website: www.illinois.gov/DCEO

1.2. **Designation Letter:** Attach the State's official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly. [Governor's Letter of Designation]

SECTION 2
State Legislation and Regulation

- 2.1. **CSBG State Legislation:** Does the State have a statute authorizing CSBG? Yes No
- 2.2. **CSBG State Regulation:** Does the State have regulations for CSBG? Yes No
- 2.3. If yes was selected in item 2.1 or 2.2, attach a copy (or copies) of legislation and/or regulations or provide a hyperlink(s), as appropriate.
<http://www.ilga.gov/commission/icar/admincode/047/04700120sections.html>
- 2.4. **State Authority:** Select a response for each question about the State statute and/or regulations authorizing CSBG:
- 2.4a. Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year? Yes No
- 2.4b. Did the State establish or amend regulations for CSBG last year? Yes No
- 2.4c. Does the State statutory or regulatory authority designate 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

- 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.

To raise Illinois' profile as a premier global business destination; and to provide a foundation for the economic prosperity of all Illinoisans, through coordination of business recruitment and retention, provision of essential capital to small businesses, investment in infrastructure and job training for a 21st century economy, and administration of state and federal grant programs.

- 3.2. State Plan Goals:** Describe the State's CSBG-specific goals for State administration of CSBG under this State Plan.

The Department has established the following CSBG goals and strategies:

Workforce Systems

Goal: To increase workforce development opportunities for CSBG participants

Strategies: To partner with the Department's Workforce Development Office to coordinate the Workforce Investment and Opportunity Act activities to provide a one stop approach to workforce development services by partnering CSBG eligible entities with the Illinois One Stop offices to address barriers to employment.

Organizational Standards

Goal: To assist eligible entities in meeting the CSBG Organizational Standards

Strategies: To provide additional financial resources to allow eligible entities to procure professional services to assist with the development and implementation of deficient standards, i.e., succession planning, organization-wide comprehensive risk assessment, strategic planning, ROMA Cohort, and Uniform Guidance training.

Program Monitoring

Goal: To strengthen CSBG program monitoring

Strategies: To update all CSBG program monitoring tools to incorporate the organizational standards to ensure eligible entity compliance.

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

3.3a. Analysis of

- X State Performance Indicators and/or National Performance Indicators (NPIs)
- X U.S. Census data

- X State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
 - Other data (describe)
 - X Eligible entity community needs assessments
 - X Eligible entity plans
- Other information from eligible entities, e.g., State required reports (describe)

3.3b. Consultation with

- X Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
- X State community action association and regional CSBG T & TA providers
- State partners and/or stakeholders (describe)
- National organizations (describe)
- Other (describe)

3.4. Eligible Entity Involvement

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

The State held a Model State Plan roundtable on March 12, 2015 to allow for group input from eligible entities. This allowed for a more collaborative approach to obtaining solid feedback. Also, a questionnaire was disseminated to all eligible entities in July 2015 seeking input from eligible entities which have been incorporated into this plan.

If this is the first year filling out the automated State Plan, skip the following question.

3.4b. Performance Management Adjustment: How has the State adjusted State Plan development procedures under this State Plan, as compared to past plans, in order 1) to encourage eligible entity participation and 2) to 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 15b(i) and (ii) and may pre-populate the State's annual report form.

If this is the first year filling out the automated State Plan, skip the following question.

3.5. Eligible Entity Overall Satisfaction: Provide the State's target for eligible entity Overall Satisfaction during the performance period: 50% . [Numerical, 3 digits]

Instructional Note: The State's target score will indicate improvement or maintenance of the States' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the State's eligible entities. (See information about the ACSI in the CSBG State Accountability Measures document.)

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

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SECTION 4

CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe how the State made this State Plan, or revision(s) to the State Plan, available for public inspection, as required under Section 676(e)(2) of the Act.

Copies of the 2016 - 2017 CSBG State Plan were sent to all eligible entity directors for review and comment. A legal notice was published in newspaper with statewide circulation in the State inviting public comment. The draft plan was also posted on the Department of Commerce and Economic Opportunity website, www.illinois.gov/DCEO, for access by the public.

- 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 676(a)(2)(B) of the CSBG Act.

Public hearings were held on the proposed 2016 - 2017 CSBG State Plan on August 21, 2015, at the two offices of the Illinois Department of Commerce and Economic Opportunity located at 500 E. Monroe Street in Springfield, Illinois, and 100 West Randolph Street in Chicago, Illinois. A legal notice was published 10 days in advance of the hearings in a newspaper with statewide circulation informing the public of the hearings and an opportunity to provide written comments. The draft CSBG state plan was also posted to the Department's website.

- 4.3. Public and Legislative Hearings:** 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. (If the State has not held a public hearing in the prior fiscal year and/or a legislative hearing in the last three years, provide further detail).

Instructional Note: The date(s) for the public hearing(s) must have occurred in the year prior to the first Federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first Federal fiscal year covered by this plan.

Date	Location	Type of Hearing [Select an option]
August 21, 2015	Springfield Office: 500 E. Monroe Street, Springfield, IL Chicago Office: 100 W. Randolph Street, Chicago, IL	<ul style="list-style-type: none"> • Public
April 22, 2015 April 22, 2015	Illinois Senate Illinois House	<ul style="list-style-type: none"> • Legislative

- 4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings. [hearing documents to be attached]**

SECTION 5
CSBG Eligible Entities

5.1. CSBG Eligible Entities: In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity. (This table should include every CSBG Eligible Entity to which the State plans to allocate 90 percent funds, as indicated in the table in item 7.2. Do not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)

Illinois CSBG Eligible Entity	Public or Nonprofit	Type of Entity	Geographical Areas Served by County	Brief Description of Other
BCMW Community Services	Nonprofit	Community Action Agency	Bond, Clinton, Marion, Washington	
Carver Community Action Agency	Nonprofit	Community Action Agency	Knox	
CEFS Economic Opportunity Corporation	Nonprofit	Community Action Agency	Christian, Clay, Effingham, Fayette, Montgomery, Moultrie, Shelby	
Champaign County Regional Planning Commission	Public	Community Action Agency	Champaign	
Chicago Department of Family and Support Services	Public	Community Action Agency	Chicago (City)	
Community Action Partnership of Lake County	Nonprofit	Community Action Agency	Lake	
Community Action Partnership of Central Illinois	Nonprofit	Community Action Agency	DeWitt, Logan, Mason, Menard, Piatt, Fulton	
Community and Economic	Nonprofit	Community Action Agency	Cook (Suburban)	

Development Association of Cook County				
Crosswalk Community Action Agency	Nonprofit	Community Action Agency	Franklin, Jackson, Jefferson, Williamson	
Decatur-Macon County Opportunities Corporation	Nonprofit	Community Action Agency	Macon	
DeKalb County Department of Community Services	Public	Community Action Agency	DeKalb	
DuPage County Department of Community Services	Public	Community Action Agency	DuPage	
East Central Illinois Community Action Agency	Nonprofit	Community Action Agency	Ford, Iroquois, Vermillion	
Embarras River Basin Agency	Nonprofit	Community Action Agency	Clark, Coles, Crawford, Cumberland, Douglass, Edgar, Jasper, Lawrence, Richland	
Illinois Migrant Council	Nonprofit	Migrant or Seasonal Farmworker Organization	Statewide Agency	
Illinois Valley Economic Development Corporation	Nonprofit	Community Action Agency	Calhoun, Greene, Jersey, Macoupin	
Kankakee County Community Services	Nonprofit	Community Action Agency	Kankakee	
Kendall-Grundy Community Action	Public	Community Action Agency	Grundy, Kendall	
Madison County Community	Public	Community Action Agency	Madison	

Development				
McHenry County Housing Authority	Public	Community Action Agency	McHenry	
MCS Community Services	Public	Community Action Agency	Cass, Morgan, Scott	
Mid-Central Community Action	Nonprofit	Community Action Agency	Livingston, McLean	
Northwestern Illinois Community Action Agency	Nonprofit	Community Action Agency	JoDaviess, Stephenson	
Peoria Citizens Committee for Economic Opportunity	Nonprofit	Community Action Agency	Peoria	
Project NOW	Nonprofit	Community Action Agency	Henry, Mercer, Rock Island	
Rockford Human Services Department	Public	Community Action Agency	Boone, Winnebago	
Sangamon County Department of Community Resources	Public	Community Action Agency	Sangamon	
Shawnee Development Council	Nonprofit	Community Action Agency	Alexander, Hardin, Johnson, Massac, Pope, Pulaski, Union	
St. Clair County Community Action Agency	Nonprofit	Community Action Agency	St. Clair	
Tazwood Community Services	Nonprofit	Community Action Agency	Tazewell, Woodford	
Tri-County Opportunities Council	Nonprofit	Community Action Agency	Bureau, Carroll, LaSalle, Lee, Marshall, Ogle, Putnam, Stark, Whiteside	

Two Rivers Head Start Agency	Nonprofit	Community Action Agency	Kane	
Two Rivers Regional Council of Public Officials	Public	Community Action Agency	Adams, Brown, Pike, Schuyler	
Wabash Area Development, Inc.	Nonprofit	Community Action Agency	Edwards, Gallatin, Hamilton, Saline, Wabash, Wayne, White	
Western Egyptian Economic Opportunity Council	Nonprofit	Community Action Agency	Monroe, Perry, Randolph	
Western Illinois Regional Council	Nonprofit	Community Action Agency	Hancock, Henderson, McDonough, Warren	
Will County Center for Community Concerns	Nonprofit	Community Action Agency	Will	

5.2. Total number of CSBG eligible entities: 37.

5.3. **Changes to Eligible Entities List:** Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission? If yes, briefly describe the changes. Yes No

SECTION 6

Organizational Standards for Eligible Entities

- 6.1. Choice of Standards:** Check the box that applies. If using alternative standards, a) attach the complete list of alternative organizational standards, b) describe the reasons for using alternative standards, and c) describe how the standards are at least as rigorous as the COE-developed standards.

The State will use the CSBG Organizational Standards Center of Excellence (COE) organize national standards (as described in IM 138)

The State will use an alternative set of organizational standards

- 6.2.** If the State is using the COE-developed organizational standards, does the State propose making a minor modification to the standards, as described in IM 138? Yes No

6.2a. If yes was selected in item 6.2, describe the State's proposed minor modification to the COE-developed organizational standards, and provide a rationale.

- 6.3.** How will/has 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.

Regulation

Policy

Contracts with eligible entities

Other, describe:

- 6.4.** How will the State assess eligible entities against organizational standards, as described in IM 138?

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

- 6.4a.** Describe the assessment process.

The State has updated the CSBG monitoring instruments to insure all organizational standards are incorporated. The assessment process is as follows;

On-site monitoring will be conducted for at least forty percent of the eligible entities with high risk status. The remaining eligible entities will complete a self-assessment that will be validated by the State or State authorized third party.

6.5. Will the State make exceptions in applying the organizational standards for any eligible entities due to special circumstances or organizational characteristics, as described in IM 138?
 Yes No

6.5a. If yes was selected in item 6.5, list the specific eligible entities the State will exempt from meeting organizational standards, and provide a description and a justification for each exemption.

If this is the first year filling out the automated State Plan, skip the following question.

6.6. **Performance Target:** What percentage of eligible entities in the State does the State expect will meet all the State-adopted organizational standards in the next year?

Note: This information is associated with State Accountability Measures 6Sa and may pre-populate the State's annual report form.

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SECTION 7 State Use of Funds

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

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

- Historic
- Base + Formula
- **Formula Alone**
- Formula with Variables
- Hold Harmless + Formula
- Other

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities? X Yes No

7.2. Planned Allocation: Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act. The estimated allocations may be in dollars or percentages. For each eligible entity receiving funds, provide the Funding Amount in either dollars (columns 2 and 4) or percentage (columns 3 and 5) for the fiscal years covered by this plan.

Planned CSBG 90 Percent Funds		
Illinois Eligible Entity	Year One Funding Amount %	Year Two Funding Amount %
BCMW Community Services	0.80%	0.80%
Carver Community Action Agency	0.47%	0.47%
CEFS Economic Opportunity Corporation	1.47%	1.47%
Champaign County Regional Planning Commission	2.15%	2.15%
Chicago Department of Family and Support Services	36.53%	36.53%
Community Action Partnership of Lake County	3.26%	3.26%
Community Action Partnership of Central Illinois	0.85%	0.85%
Community and Economic Development Association of Cook County	12.34%	12.34%

Crosswalk Community Action Agency	2.38%	2.38%
Decatur-Macon County Opportunities Corporation	1.00%	1.00%
DeKalb County Department of Community Services	0.82%	0.82%
DuPage County Department of Community Services	3.41%	3.41%
East Central Illinois Community Action Agency	1.20%	1.20%
Embarras River Basin Agency	1.60%	1.60%
Illinois Migrant Council	0.50%	0.50%
Illinois Valley Economic Development Corporation	0.69%	0.69%
Kankakee County Community Services	1.04%	1.04%
Kendall-Grundy Community Action	0.53%	0.53%
Madison County Community Development	2.07%	2.07%
McHenry County Housing Authority	1.20%	1.20%
MCS Community Services	0.46%	0.46%
Mid-Central Community Action	1.47%	1.47%
Northwestern Illinois Community Action Agency	0.55%	0.55%
Peoria Citizens Committee for Economic Opportunity	1.58%	1.58%
Project NOW	1.60%	1.60%
Rockford Human Services Department	3.22%	3.22%
Sangamon County Department of Community Resources	1.56%	1.56%
Shawnee Development Council	0.74%	0.74%
St. Clair County Community Action Agency	2.54%	2.54%
Tazwood Community Services	0.81%	0.81%
Tri-County Opportunities Council	2.29%	2.29%
Two Rivers Head Start Agency	3.05%	3.05%
Two Rivers Regional Council of Public Officials	0.81%	0.81%

Wabash Area Development, Inc.	0.89%	0.89%
Western Egyptian Economic Opportunity Council	0.47%	0.47%
Western Illinois Regional Council	0.76%	0.76%
Will County Center for Community Concerns	2.89%	2.89%

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

The State’s process for distributing 90 percent funds to the eligible entities, including the number of days for each step is as follows;

- 1) Legislative hearing – 30 days (April – May)
- 2) Annual Pre-application Workshop and CEE application preparation and submission - 90 days (June –September)
- 3) Eligible Entities application review process – 30-45 days (October – November)
- 3) Complete processing of grant application – 30-45 days (November – December)

- 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.** If no, describe State procedures to ensure funds are made available to eligible entities consistently and without interruption.

The Illinois CSBG application process begins in June of each year with the Annual CSBG Workshop. Eligible entities are provided with guidance and training on the grant process including changes, accessing cash, reporting requirements including the CSBG IS, client tracking, client files, etc. Grant applications are due within three months of the date of the workshop. CSBG staff, including management, review documents for compliance, completeness and accuracy. Following CSBG review and approval, grants are processed through the Department’s electronic grant system. The goal is to have grants executed prior to the effective grant start date of January 1st of each year.

If this is the first year filling out the automated State Plan, skip the following question.

- 7.5. Performance Management Adjustment:** How is the State 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.

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

- 7.6. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State Plan? The estimate may be in dollars or a percentage. 5%
- 7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 8
- 7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? 8

Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

- 7.9. Does the State have remainder/discretionary funds? X Yes No

If yes was selected, describe how the State plans to use remainder/discretionary funds in the table below.

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

Note: This information is associated with State Accountability Measures 35a; the responses may pre-populate the State’s annual report form.

Use of Remainder/Discretionary Funds			
Remainder/Discretionary Fund Uses	Year One	Year two	Brief Description of services/activities
	Planned %	Planned %	
a. Training/technical assistance to eligible entities	55%	55%	
b. Coordination of State-operated programs and/or local programs	16%	16%	
c. Statewide coordination and communication among eligible entities	16%	16%	
d. Analysis of distribution of CSBG funds to determine if targeting greatest need	0	0	
e. Asset-building programs	5%	5%	Due to the need for affordable housing in low-income neighborhoods, discretionary funds will be used to assist in the development of affordable housing and community

			development projects with the opportunity for local eligible entity to earn developer fees.
f. Innovative programs/activities by eligible entities or other neighborhood groups	8%	8%	Discretionary funds will be used to facilitate a community-driven process that engages local government officials in assessing key economic factors that present barriers to economic prosperity. This will primarily occur in low-income communities. Such factors may include job creation, business development, entrepreneurship, infrastructure and housing development. Focused strategies will be developed that focus on the capacities that need to be developed to address such challenges. Discretionary funds will also be used to continue to work with the local government functioning as the "boots on the ground" to build local financial, managerial and technical capacities necessary to operate effectively.
g. State charity tax credits	0	0	
h. Other activities, specify _____	0	0	
Totals	100%	100%	

7.10. What types of organizations, if any, does the State plan to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.

- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) *each of Illinois' 37 eligible entities*
- 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
- None (the State will carry out activities directly)

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

If this is the first year filling out the automated State Plan, skip the following question.

7.11. Performance Management Adjustment: How is the State adjusting 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. **[Narrative, 2500 Characters]**

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

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SECTION 8
State Training and Technical Assistance

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. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.9(a), Use of Remainder/Discretionary Funds.)

Note: 8.1 is associated with State Accountability Measure 3Sc and may pre-populate the State’s annual report form.

Training and Technical Assistance			
Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
FY1 - Q1	Training	Other	Family and Community Development Specialist training – strength based case management training, linked to bundled services and ROMA
FY1 - Q1	Training	ROMA	National ROMA train the trainer to add to ROMA training capacity in Illinois
Ongoing/Multiple Quarters	Both	ROMA	ROMA Cohort, established in 2015 to create a supportive, peer based structure to proactively share ROMA practices throughout the Network
Ongoing/Multiple Quarters	Both	Organizational Standards - General	This committee will assist the Illinois Network with the implementation and compliance of IM 138.
Y1 - Q1	Technical Assistance	Other	IACAA peer assessment process routinely assist Illinois CAAs with programmatic and management issues
FY1-Q2	Training	Other	Family and Community Development Specialist training – strength based case management training, linked to bundled services and ROMA
Ongoing/Multiple Quarters	Both	Other	The Innovations Circles project is designed to engage the Illinois Network in examining emergent and new practices in support of Community Action’s future. This will be an outgrowth of the Organizational Standards Committee

Training and Technical Assistance			
Fiscal Year (Y) Quarter (Q) / Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
FY1-Q3	Training	Organizational Standards – General	IACAA Annual Training Conference will be organized around the nine IM categories and will provide learning opportunities through application and experiential approaches
FY1-Q3	Both	Organizational Standards – General	DCEO hosts the annual CSBG conference which dives deeper into reporting via STARS, use of the NPIs and the CNA/CAP
FY1-Q4	Training	Other	Topical training for the Illinois Network, related to Fiscal/HR/Board Governance.

8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9): 100%

If this is the implementation year for organizational standards, skip question 8.2.

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

Note: 8.2 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).

8.3. 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.) **[Check all that applies and narrative where applicable]**

- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) *each of Illinois' 37 CSBG eligible entities*
- 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

If this is the first year filling out the automated State Plan, skip the following question.

8.4. Performance Management Adjustment: How is the State adjusting 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. **[Narrative, 2500 Characters]**

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

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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.

State linkages and coordination are achieved through Department staff participating on various boards, commissions, task forces, etc. Currently Department staffs are members of the State Health Insurance Planning Council, the Department's Workforce Investment and Opportunity Act Implementation Working Group, the Older Adult Services Advisory Council, the Illinois Affordable Housing Advisory Commission, the Illinois Community Action Development Corp., and other similar coordinative groups. By virtue of the fact that the Low Income Home Energy Assistance and Weatherization Assistance programs are also located in the Department, linkages and coordination occur on a regular basis.

Linkages and coordination also occur through staff of the Illinois Association of Community Action Agencies (IACAA) who has representatives on the State Head Start Association, and other State and local organizations.

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 form.

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

- 9.2. State Linkages and Coordination at the Local Level:** Describe the linkages and coordination at the local level that the State plans 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 (as required by assurances under Sections 676(b)(5) and (b)(6)). Attach additional information as needed.

During the Annual CSBG Workshop, the need for linkages and coordination is stressed. The requirement to address linkages and coordination in the Community Action Plan is discussed. With limited funding, it's important these be in place to allow maximum benefit to the customer.

Eligible entities have established Memorandums of Understandings or service agreements with townships, community organizations and faith based organizations that provide program, and intake and referral services for programs. The MOUs/Service Agreements describe the services provided by each entity, referral systems for customers, and the coordination of those services to avoid duplication.

Each eligible entity is a member of multiple collaborative consisting of social service organizations, religious organizations, school districts, police departments that meet monthly to share information and work together to make services accessible to the community. These collaborative can be the local Continuum of Care, Workforce Development Partners, or community and even regional groups. Illinois has eligible entities across the population spectrum, which influences the approach and types of linkages and coordination at the local level.

Eligible entities participation in these groups enables them to identify gaps in services, to develop programs and services to address those gaps, and helps agencies avoid duplication of services. Through this program clients are served more effectively and efficiently as eligible entities coordinate with other agencies by bundling services together. This helps eligible entities move mutual clients more swiftly toward the ultimate goal of self-sufficiency and stabilization. Agencies have found that their follow-up efforts demonstrate that this is an effective approach. Follow-up on services provided may be conducted via telephone or other written correspondence from the agency or through direct case management/self-service sessions with the client.

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)). Attach additional information as needed.

With limited funding available to social service agencies as a whole, it's important that Illinois ensure linkages and coordination occurs. The Illinois CSBG office looks for linkages and

coordination in the eligible entity Community Action Plans (CAP). If no linkages or coordination is addressed, the CAP will be returned and the eligible entity is required to include.

Eligible entities have developed cooperative relationships with the organizations that operate in their service area using MOUs and linkage agreements to coordinate services with the CSBG Program. Entities are involved in cooperatives such as Continuums of Care, local 2-1-1 committee, and workforce network partners groups, in which they not only share service information but also are able to collaborate on programs and assist common customers more effectively. Additionally, some Illinois eligible entities use delegate agency networks to provide services that are not directly linked to the CSBG program. In-kind contributions, such as the donation of goods and services, financial supports and grants are combined to enhance services provided through the eligible entity.

One eligible entity requires their CSBG outreach staff to complete two community contacts with community organizations or groups, although many go above and beyond and complete many more. During that process staffs not only learn about new programs or changes in community programs, but they are informing other organizations about their services, how to access them, eligibility requirements, contact persons, etc.

DCEO's online client tracking system, STARS, allows agencies to transfer clients from one agency to another when clients move and the receiving agency can see, in a limited view, programs provided to the clients to which allows agencies to better serve clients and avoid duplication.

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.

Outreach and referral are performed for participants in each of the Community Services Block Grant program components. Clients requesting one service from the eligible entity or a partnering agency usually need additional services and are referred by staff to appropriate resources. Throughout the year, eligible entities and partnering agencies host and participate in events/workshops at Head Start centers, public housing, food pantries, health fairs and other sites to increase knowledge of community services available. Also, eligible entity staff networks with other agencies to keep staff informed on clients services available. Agencies prepare informational materials that are distributed at workshops, delegate agencies and informational meetings. Most CAAs have created a detailed book of services or resource guide which is available to the public, and elected officials and other non-profit agencies.

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

9.4a 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. 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.

As a required partner, Illinois eligible entities partner with WIOA for employment and training activities. These agencies are now co-enrolling clients in CSBG and WIOA programs. For example, one entity supports individuals obtaining their CDL Trucking License certification that is offered by the WIOA office. Another entity works with their local Workforce system to provide training in specific agriculture industry jobs, with a focus on job creation. Additionally, many Illinois eligible entities intend to expand existing job training programs, through a variety of initiatives; including on-the-Job training, internship creation and expansion into high demand fields, beyond the typical job prep approaches. Many eligible entities are closely associated with local WIOA programs, in some instances; directors serve on the WIOA boards and chair subcommittees within their regions. Typically, these agencies also provide cross training for CSBG and WIOA staff. Agencies collaborate through referrals with the Workforce Investment Center to other job related programs such as a career closet that provides clothing for job interviews and/or new employment.

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).

The Low-income Home Energy Assistance Program (LIHEAP) is also administered by the Department, so assuring emergency energy crisis intervention isn’t complicated. Thirty five CSBG eligible entities administer the LIHEAP and are prepared to initiate emergency energy assistance when a state of emergency is declared by the Department or if a family is facing crisis. The agencies utilize multiple outreach sites to assure maximum coverage and service accessibility for their respective service areas.

Eligible entities provide LIHEAP services on site, and have the ability to coordinate with other anti-poverty programs within the agency and through established partnerships. This leads to effective delivery of emergency crisis-intervention services to clients.

- 9.6. State Assurance: 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.

Illinois eligible entities have developed and maintained formal and informal partnerships with local, area wide and statewide agencies. Many hold contracts with faith-based organizations, charitable groups, and community organizations to operate their programs. Agencies reach out to faith based organizations when preparing their needs assessments to obtain their input on the needs of the community. Also through the assessment they identify partners in the faith-based, charitable groups and community organizations that provide services or outreach. Examples of faith based and community organizations include: Salvation Army, Catholic Charities, community colleges, senior services, housing authorities, and Veterans Assistance.

The State will assure that the eligible entities will continue to coordinate and form partnerships with organizations, including faith-based organizations, charitable groups, and community organizations through review of the entities Community Action Plan and on-site monitoring of the eligible entities.

- 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.

CSBG funds are used to leverage public and private dollars received by partners. Eligible entity funds are used to supplement services provided by partnering agencies who also receive other public and private resources. Those agencies use CSBG funds in coordination with their own resources to provide services.

Eligible entities seek funding from other sources, including county funding, private donations and other grant sources. This allows eligible entities to serve clients better by providing a wider array of assistance. In order to maximize coordination in developing comprehensive solutions to social service problems, agencies aggressively search for external resources and teams up with a number of different organizations. In kind contributions such as donations of goods and services, financial supports and grant, are combined to enhance services.

- 9.8. Coordination among Eligible Entities and State Community Action Association:** Describe State activities for supporting coordination among the eligible entities and the State Community Action Association.

The Illinois Association of Community Action Agencies (IACAA) and the Department (State CSBG office) work collaboratively to provide targeted training to member agencies based on survey needs on specific areas that address support member agencies to work towards compliance with the Standards, as noted in IM 138.

IACAA has provided eligible entities with helpful technical support, excellent training opportunities and needed advocacy. The State office coordinates and promotes the services by notifying CAAs of their availability and encouraging attendance. Trainings and learning opportunities include; an annual Energy Conference, Program roundtables, targeted workshops, Family and Community Development Specialist raining, ROMA trainings, program-specific trainings, CAA board trainings, and organizational standards. Many eligible entity employees have been involved in several peer reviews, and capacity building programs that are funded through the State CSBG office.

9.9 Communication with Eligible Entities and the State Community Action Association: In the table below, describe the State’s plan for communicating with eligible entities, the State Community Action Association, and other partners under this State Plan. Include communication about annual hearings and legislative hearings, as described under Section 4, CSBG Hearing Requirements.

Communication Plan			
Topic	Expected Frequency	Format (drop down)	Brief Description of “Other”
Annual Workshop – provide guidance and training on annual grant proposal and new initiatives and issues/concerns	Dropdown Options: <ul style="list-style-type: none"> Annually 	Dropdown Options: <ul style="list-style-type: none"> Meetings/Presentation 	
Public hearing	<ul style="list-style-type: none"> Other 	<ul style="list-style-type: none"> Email Website 	Since Illinois submits a two-year plan, one public hearing is held to hear comments on the proposed activities.
Roundtables – provide guidance or open discussion to gather input on new initiatives or changes in CSBG	<ul style="list-style-type: none"> Annually 	<ul style="list-style-type: none"> Meetings/Presentation 	
Organizational Standards	<ul style="list-style-type: none"> Annually 	<ul style="list-style-type: none"> Meetings/Presentation 	
IACAA Conference/Meetings	<ul style="list-style-type: none"> Other 	<ul style="list-style-type: none"> Meetings/Presentation 	The IACAA has one annual conference, but has various meetings throughout the year. The State CSBG Office is present and frequently makes presentations on current issues/concerns/topics.

9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.

The State will provide feedback to each eligible entity and the State Community Action Association by disseminating a written analysis of individual performance in meeting ROMA

goals within 60 days of submitting the State's annual report. A Statewide performance analysis will be presented at the CSBG Annual Workshop.

If this is the first year filling out the automated State Plan, skip the following question.

- 9.11. Performance Management Adjustment:** How is the State adjusting 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. **[Narrative, 2500 Characters]**

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

DRAFT

SECTION 10
Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG 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.

For States that have a monitoring approach that does not fit within the table parameters, attach the State’s proposed monitoring schedule.

CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of “Other”
BCMW Community Services	• Full-onsite	• FY2 Q4	September '14	If “Other” is selected in column 2, describe in this column
Carver Community Action Agency	• Full-onsite	• FY1 Q1	September'14	
CEFS Economic Opportunity Corporation	• Full-onsite	• FY2 Q3	October '14	
Champaign County Regional Planning Commission	• Full-onsite	• FY1Q4	July '14	
Chicago Department of Family and Support Services	• Full-onsite	• FY1Q3	May '15	
Community Action Partnership of Lake County	• Full-onsite	• FY2Q4	June '14	
Community Action Partnership of Central Illinois	• Full-onsite	• FY1Q2	July '14	
Community and Economic Development Association of Cook County	• Full-onsite	• FY1Q4	August '14	
Crosswalk Community Action Agency	• Full-onsite	• FY2Q2	October '14	

CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
Decatur-Macon County Opportunities Corporation	• Full-onsite	• FY1Q3	August '14	
DeKalb County Community Action Department	• Full onsite	• FY2Q2	August '14	
DuPage County Department of Community Services	• Full onsite	• FY2Q1	October '14	
East Central Illinois Community Action Agency	• Full-onsite	• FY1Q4	July '14	
Embarras River Basin Agency	• Full onsite	• FY2Q1	September '14	
Illinois Migrant Council	• Full onsite	• FY1Q4	September'13	
Illinois Valley Economic Development Corporation	• Full onsite	• FY2Q1	May '14	
Kankakee County Community Services	• Full onsite	• FY1Q1	May'14	
Kendall-Grundy Community Action	• Full onsite	• FY2Q1	October '14	
Madison County Community Development	• Full onsite	• FY2Q2	November '14	
McHenry County Housing Authority	• Full onsite	• FY1Q3	March '14	
MCS Community Services	• Full onsite	• FY1Q4	October '14	
Mid-Central Community Action	• Full onsite	• FY1Q3	July '14	
Northwestern Illinois Community Action Agency	• Full onsite	• FY2Q3	January '14	
Peoria Citizens Committee for Economic Opportunity	• Full onsite	• FY2Q1	November '14	

CSBG Eligible Entity	Review Type	Target Date	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"
Project NOW Inc.	• Full onsite	• FY1Q2	October '14	
Rockford Human Services Department	• Full onsite	• FY1Q3	November '14	
Sangamon County Department of Community Resources	• Full onsite	• FY1Q2	December '14	
Shawnee Development Council	• Full onsite	• FY1Q2	August '14	
St. Clair County Community Action Agency	• Full onsite	• FY1Q4	January '15	
Tazwood Community Services	• Full onsite	• FY2Q3	September '14	
Tri-County Opportunities Council	• Full onsite	• FY1Q2	July '14	
Two Rivers Head Start Agency	• Full onsite	• FY2Q4	October '14	
Two Rivers Regional Council of Public Officials	• Full onsite	• FY1Q2	October '14	
Wabash Area Development, Inc.	• Full onsite	• FY1Q3	April '14	
Western Egyptian Economic Opportunity Council	• Full onsite	• FY1Q1	September '14	
Western Illinois Regional Council	• Full onsite	• FY2Q4	September '14	
Will County Center for Community Concerns	• Full onsite	• FY2Q1	January '14	

10.2. Monitoring Policies: Provide a copy of State monitoring policies and procedures by attaching and/or providing a hyperlink. **[Attach a document or add a link]**

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? *60 from the exit conference*

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 the documenting of closure of findings included in the State monitoring protocols attached above? Yes No

10.5. Quality Improvement Plans (QIPs): How many eligible entities are currently on Quality Improvement Plans? *1*

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?

Through on-site monitoring or eligible entity self-declaration, the State will identify that the eligible entity failed to meet appropriate standards, goals, and other requirements established by either Federal or State offices. This could result in the need to be put on a Quality Improvement Plan. If it is determined a QIP is necessary, the State Office will instruct the entity to prepare a QIP in accordance with IM 116. Once the QIP is submitted by the eligible entity and approved by the State, the Office of Community Services (OCS) Program Specialist will be informed and the approved QIP will be shared.

10.7. Assurance on Funding Reduction or Termination: Does the State assure, according to Section 676(b)(8), 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)." Yes No

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

10.8. Does the State CSBG statute and/or regulations provide for the designation of new eligible entities? Yes No

10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.

<http://www.ilga.gov/commission/jcar/admincode/047/04700120sections.html>: See Section 120.60

10.9. Does the State CSBG statute and/or regulations provide for de-designation of eligible entities? Yes No

10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of new eligible entities.

<http://www.ilga.gov/commission/jcar/admincode/047/04700120sections.html>: See Section 120.55

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. If no, describe State procedures for re-designation of existing eligible entities.

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).

The State of Illinois ensures that fiscal control and fund accounting procedures are established and maintained as may be necessary to ensure the proper receipt and disbursement of federal funds paid to the state. This includes procedures for regularly monitoring the assistance provided under this Title and providing that the state shall have a single audit conducted according to Uniform Administrative Requirements of its expenditure of amounts received under this Title and amounts transferred to carry out the purposes of this Title.

All eligible entities are required to maintain an integrated accounting system that provides for accountability of public funds and meets the requirements of the new OMB Uniform Guidance 2 CFR Part 200. In addition to the ongoing financial review by staff accountants, the Illinois Department of Commerce and Economic Opportunity's grants management staff in the Division of Economic Opportunity closely monitors the programmatic and fiscal activities of all eligible entities.

The Department's Office of Financial Management is available to provide training and technical assistance to the eligible entities in the structuring and implementation of their fiscal management systems. This includes ongoing help in establishing integrated accounting and cost allocation systems.

The Auditor General of the State of Illinois conducts an annual statewide single audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, Single Audit Act Amendments of 1996, and Uniform Administrative Requirements. The OAG submits the annual statewide single audit to the Federal Audit Clearinghouse and to the Illinois Legislative Audit Commission.

- 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. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number.

The management decision must clearly state whether or not the audit finding is sustained, the reasons for the decision, and the expected eligible entity action to repay disallowed costs, make financial adjustments, or take other action. If the eligible entity has not completed corrective action, a timetable for follow-up should be given. Prior to issuing the management decision, the Department may request additional information or documentation from the eligible entity. The management decision should describe any appeal process available to the eligible entity. The Department may also issue a management decision on findings relating to the financial statements which are required to be reported in accordance with GAGAS (2 CFR 200.521). The Department must issue a management decision for audit findings that relate to CSBG within six months of acceptance of the audit report by the Federal Audit Clearinghouse. The eligible entity must initiate and proceed with corrective action as quickly as possible and corrective action should begin no later than upon receipt of the audit report.

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

- 10.13. Assurance on Federal Investigations:** Will the State “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

If this is the first year filling out the automated State Plan, skip the following question.

- 10.14. Performance Management Adjustment:** How is the State adjusting 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 this State is not making any adjustments, provide further detail. **[Narrative, 2500 Characters]**

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

SECTION 11

Eligible Entity Tripartite Board

11.1. Which of the following measures are taken to ensure that the State verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act? Attend Board meetings

- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other

11.2. How often does the State require eligible entities (which are not on TAPs or QIPs) to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards? Annually

- Semiannually
- Quarterly
- Monthly
- Other

11.3. Assurance on Eligible Entity Tripartite Board Representation: Describe how the State will carry out the assurance under Section 676(b)(10) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' Tripartite Board.

The State requires that each eligible entity's Bylaws include a process/procedure by which individuals or organizations can petition for adequate representation on the entity's Tripartite Board. Bylaws are reviewed annually by the State office.

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

11.4. 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 participation by low-income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act. Yes No

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

Section 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: What is the income eligibility threshold for services in the State? [Check one item below.]

- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold): _____% [insert up to a 3 digit percentage]
- Varies by eligible entity

12.1a. Describe any State policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

The State issues revised income guidelines to the eligible entities on an annual basis usually in January or February. The entities are required to use the guidelines as part of their intake process for each family that applies for services.

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

In situations where income verification is not possible or practical, entities are required to have sign in sheets and self-attest forms of each participant served.

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

The State requires all eligible entities to provide a work program for all services including community-wide benefits. The work programs must identify projected targets (i.e., population, outcome measures, and methods of tracking). Each program is monitored by the State to determine success.

SECTION 13

Results Oriented Management and Accountability (ROMA) System

- 13.1. ROMA Participation:** In which performance measurement system will the State and all eligible entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act? [Check one]

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

- The Results Oriented Management and Accountability (ROMA) System
 Another performance management system that meets the requirements of section 678E(b) of the CSBG Act
 An alternative system for measuring performance and results

13.1a. If ROMA was selected in item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA. [*Attach section G reports and PowerPoint on disc*]

13.1b. If ROMA was not selected in item 13.1, describe the system the State will use for performance measurement.

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

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

- CSBG National Performance Indicators (NPIs)
 NPIs and others
 Others

- 13.3.** How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?

The Department developed a tracking and reporting system for the CSBG program several years ago based on ROMA. The State frequently updates the database system (STARS – Single Tracking and Reporting System) to allow for more efficient reporting. Also, the State is collaborating with the State Association to conduct ROMA Cohorts with all eligible entities.

The State collaborates with Illinois Association of Community Action Agencies for training and technical assistance. Currently in Illinois, there is one active ROMA trainer who is employed by the Association. The trainer has been active since 2001 and provides ROMA training to the Illinois CAAs, either by trainings at agencies, (including BOD, management and line staff), at IACAA hosted learning conferences, webinars and through other training opportunities (including the Family and Community Development Specialist training). Since 2001, there have been over 100 ROMA trainings provided, reaching an estimated audience of 1500. The ROMA

trainer also provides technical assistance for agencies to assist in the interpretation and application of the ROMA framework.

A 2015 initiative is the ROMA Cohort, with the intention of building a statewide ROMA collaboration. The Cohort's design depends on regionally-based cohorts with a lead agency/moderator for each group and a designated representative from each Community Action Agency, along with State office representation. Dependent on space availability and agency size, agencies may be able to designate more than one staff member in the regional cohort. These groups are meeting quarterly (webinars and face to face meeting) to discuss ROMA implementation, navigation and integration, share promising practices and work towards building a data-driven environment on behalf of the Illinois network. The lead agency/moderator will be supported by IACAA and regular sessions will be held with the leads and the Department to ensure understanding, share learning approaches and move towards ROMA driven protocols.

Overall Goals of the ROMA Cohort:

- *Building a cadre of Illinois Nationally Certified ROMA trainers (NCRT)*,*
- *Support ROMA throughout the CAA network,*
- *Provide guidance for ROMA use and implementation at their agencies,*
- *Stay abreast of ROMA use, national directives and changes,*
- *Compliance with the Organizational Standards,*
- *Improve overall performance of participating agencies , and*
- *Create a data driven focus within the participating agencies.*

Records will be maintained through attendance sheets to ensure full participation. Evaluations, using both the Likert Scale and user narrative, will be gathered and input into a ROMA user data base. Additionally, pre and post assessments will be utilized to assess movement using ROMA. The ROMA scale (Thriving to In-Crisis) can be incorporated into the process.

13.4. Eligible Entity Use of Data: How is the State validating that the eligible entities are using data to improve service delivery?

The State validates the eligible entities are using data to improve service delivery by 1). reviewing each eligible entity's Community Action Plan which must include satisfaction surveys and other data analysis; 2). on-site monitoring; and 3). quarterly reports review.

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

Community Action Plans and Needs Assessments

13.5. 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.

All eligible entities are required to submit a Community Action Plan as a part of the annual application process. See attached policy memorandum.

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

- 13.6. State Assurance:** 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.

For many years the State has been requiring eligible entities submit a needs assessment with their annual Community Action Plan. The State introduced new needs assessments (client, agency, community) in 2015 that are required to be used by all entities when submitting their 2017 application (September 2016). The eligible entities are required to include a summarized assessment with supporting data referenced in their Community Action Plan. See assessments attached.

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

SECTION 14

CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--
 - (i) to remove obstacles and solve problems that block the achievement of self-sufficiency (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;

CSBG currently supports 36 eligible entities and the Illinois Migrant Council which funds antipoverty activities to carry out locally designed services based upon community needs assessments, in such program areas as education, employment, health services, food, housing and other programs designed to increase self-sufficiency. The eligible entities provide services to secure employment or to gain adequate housing and support programs such as outreach and referral, emergency assistance, surplus food distribution, transportation, education, housing, job counseling and training and the CSBG Loan

Program. CSBG State staffs conduct on-site monitoring to ensure compliance with the grant agreement and the CSBG Act.

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;

Eligible entities are required annually to submit Community Action Plans that include an assessment of the needs of the communities served. The plan must include a narrative that addresses the identified needs, and particularly the needs of the youth. It is from this plan that the eligible entities annual CSBG work programs are developed.

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)

Illinois’ eligible entities provide benefit enrollment assistance to enroll eligible clients in Medicaid, SNAP and TANF assistance. Agencies also utilize CSBG funds in conjunction with other funding to assist low-income individuals and families receive maximum services. Wherever possible, eligible entities strive to coordinate all grants received internally and externally amongst public and private resources to maximize the impact of service dollars on the community served. In 2014, for every \$1 of CSBG, the Illinois eligible entities leveraged \$10.41 from state, local, and private sources. Including federal funding, that increased to \$33.20 per \$1 of CSBG.

Financial resources continue to be an issue for Illinois’ eligible entities as well as other social service organizations. Charitable giving is declining. Federal, state and local resources are dwindling. Everyone is seeking the same resources, and there

are not enough to go around. It is for this reason that eligible entities and other social services organizations work together to link services. In the annually submitted Community Action Plans, each eligible entity describes its local linkages. Many Illinois eligible entities operate an intensive case management program. Each entity works closely with its local TANF providers. Each eligible entity has become a partner, in some capacity, in the one-stop system under the Workforce Investment and Opportunity Act. Finally, most Illinois eligible entities are participants of local human services groups composed of representatives of all local provider organizations, including; churches, United Way, Catholic Charities, Salvation Army, schools, local offices of the State Department of Human Services, and others. These groups meet and discuss service resources and gaps and may even discuss individual cases in order to assure non-duplicative, wrap-around services to their area's low-income citizens. CSBG provides a flexible funding resource to community action agencies to address local poverty needs in a wide range of areas, and provides linkages to other services available in the community.

The State will assure coordination through approval of the Community Action Plan and on-site monitoring.

State Use of Discretionary Funds

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

Note: the State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10

[No response; links to items 7.9 and 7.10.]

Eligible Entity Service Delivery, Coordination, and Innovation

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

Eligible Entity Service Delivery System

- 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 State receives approximately \$31 million annually in CSBG funding to provide employment, education, housing and emergency services to the eligible population. There are 36 community action agencies that cover the State's 102 counties and the Illinois Migrant Council, a statewide migrant organization. CAAs are essentially multi program centers with outreach to and input from the communities served.

In Illinois, CSBG funds support a statewide CSBG program that is separate from and clearly distinguishable from all other eligible entity funded programs. The geographical area served is statewide and the eligible entities and their geographic jurisdictions are included in this Plan under Section 5.1.

Eligible Entity Linkages – Approach to Filling Service Gaps

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

Note: the State describes this assurance in the State Linkages and Communication section, item 9.3b.

[No response; links to 9.3b.]

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

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

Note: the State describes this assurance in the State Linkages and Communication section, item 9.7.

[No response; links to 9.7]

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 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.”

Many CAAs work within their communities to support summer employment opportunities and youth supportive programs. One notable project is managed by one of the larger Illinois eligible entities.

This eligible entity coordinates an annual summer jobs initiative which offers over 24,000 employment and internship opportunities to youth and young adults ages 14-24. Each year, the entity strives to improve the program and leverage more resources and partnerships to expand and enhance the experience for areas young people. This year the entity received the largest number of applications for funding partnerships and opportunities.

To implement this program, the agency contracts with community-based organizations to administer three summer job program models. In addition, the agency works in collaboration with the University Crime Lab to design a specialized violence prevention program, One Summer Plus, focusing on youth from neighborhoods with elevated rates of violent crime.

The One Summer Plus Program offered employment opportunities to youth, as well as, an opportunity to participate in a social-emotional learning group (which is based on cognitive behavioral therapy principles). The goal was to assist youth in understanding and managing their thoughts, emotions, behavior and/or other factors that might interfere with employment.

Since 2012, this program component has been rigorously evaluated by the University Crime Lab. The findings on the program's effects on violent-crime arrests appeared in a December issue of the Journal Science. The study documented a reduction in violent crime arrests by 43 percent over a 16-month period. The Crime Lab will continue to evaluate the program in 2015.

To contrast, another entity focuses on literacy. The Family Literacy program focuses on inter-generational learning and parent/child learning activities. The agency benefits from a partnership with Head Start in making the family literacy program more comprehensive. The entity is able to provide youth summer activities to encourage cultural awareness, skill development, social and emotional maturity, leadership opportunities thus making our youth better equipped to contribute to their families and communities.

Other notable programs include community gardening, Life-Skills training and food preparation classes.

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.”

All eligible entities offer services under the Emergency Services category. These services include supporting or coordinating food pantries or food banks, food vouchers, and providing food baskets and meal programs for seniors and youth. These services counteract conditions of starvation and malnutrition among low-income individuals. Also provided is assistance with housing needs including rental assistance or assistance with mortgage payments. In the case of natural disasters or other disaster situations, eligible entities provide the above services as well as provide assistance with clean-up efforts.

The State will assure that eligible entities 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 through approval of the Community Action Plan and on-site monitoring.

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.

[No response; links to 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.

[No response; links to 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.”

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

[No response; links to 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)."

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

[No response; links to 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.

[No response; links to 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

[No response; links to item 11.3]

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 State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

[No response; links to 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 section 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.

[No response; links to 13.1, 13.2, 13.3, and 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. 676(b)(13) Provide “information describing how the State will carry out the assurances described in this section.”

Note: The State provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

[No response for this item]

By checking this box, the State CSBG authorized official is certifying the assurances set out above.