

2026-2028 CSBG State Plan

Prepared for review by the
Joint Subcommittee on Block Grants



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



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Executive Summary: The Commonwealth of Virginia Community Services Block Grant (CSBG) State Plan

The Community Services Block Grant (CSBG) is a vital federal funding stream authorized under the CSBG Act, structured to reduce the causes and conditions of poverty, revitalize low-income communities, and empower vulnerable individuals and families across the Commonwealth toward enduring economic self-sufficiency. In compliance with federal mandates, the Virginia Department of Social Services (VDSS), through its Office of Economic Opportunity (OEO), prepares and submits this two-year **CSBG State Plan**. This document serves as the Commonwealth's operational and strategic blueprint, detailing the formula-led allocation of funds, robust accountability metrics, and state oversight guidelines designed to maximize the impact of these resources.

Virginia's CSBG implementation relies on an established, localized delivery system: a robust network of 31 local eligible entities, comprising 28 non-profit and public Community Action Agencies (CAAs) and 3 statewide community organizations. Governed by local tripartite boards—which represent the public, private, and low-income sectors to ensure direct community input—this network tailors local solutions to local needs. By leveraging CSBG funds, Virginia's agencies deploy targeted, data-driven strategies ranging from immediate housing stabilization and workforce development to systemic, multi-generational service models. This plan establishes the programmatic and fiscal framework to ensure these funds continue to support community-driven poverty reduction across every municipality in Virginia.

The subsequent sections of this submission present the comprehensive Commonwealth of Virginia CSBG State Plan alongside critical operational and context-building attachments. Included within these appendices are the state's standardized monitoring and accountability procedures, designed to ensure rigorous fiscal and programmatic compliance across the network. To provide the Legislative Subcommittee with full visibility into our collaborative planning process, this document also features a list of the key stakeholders, network leaders, and agency representatives who will be providing oral testimony during this session. Together, these components detail the programmatic, fiscal, and administrative framework that ensures every block grant dollar drives effective, localized poverty reduction across Virginia.

CSBG State Plan

Program Name: Community Services Block Grant

Grantee Name: SOCIAL SERVICES, VIRGINIA DEPARTMENT OF

Report Name: CSBG State Plan

Report Period: 10/01/2026 to 09/30/2027

Report Status: Saved

Report Sections

- 1. CSBG Cover Page (SF-424M)**
- 2. Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter**
- 3. Section 2: State Legislation and Regulation**
- 4. Section 3: State Plan Development and Statewide Goals**
- 5. Section 4: CSBG Hearing Requirements**
- 6. Section 5: CSBG Eligible Entities**
- 7. Section 6: Organizational Standards for Eligible Entities**
- 8. Section 7: State Use of Funds**
- 9. Section 8: State Training and Technical Assistance**
- 10. Section 9: State Linkages and Communication**
- 11. Section 10: Monitoring, Corrective Action, and Fiscal Controls**
- 12. Section 11: Eligible Entity Tripartite Board**
- 13. Section 12: Individual and Community Eligibility Requirements**
- 14. Section 13: Results Oriented Management and Accountability (ROMA) System**
- 15. Section 14: CSBG Programmatic Assurances and Information Narrative**
- 16. Section 15: Federal Certifications**

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: 08/31/2028	
COVER PAGE			
* 1.a. Type of Submission: ☐ Application ☒ Plan ☐ Other (2 Year)	* 1.b. Frequency: ☒ Annual ☐ Other (2 Year)	* 1.c. Consolidated Application/Plan/Funding Request? Explanation: 2. Date Received: 3. Applicant Identifier: 4a. Federal Entity Identifier: 4b. Federal Award Identifier:	* 1.d. Version: ☒ Initial ☐ Resubmission ☐ Revision ☐ Update State Use Only: 5. Date Received By State: 6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: SOCIAL SERVICES, VIRGINIA DEPARTMENT OF			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 1540959533A2		* c. Organizational UEI: HCJYJJKUX9N9	
* d. Address:			
* Street 1:	5600 Cox Road	Street 2:	
* City:	RICHMOND	County:	HENRICO
* State:	VA	Province:	
* Country:	United States	* Zip / Postal Code:	23219 - 2901
e. Organizational Unit:			
Department Name: Office of Economic Opportunity		Division Name: Community and Volunteer Services	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Abigail	Middle Name: E	* Last Name: Hanks
Suffix:	Title: CSBG Program Manager		Organizational Affiliation:
* Telephone Number: (804) 726-7939	Fax Number		* Email: abigail.hanks@dss.virginia.gov
* 8a. TYPE OF APPLICANT: A: State Government			
b. Additional Description:			
* 9. Name of Federal Agency: Administration for Children and Families, Office of Community Services			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles		93569	Community Services Block Grant
11. Descriptive Title of Applicant's Project			
12. Areas Affected by Funding:			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant 7		b. Program/Project:	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: 10/01/2026	b. End Date: 09/30/2027	* 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?

☐ YES

☒ 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** ☐

** 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)

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:08/31/2028	
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		☐ one-year ☒ two-year	
1.1a. Provide the federal fiscal years this plan covers:		Year One 2027	Year Two 2028
1.2. Lead Agency and Authorized Official: Update the following information in relation to the lead agency and authorized official 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 regarding the state lead agency and authorized official changed since the last submission of the State Plan? ☒ Yes ☐ No			
If yes, select the fields that have been changed [Check all that apply]			
☐	Lead Agency	☐	Department Type
☐		☐	Department Name
☒	Authorized Official	☐	Street Address
☐		☐	City
☐	Zip Code	☐	Office Number
☐		☐	Fax Number
☒	Email Address	☐	Website
1.2a. Lead agency		Virginia Department of Social Services	
1.2b. Cabinet or administrative department of this lead agency [Check one and provide a narrative where applicable]			
☐ Community Affairs Department			
☐ Community Services Department			
☐ Governors Office			
☐ Health Department			
☐ Housing Department			
☐ Human Services Department			
☒ Social Services Department			
☐ Other, describe			
1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official		Department of Social Services	
1.2d. Authorized Official of the Lead Agency			
Name: S. Duke Storen		Title: Commissioner	
1.2e. Street Address		5600 Cox Road	
1.2f. City		Glen Allen	1.2g. State VA
		1.2h. Zip 23060	
1.2i. Telephone number 804 726 - 7512 ext.		1.2j. Fax number 804 726 - 7512	
1.2k. Email address Duke.storen@dss.virginia.gov		1.2l. Lead agency website https://www.dss.virginia.gov/	
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 regarding to the state point of contact has changed since the last submission of the State Plan? ☐ Yes ☒ No			

If yes, select the fields that have changed [check all the apply]			
☐	Agency Name	☐	Point of Contact
☐	City	☐	Zip Code
☐	Fax Number	☐	Email Address
☐		☐	Website
1.4a. Agency Name Virginia Department of Social Services			
1.4b Point of Contact Name			
Name: Abigail Hanks		Title: CSBG Program Manager	
1.4c. Street Address		5600 Cox Road	
1.4d. City		Glen Allen	1.4e. StateVA 1.4f. Zip 23060
1.4g. Telephone Number 804 726 - 7939 ext.		1.4h. Fax Number -	
1.4i. Email Address abigail.hanks@dss.virginia.gov		1.4j. Agency Website https://www.dss.virginia.gov/	
1.5. Provide the following information in relation to theState Community Action Association.			
There is currently a state Community Action Association within the state. ☒ Yes ☐ No			
Has Information regarding the state Community Action Association has changed since the last submission of the State Plan? ☐ Yes ☒ No			
If yes, select the fields that have been changed [Check all the apply]			
☐	Agency Name	☐	Executive Director
☐	City	☐	State
☐	Office Number	☐	Fax Number
☐	Website	☐	RPIC Lead
1.5a. Agency Name Virginia Community Action Partnership			
1.5b. Executive Director or Point of Contact			
Name: Erik Johnston		Title: President and CEO	
1.5c. Street Address		8921 Three Chopt Rd Suite 303	
1.5d. City		Richmond	1.5e. StateVA 1.5f. Zip 23229
1.5g. Telephone number 804 644 - 0417 ext.		1.5h. Fax number -	
1.5i. Email Address info@vacap.org		1.5j. State Association Website www.vacap.org	
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)

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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.*

<https://law.lis.virginia.gov/admincode/title22/agency40/chapter901/> - Virginia Administrative Code <https://law.lis.virginia.gov/vacodepopularnames/community-action-act/> - Community Action Act

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

Section 3: State Plan Development and Statewide Goals

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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 Virginia Department of Social Services (VDSS) Mission: To design, deliver, and sustain a high quality system of human services that empowers Virginians to achieve safety, financial stability, and overall well being. Vision: A Commonwealth where every Virginian has access to the resources and support needed to navigate challenging times, strengthen their families, and build a secure and thriving future. Focus Areas: VDSS leads a wide range of essential services, including food and nutrition assistance, childcare and early childhood education, domestic violence prevention and support, and statewide licensing and regulatory oversight. VDSS partners with a network of 28 Community Action Agencies and 3 Statewide organizations that provides programs and services throughout the commonwealth with the support of the Community Services Block Grant

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 1, Item B.1.)

1. Reducing poverty through policy and practice changes to existing programs, testing innovative strategies to move people out of poverty, and building on success of whole family initiative. 2. Build community capacity by ensuring access to resources, coordinated services, and supportive infrastructure so that communities can drive sustained, systemic change. 3. Promote community level problem solving and collective impact as essential components of comprehensive, locally driven solutions to poverty.

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 applies and provide additional information 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)

Quarterly Reports, monthly expenditures reports

3.3b. Analysis of local-level tools [Check all that applies and provide additional information 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]

3.3c. Consultation with [Check all that applies applies and provide additional information 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 (NCAP)

☐ 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. State Plan Development 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)

Beginning in October 2025, the Virginia Department of Social Services (VDSS) initiated outreach to local community action agencies, inviting them to participate in a workgroup focused on developing the State Plan for the Community Services Block Grant (CSBG). Each agency was asked to designate representatives to actively contribute to discussions and provide input during the drafting process. The workgroup met regularly to review allocation formulas, compliance requirements, and strategies for addressing service needs across the Commonwealth. Once the draft State Plan was completed, VDSS posted it online for an initial 30-day public comment period, limited to eligible entities. During this agency-only comment period, all participating agencies were given the opportunity to review the draft in detail and submit feedback, ensuring that their perspectives and operational considerations were incorporated before finalizing the plan.

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

In the current fiscal year, and in accordance with established organizational procedures, we undertook a comprehensive review of feedback collected through the American Customer Satisfaction Index (ACSI). This analysis underscored the need to reinstate a dedicated, multi disciplinary workgroup charged with developing the State Plan. Consistent with our commitment to transparency and inclusive stakeholder engagement, we also expanded our public comment process beyond standard requirements. Prior to the mandatory legislative hearing, we implemented two additional public comment periods, ensuring that the public and all interested stakeholders had multiple opportunities for meaningful review and substantive input.

3.5. Eligible Entity Overall Satisfaction:

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

Year One	80	Year Two	85
----------	----	----------	----

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

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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.

The state made the State CSBG Plan publicly available and ensured that a review period of no fewer than 30 days was provided for the public to submit feedback prior to the public hearing. The plan was distributed directly to eligible entities through email and publication on a public website with targeted notification and was also made accessible to all other interested parties to ensure broad, transparent, and meaningful public participation in the State Plan development process.

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.

The public hearing was duly advertised no fewer than thirty (30) days in advance. The plan was made publicly available via an external website and was additionally disseminated through established distribution lists by both VACAP and OEO, in accordance with standard notification procedures.

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 [Select an option]	If a combined hearing was held, confirm that the public was invited
1	7/9/2026	Virginia General Assembly Building	Combined	☐

NOTE : States can add rows as needed for each hearing as needed

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

Section 5: CSBG Eligible Entities

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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	Alexandria Office of Community Services	City of Alexandria	Public	Community Action Agency
2	Appalachian Community Action and Development Agency, Inc.	Counties of Lee, Scott, and Wise and the city of Norton	Non-Profit	Community Action Agency
3	Arlington County	County of Arlington and City of Falls Church	Public	Community Action Agency
4	Bay Aging	Counties of Essex, Gloucester, Lancaster, Mathews, Middlesex, Northumberland, Richmond, and Westmoreland	Non-Profit	Community Action Agency
5	Community Action Partnership of Staunton, Augusta and Waynesboro	County of Augusta and the Cities of Staunton and Waynesboro	Public	Community Action Agency
6	Capital Area Partnership Uplifting People	Counties of Dinwiddie and Prince George and the Cities of Richmond, Hopewell and Petersburg	Non-Profit	Community Action Agency
7	Clinch Valley Community Action	County of Tazewell	Non-Profit	Community Action Agency
8	Eastern Shore AAA/CAA	Counties of Accomack and Northampton	Non-Profit	Community Action Agency
9	Fairfax County Department of Family Services	County of Fairfax and Fairfax City	Public	Community Action Agency
10	Goochland Community Action Program	County of Goochland	Public	Community Action Agency
11	Hampton Roads Community Action Program, Inc.	Cities of Hampton and Newport News	Non-Profit	Community Action Agency
12	The Improvement Association	Counties of Brunswick, Greenville, Sussex, and Surry and the city of Emporia	Non-Profit	Community Action Agency
13	Lynchburg Community Action Group	Counties of Amherst, Appomatox, Bedford, and Campbell and city of Lynchburg	Non-Profit	Community Action Agency
14	Monticello Area Community Action Agency	Counties of Albemarle, Fluvanna, Louisa, and Nelson and city of Charlottesville	Non-Profit	Community Action Agency
15	Mountain Community Action Program	Counties of Bland, Smyth, Wythe	Non-Profit	Community Action Agency
16	New River Community Action, Inc	Counties of Floyd, Giles, Montgomery, and Pulaski and city of Radford	Non-Profit	Community Action Agency
17	People Incorporated of Virginia	Counties of Buchanan, Clarke, Culpeper, Dickenson, Fauquier, Frederick, Page, Prince William, Rappahannock, Russell, Shenandoah, Warren and Washington and the cities of Bristol, Manassas, and Manassas Park	Non-Profit	Community Action Agency
18	Pittsylvania County Community Action	Counties of Henry and Pittsylvania and the cities of Danville and Martinsville	Non-Profit	Community Action Agency
19	Powhatan Community Action Program	County of Powhatan	Public	Community Action Agency
20	Quin Rivers Agency for Community Action	Counties of Caroline, Charles City, Hanover, King and Queen, King George, King William, New Kent, Spotsylvania, and Stafford and the city of Fredericksburg	Non-Profit	Community Action Agency

21	Rooftop of Virginia CAP	Counties of Carroll and Grayson and the city of Galax	Non-Profit	Community Action Agency
22	Skyline CAP	Counties of Greene, Madison, and Orange	Non-Profit	Community Action Agency
23	STEP, Inc.	Counties of Franklin and Patrick	Non-Profit	Community Action Agency
24	STEPS, Inc.	Counties of Amelia, Buckingham, Cumberland, Lunenburg, Nottoway, and Prince Edward	Non-Profit	Community Action Agency
25	STOP Inc.	Counties of Isle of Wight and Southampton and the cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, and Virginia Beach	Non-Profit	Community Action Agency
26	Total Action Against Poverty	Counties of Allegheny, Bath, Botetourt, Craig, Roanoke, and Rockbridge and the cities of Buena Vista, Covington, Lexington, Roanoke, and Salem	Non-Profit	Community Action Agency
27	Tri-County Community Action	Counties of Charlotte, Halifax, and Mecklenburg.	Non-Profit	Community Action Agency
28	Williamsburg-James City County Community Action Agency	County of James City and city of Williamsburg	Non-Profit	Community Action Agency

5.2. Total number of CSBG eligible entities 28

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
People Inc.	Designation	07/01/2026	Added Winchester, VA	

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 individually listed in the prior State Plan.

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

Section 6: Organizational Standards for Eligible Entities

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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.

Over the past several years, the state has worked closely with each eligible entity to provide resources, guidance, and technical assistance to support full adherence to all organizational standards. An initial desk audit of documentation was conducted during the 2017 application process, and the state has since maintained continuous oversight through a web based database that allows for ongoing review of standards throughout each program year. Each fall, all entities receive an updated assessment reflecting the standards they have met. The state continues to provide targeted support to agencies with unmet standards. New training plans have been developed, and feedback is provided during monthly calls with each entity to ensure ongoing progress. In addition, the state conducts annual reviews each fall to update agencies on their current number of unmet standards. On site monitoring will also be used to verify documentation and confirm compliance every three years or sooner based on risk assessment.

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	80%	Year Two	85%	
<i>Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.</i>				

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
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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. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

75% based on low-income population, 20% based on number of jurisdictions, and 5.0% based on square mileage served. This formula shall be adjusted to ensure that no agency receives less than 1.5% of any increase.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? ☒ Yes ☐ 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%
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Alexandria Office of Community Services	\$161,679	
Appalachian Community Action and Development Agency, Inc.	\$282,400	
Arlington County	\$178,925	
Bay Aging	\$296,412	
Community Action Partnership of Staunton, Augusta and Waynesboro	\$224,195	
Capital Area Partnership Uplifting People	\$765,281	
Clinch Valley Community Action	\$161,679	
Eastern Shore AAA/CAA	\$161,679	
Fairfax County Department of Family Services	\$654,261	
Goochland Community Action Program	\$161,679	
Hampton Roads Community Action Program, Inc.	\$469,947	
The Improvement Association	\$208,027	
Lynchburg Community Action Group	\$491,504	
Monticello Area Community Action Agency	\$378,329	
Mountain Community Action Program	\$192,937	
New River Community Action, Inc	\$428,989	
People Incorporated of Virginia	\$1,203,970	
Pittsylvania County Community Action	\$448,390	
Powhatan Community Action Program	\$161,679	
Quin Rivers Agency for Community Action	\$527,074	
Rooftop of Virginia CAP	\$171,380	
Skyline CAP	\$161,679	
STEP, Inc.	\$164,913	
STEPS, Inc.	\$278,088	

STOP Inc.	\$1,400,141	
Total Action Against Poverty	\$646,716	
Tri-County Community Action	\$234,974	
Williamsburg-James City County Community Action Agency	\$161,679	
Total		\$10,778,606

CSBG Eligible Entity Year Two		
CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Alexandria Office of Community Services	\$161,679	
Appalachian Community Action and Development Agency, Inc.	\$282,400	
Arlington County	\$178,925	
Bay Aging	\$296,412	
Community Action Partnership of Staunton, Augusta and Waynesboro	\$224,195	
Capital Area Partnership Uplifting People	\$765,281	
Clinch Valley Community Action	\$161,679	
Eastern Shore AAA/CAA	\$161,679	
Fairfax County Department of Family Services	\$654,261	
Goochland Community Action Program	\$161,679	
Hampton Roads Community Action Program, Inc.	\$469,947	
The Improvement Association	\$208,027	
Lynchburg Community Action Group	\$491,504	
Monticello Area Community Action Agency	\$378,329	
Mountain Community Action Program	\$192,937	
New River Community Action, Inc	\$428,989	
People Incorporated of Virginia	\$1,203,970	
Pittsylvania County Community Action	\$448,390	
Powhatan Community Action Program	\$161,679	
Quin Rivers Agency for Community Action	\$527,074	
Rooftop of Virginia CAP	\$171,380	
Skyline CAP	\$161,679	
STEP, Inc.	\$164,913	
STEPS, Inc.	\$278,088	
STOP Inc.	\$1,400,141	
Total Action Against Poverty	\$646,716	
Tri-County Community Action	\$234,974	
Williamsburg-James City County Community Action Agency	\$161,679	
Total		\$10,778,606

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).

Upon receipt of the funding letter from HHS, VDSS/OEO initiates the process of determining the distribution of funds to each eligible entity. In accordance with the Virginia Administrative Code (22VAC40 901 20), all increases in state or federal funds are allocated to local community action agencies using the following formula: 75 percent based on the low income population, 20 percent based on the number of jurisdictions served, and 5 percent based on the square mileage of the service area. The formula is further adjusted to ensure that no agency receives less than 1.5 percent of any increase. Once the funding letter is received from OCS, the allocation process typically requires approximately two days to complete. Following the allocation, budget solicitation documents are prepared for internal use, and contract documents are developed and distributed to eligible entities for signature. This step generally requires at least one week, with additional time often needed for public entities. After the signed documents are returned, they proceed through the VDSS internal signature and approval process, which typically takes between 7 and 14 days. Once fully executed, the finalized documents are returned to the eligible entity.

7.3a Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

☒ Reimbursement

☐ Advance

☐ Hybrid

☐ Other

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. Distribution of Funds 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.		
The state has expanded the electronic distribution of contracts and now accepts electronically signed copies, which has significantly expedited the contract execution process. In addition, the state has streamlined staff responsibilities and established formal internal procedures for contract administration. These coordinated efforts have resulted in measurable improvements to the overall contract administration process, which continues to be refined to ensure maximum efficiency and effectiveness. The state has also transitioned to a full year contracting cycle with a single modification issued at the end of the year.		
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%)	5.00	Year Two (0.00%) 5.00
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	7.00	Year Two 7.00
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	5.00	Year Two 5.00
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%
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	\$0.00	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	\$0.00	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	\$0.00	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$598,812.00	Use of Virginia CSBG Discretionary Funds are dictated in the Virginia Administrative Code § 2.2-5408. Three statewide Organizations are funded using the 5% Discretionary Funds. Those organizations are Southeast Rural Community Assistance Project, Inc., providing assistance to rural low-income communities and families in obtaining safe and affordable drinking water and sanitary waste disposal facilities. Virginia Cares, a

		statewide ex offender service and Project Discovery, a statewide organization that provides educational intervention for secondary school students from disadvantaged families, encouraging them to remain in school and pursue postsecondary education or training. Statewide organizations are monitored using the same process as all other eligible entities, at least every 3 years, but more as determined by risk assessment
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$598,812.00	
Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$0.00	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	\$0.00	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	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$598,812.00	Use of Virginia CSBG Discretionary Funds are dictated in the Virginia Administrative Code § 2. 2-5408. Three statewide Organizations are funded using the 5% Discretionary Funds. Those organizations are Southeast Rural Community Assistance Project, Inc., providing assistance to rural low-income communities and families in obtaining safe and affordable drinking water and sanitary waste disposal facilities. Virginia Cares, a statewide ex offender service and Project Discovery, a statewide organization that provides educational intervention for secondary school students from disadvantaged families, encouraging them to remain in school and pursue postsecondary education or training. Statewide organizations are monitored using the same process as all other eligible entities, at least every 3 years, but more as determined by risk assessment
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$598,812.00	
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. [Check all that apply and narrative where applicable]		
☐ The state directly carries out all activities (No Partnerships)		
☐ The state partially carries out some activities		
☐ CSBG eligible entities (if checked, include 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		
Note: This response will link to the corresponding CSBG assurance, item 14.2.		
7.11. Use of Remainder/Discretionary Funds 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.

The use of CSBG discretionary funds is established in the Virginia State Code, and the state has not considered any changes to these statutory provisions at this time.

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 Training and Technical Assistance

8.1. Training and Technical Assistance Plan: 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. The T/TA plan should include all planned CSBG T/TA activities funded through the administrative or remainder/discretionary funds of this CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

Note: This information is associated with State Accountability Measure 3Scand 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	Reporting	
2	FY1-Q1	Training	Fiscal	
3	FY1-Q2	Training	ROMA	
4	FY1-Q2	Training	Community Assessment	
5	FY1-Q3	Training	Governance/Tripartite Boards	
6	FY1-Q4	Technical Assistance	Monitoring	
7	FY1-Q4	Training	Other	Wellness
8	Ongoing / Multiple Quarters	Training	Other	Data Capacity

Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q1	Training	Fiscal	
2	FY2-Q1	Training	Reporting	
3	FY2-Q2	Training	ROMA	
4	FY2-Q2	Training	Community Assessment	
5	FY2-Q3	Training	Technology	
6	FY2-Q4	Training	Governance/Tripartite Boards	
7	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards - General	

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	\$0	Year Two	\$0
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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 collaborates with the RPIC Region 3 to administer an annual training and technical assistance survey for each eligible entity. The results of this survey are compiled and used to identify statewide and agency specific training needs. Based on these findings, the state office works in partnership with the state association to determine the appropriate training providers and delivery methods. Training is offered through a variety of formats, including in person sessions and webinars, to ensure broad accessibility. The survey results also inform whether agencies require individualized technical assistance or whether needs can be addressed through multi agency training opportunities.

8.2. Organizational Standards Technical Assistance: Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate? ☒ Yes ☐ No

Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

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. Each eligible entity maintains a Technical Assistance and Training Plan. These plans prioritize addressing any unmet organizational standards; however, they remain active even after all standards are met to document progress toward beyond compliance, in which agencies continue to strengthen their capacity and exceed minimum requirements.

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.]

☐ All T/TA is conducted by the state

☐ 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.CSBG-Funded T/TA 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.	
<i>Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form</i>	
The State Office is prioritizing regional in person trainings, virtual trainings, and individualized technical assistance for agencies. The state association is likewise focusing on both individual agency needs and broader network needs. The State Office and the state association collaborate to identify and secure external training providers and jointly share associated costs, ensuring that high quality training opportunities are available across the network.	

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 intends 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 additional information as needed.

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa andand pre-populates the 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
- ☒ Head Start State Collaboration offices
- ☒ 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

9.2. State Linkages and Coordination at the Local Level:

Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (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.

The state agency is charged with administering the Community Services Block Grant (CSBG) program across a geographically and demographically diverse Commonwealth, a responsibility that requires addressing a wide range of complex community needs. The states strategic framework emphasizes robust local coordination through an extensive network of qualified local service providers. To achieve this, all eligible entities are required to engage in coordinated service delivery within their designated service areas. This coordination is documented annually through the submission of a Community Action Plan (CAP), which includes a dedicated Gaps and Linkages section. This section identifies unmet needs within the community, outlines service gaps, and details strategies for linking resources to address those gaps effectively. Eligible entities must demonstrate how they will leverage partnerships to fill service gaps and avoid duplication of efforts. Additionally, the Annual Report requires agencies to report on partnerships and collaborative activities, including formal agreements and informal networks with local stakeholders such as city and county governments, educational institutions, nonprofit organizations, and other regional partners. These partnerships are critical for aligning services, maximizing resources, and ensuring comprehensive support for low-income individuals and families. Agencies are also encouraged to participate in local social service forums, regional coalitions, and task forces to strengthen linkages and promote integrated service delivery across the state.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery 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.and pre-populates the Annual Report, Module 1, Item G.3a.

The state requires eligible entities to coordinate funds at the local level and to document these efforts in the annual Community Action Plan. The plan must describe coordination with other organizations, and the state evaluates these linkages and coordination efforts through its review of both the Community Action Plan and the annual report.

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.

Eligible entities must submit an annual Community Action Plan to the state that includes an assessment of service gaps and a description of the strategies proposed to address those gaps. In instances where gaps are not being addressed or are being insufficiently addressed, entities are directed to develop and implement collaborative strategies with other local community organizations.

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.

Eligible entities are required to submit a Community Action Plan to the state on an annual basis. The plan describes each agency's coordination efforts with other organizations, including those involved in the Workforce Innovation and Opportunity Act (WIOA) system. Examples of WIOA coordination include agency representation on local Workforce Development Boards. In some communities, eligible entities also serve as One-Stop Operators. Additionally, many eligible entities maintain formal partnerships with Workforce Development Boards and other workforce development organizations within their service areas.

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.

The Energy Assistance Program is administered by a separate Department of Social Services (DSS) office and consists of three components: Fuel Assistance, Crisis Assistance, and Cooling Assistance. The purposes of these components are federally defined. The purpose of the Fuel Assistance component is to assist low-income households, particularly those with the lowest incomes and the highest home energy cost burdens, in meeting their immediate home energy needs. This benefit is not intended to cover a household's total home energy costs during the heating season. The purpose of the Crisis Assistance component is to assist households experiencing energy-related emergencies that cannot be addressed through Fuel Assistance or other available resources. The purpose of the Cooling Assistance component is to assist households with the acquisition or repair of cooling equipment, or with the payment of electric bills necessary to operate such equipment.

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.

CSBG eligible entities must submit an annual Community Action Plan (CAP) to the Virginia Department of Social Services (VDSS) that documents coordination with partner organizations, including faith-based organizations, charitable groups, and community-based organizations. Through these partnerships, eligible entities engage in ongoing coordination and referral activities to strengthen service delivery and address gaps in resources. The CAP's Gaps and Linkages section specifically requires agencies to identify unmet needs and outline strategies for connecting clients to available resources through collaborative efforts. Examples of these partnerships include CSBG-funded diaper program grantees working closely with local food banks and faith-based organizations to distribute essential items to families in need. Local churches often supplement assistance for individual families, and organizations such as Family Promise's faith-based group provide housing and supportive services for homeless families. These efforts are further supported by the Faith-Based and Community Initiative Office at VDSS, which promotes strong collaboration between eligible entities and faith-based organizations statewide. This integrated approach ensures that services are aligned, resources are maximized, and duplication of efforts is minimized, ultimately creating a more comprehensive and responsive support network for low-income individuals and families.

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.

Annually, CSBG eligible entities are required to submit a Community Action Plan (CAP) to the Virginia Department of Social Services (VDSS). This plan serves as a comprehensive blueprint for service delivery and coordination. It includes a detailed description of the public and private organizations with which the entity collaborates, highlighting partnerships that strengthen local service networks. The CAP also contains an agency-wide budget that provides an overview of all funds received by the entity, ensuring transparency and accountability in resource allocation. A key component of the CAP is the Gaps and Linkages section, which identifies unmet needs within the community and outlines strategies for connecting clients to available resources. Eligible entities must demonstrate how they will leverage partnerships to address these gaps and prevent duplication of services. Many CSBG agencies receive financial support or in-kind contributions from local governments, such as donated space within government facilities for program operations, which enhances accessibility and reduces overhead costs. Additionally, CSBG programs often serve as an entry point for whole-family wraparound services, meaning that when families engage with a CSBG-funded program, they gain access to a broader network of supports and resources designed to promote long-term stability and self-sufficiency. This integrated approach ensures that services are aligned, resources are maximized, and duplication of efforts is minimized, ultimately creating a more comprehensive and responsive support system for low-income individuals and families.

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 maintains a close partnership with the Virginia Community Action Partnership (VACAP) through active participation in all VACAP conferences and meetings. State personnel lead taskforce groups of State Association members, deliver training sessions at VACAP events, and provide funding for State Association staff to coordinate workshops and trainings for member agencies. In addition to these efforts, the state collaborates with VACAP on initiatives such as the EmpowOR reboot, which focuses on improving data systems and reporting capabilities. This initiative includes peer-led learning opportunities, best practice sharing, and regional meetings designed to strengthen agency capacity and promote consistency in service

delivery. Peer groups are organized to foster collaboration among agencies, and a regular newsletter is distributed to share updates, resources, and success stories. These coordinated efforts ensure that agencies have access to ongoing technical assistance, innovative strategies, and a strong support network for continuous improvement.

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	Email	
State Plan Development	As needed	Newsletters	
Organizational Standards Progress	Semi-Annually	Email	
State Accountability Measures Progress	As needed	Newsletters	
Community Needs Assessments/ Community Action Plans	Annually	Email	
State Monitoring Plans and Policies	As needed	Email	
Training and Technical Assistance (T/TA) Plans	As needed	Email	
ROMA and Performance Management	As needed	Website	
State Interagency Coordination	As needed	Email	
CSBG Legislative/Programmatic Updates	As needed	Newsletters	
Tripartite Board Requirements	Monthly	Email	

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.

Note: This information is associated with State Accountability Measure 5S(iii). and will pre-populate the Annual Report, Module 1, Item G.6

The state provides each eligible entity with feedback on their performance related to the National Performance Indicators (NPIs) through monthly calls and ongoing email communication. Eligible entities are required to submit quarterly reports, which are reviewed by the state office. Any potential errors or discrepancies identified during this review are communicated to the entity, and technical assistance is provided as needed. The state will notify eligible entities of their NPI performance within 60 days of receiving feedback from OCS. This information is shared with entities via email or phone call.

9.11. Communication Plan 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.

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

The State CSBG Office has developed a comprehensive online Collaboration Hub through its Learning Management System to support efficient information sharing and communication across the network. The website includes secure, designated sections for specific workgroupssuch as ROMA Implementers and Fiscal Directorsallowing members to access private spaces tailored to their roles. Within these sections, users can share documents, resources, and other relevant materials, as well as engage in peer to peer feedback and collaborative discussions through the sites interactive features. In addition to the Collaboration Hub, the state utilizes the CSBG Reporter database to further enhance communication and coordination. Planned system enhancements and configuration updates will expand the databases collaborative capabilities, including enabling users to share reports directly within the platform. These updates will also allow stakeholders to provide feedback and commentary in real time, streamlining both the reporting and review processes.

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)

Form Approved
OMB No: 0970-0382
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SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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 1, 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	Alexandria Office of Community Services	Full On-site	Onsite Review	FY1 Q1	11/01/2023	11/02/2023	
2	Appalachian Community Action and Development Agency, Inc.	No review					
3	Arlington County	No review					
4	Bay Aging	No review					
5	Community Action Partnership of Staunton, Augusta and Waynesboro	No review					
6	Capital Area Partnership Uplifting People	No review					
7	Clinch Valley Community Action	Full On-site	Onsite Review	FY1 Q3	05/13/2024	05/14/2024	
8	Eastern Shore AAA/CAA	Full On-site	Onsite Review	FY1 Q4	10/28/2024	10/29/2024	
9	Fairfax County Department of Family Services	No review					
10	Goochland Community Action Program	No review					
11	Hampton Roads Community Action Program, Inc.	Full On-site	Onsite Review	FY1 Q4	09/10/2024	09/11/2024	
12	The Improvement Association	No review					
13	Lynchburg Community Action Group	Full On-site	Onsite Review	FY1 Q3	07/09/2024	07/10/2024	
14	Monticello Area Community Action Agency	Full On-site	Onsite Review	FY1 Q2	07/21/2025	07/21/2025	
15	Mountain Community Action Program	No review					
16	New River Community Action, Inc	No review					
17	People Incorporated of Virginia	No review					
18	Pittsylvania County Community Action	No review					
19	Powhatan Community Action Program	No review					
20	Quin Rivers Agency for Community Action	No review					
21	Rooftop of Virginia CAP	No review					
22	Skyline CAP	No review					
23	STEP, Inc.	No review					
24	STEPS, Inc.	Full On-site	Onsite Review	FY1 Q4	07/24/2024	07/25/2024	
25	STOP Inc.	Full On-site	Onsite Review	FY1 Q3	07/17/2024	07/18/2024	

26	Total Action Against Poverty	No review					
27	Tri-County Community Action	No review					
28	Williamsburg-James City County Community Action Agency	Full On-site	Onsite Review	FY1 Q4	08/20/2024	08/21/2024	
	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	Alexandria Office of Community Services	No review					
2	Appalachian Community Action and Development Agency, Inc.	Full On-site	Onsite Review	FY2 Q4	09/22/2025	09/23/2025	
3	Arlington County	Full On-site	Onsite Review	FY2 Q2	02/22/2025	02/23/2025	
4	Bay Aging	Full On-site	Onsite Review	FY2 Q1	10/01/2025	10/02/2025	
5	Community Action Partnership of Staunton, Augusta and Waynesboro	No review					
6	Capital Area Partnership Uplifting People	Full On-site	Onsite Review	FY2 Q1	10/07/2025	10/08/2025	
7	Clinch Valley Community Action	No review					
8	Eastern Shore AAA/CAA	No review					
9	Fairfax County Department of Family Services	Full On-site	Onsite Review	FY2 Q4	08/12/2025	08/13/2025	
10	Goochland Community Action Program	Full On-site	Onsite Review	FY2 Q4	08/19/2025	08/20/2025	
11	Hampton Roads Community Action Program, Inc.	No review					
12	The Improvement Association	No review					
13	Lynchburg Community Action Group	No review					
14	Monticello Area Community Action Agency	No review					
15	Mountain Community Action Program	No review					
16	New River Community Action, Inc	Full On-site	Onsite Review	FY2 Q2	03/02/2025	03/03/2025	
17	People Incorporated of Virginia	Full On-site	Onsite Review	FY2 Q3	04/19/2025	04/20/2025	
18	Pittsylvania County Community Action	Full On-site	Onsite Review	FY2 Q2	02/28/2025	02/28/2025	
19	Powhatan Community Action Program	Full On-site	Onsite Review	FY2 Q1	11/18/2024	11/19/2024	
20	Quin Rivers Agency for Community Action	No review					
21	Rooftop of Virginia CAP	Full On-site	Onsite Review	FY2 Q3	06/03/2025	06/04/2025	
22	Skyline CAP	No review					
23	STEP, Inc.	Full On-site	Onsite Review	FY2 Q3	05/07/2025	05/08/2025	
24	STEPS, Inc.	No review					
25	STOP Inc.	No review					
26	Total Action Against Poverty	No review					
27	Tri-County Community Action	No review					
28	Williamsburg-James City County Community Action Agency	No review					
10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.							
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?							
<i>Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.</i>							
30							

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.
<i>Note: The QIP information is associated with State Accountability Measures 4Sc.</i>
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
<i>Note: This item is associated with State Accountability Measures 4Sa(iii).</i>
The State will contact the Office of Community Services either by phone or through email to inform them of eligible entities on a Quality Improvement Plan
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
<i>Note: This response will link with the corresponding assurance under item 14.8.</i>
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.
https://law.lis.virginia.gov/vacodepopularnames/community-action-act/ § 2.2-5407 .
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.
https://law.lis.virginia.gov/vacodepopularnames/community-action-act/ 2.2-5407 .
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
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.
https://law.lis.virginia.gov/vacodepopularnames/community-action-act/ 2.2-5407 .
10.10b. 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 follows Generally Accepted Accounting Principles (GAAP) and all applicable Government Accounting Standards Board (GASB) pronouncements in its accounting practices, while fully adhering to state and federal requirements governing the allowable use of block grant funds. The FAAS/CARDINAL accounting system enables the State to segregate expenditures by fund, program, cost code, project, and other classifications, ensuring a clear delineation of each transaction. This structure allows expenditures related to CSBG or any grant program to be accurately categorized and tracked. The integrity of the States financial transactions and reporting is further supported through regular reviews conducted by state auditors, as well as federal monitoring and audits of applicable programs.
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.
<i>Note: This information is associated with State Accountability Measure 4Sd.</i>
The State maintains a complete list of all CSBG sub recipients and reviews 2 CFR 200, along with the VDSS/DOF General Services Sub recipient or Contractor Determination Form, to determine which sub recipients are required to undergo a Single Audit. The State follows up with applicable sub recipients to obtain their Single Audit Report within the required timeframe no later than nine months after the sub recipients fiscal year end or 30 days after issuance of the audit report, whichever occurs first. Audit results are recorded on internal spreadsheets using the appropriate indicators. The State identifies any financial, compliance, or internal control findings, as well as questioned costs relevant to VDSS. The names of the non profit organizations,

along with their findings and questioned costs, are posted to the Schedule of Non Profit Financial Audit Findings, which includes the program, condition, criteria, cause, effect, questioned costs, and recommended corrective actions. The State determines whether a corrective action plan (CAP) is included and whether it adequately addresses the findings and questioned costs. The reviewing auditor considers the nature and materiality of findings before requesting a CAP, as immaterial or isolated instances of non compliance may not require one. If a CAP is not included with the audit report, the State obtains it directly from the sub recipient. The State communicates with the appropriate VDSS Grant Managers and VDSS leadership to confirm that adequate corrective action has been taken. Significant findings and questioned costs are discussed with the Deputy Commissioner for Operations and during Sub recipient Monitor Coordinator meetings. The responsible VDSS Grant Manager provides ongoing follow up with the non profit organization to ensure findings and questioned costs are fully resolved. Finally, the State verifies that all audits were conducted in accordance with the Single Audit Act of 1984 and its amendments; 2 CFR 200; the Code of Virginia § 15.2 2511; and United States Code, Title 31, Chapter 75, § 7502(f)(2)(c) and (h)(1)(B).

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.

10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2? ☒ Yes ☐ No

10.13b. Closing Findings Procedures: If no, describe state procedures for permitting and cooperating with federal investigations.

10.14. Monitoring Procedures 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 has reviewed and updated its monitoring procedures to more efficiently assess eligible entities using a hybrid approach. In addition, the State has made minor revisions to the monitoring letter to improve clarity and ensure that expectations and requirements are communicated more effectively.

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: 08/31/2028
SECTION 11 Eligible Entity Tripartite Board	
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 <i>[Check all that applies and narrative where applicable]</i>	
☒ Attend Board meetings	
☒ Organizational Standards Assessment	
☒ Monitoring	
☒ Review copies of Board meeting minutes	
☒ Track Board vacancies/composition	
☐ 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., <i>[Select one and narrative where applicable]</i>	
☒ Annually	
☐ Semiannually	
☐ Quarterly	
☐ Monthly	
☐ As it Occurs	
☐ Other	
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>	
Community Action Agencies (CAAs) are legally required to operate with a tripartite governing structure, as mandated by both federal and state law. Federal Requirement: Section 676B of the Community Services Block Grant (CSBG) Act. Virginia Requirement: Section 2.2 5403 of the Virginia Community Action Act. Structure and Authority Board Composition: Each tripartite board must include representatives from three sectors: public officials, private sector representatives, and individuals elected by the low income population served. Public Agencies: When a public agency serves as the designated CAA, the local governing body retains authority to determine the powers and functions of the agency's tripartite advisory board. State Monitoring and Compliance Procedures The State employs a comprehensive, multi layered approach to ensure all eligible entities remain in compliance with tripartite board requirements: 1. Annual Application Review: As part of the annual application process, agencies must submit a complete listing of all current board members. This documentation must clearly demonstrate the tripartite structure, include current term lengths, and provide other required details. The State reviews and approves this information prior to executing annual CSBG contracts. 2. On Site Monitoring: During scheduled on site monitoring visits, State staff review the agency's by laws and related governance documents to verify that the tripartite structure is accurately reflected and actively maintained. 3. Ongoing Communication: State staff conduct monthly calls with each agency to discuss the status of the tripartite board, identify any vacancies, and share best practices for maintaining full and compliant board membership. 4. Vacancy Guidance: The Office of Economic Opportunity (OEO) strongly recommends that agencies prioritize filling board vacancies within 90 days to ensure continuous and adequate representation across all sectors. 5. Community Representation: Virginia CAAs are legally required to include procedures in their by laws that allow community stakeholders who feel underrepresented to formally petition for appropriate representation on the tripartite board.	
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. ☐ Yes ☒ 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: 08/31/2028
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>	
☐ 125% of the HHS poverty line ☒ X% of the HHS poverty line (fill in the threshold) ☐ Varies by eligible entity	
200%	% <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.	
The State uses the HHS Poverty Guidelines to determine income eligibility for CSBG services. Each eligible entity is required to conduct income verification as part of every client intake. During monitoring visits, State staff review intake forms and supporting income verification documentation to ensure compliance with eligibility requirements and consistency with federal guidance.	
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.	
If proof of income is not possible or practical to obtain, the applicant must complete and sign a self certification form. These forms are reviewed by State staff during on site monitoring visits to ensure proper use and documentation. Eligible entities are encouraged to verify information provided through self certifications such as lack of employment income or verification of benefits by checking available data sources from state agencies, including the Virginia Employment Commission and the Department of Social Services.	
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 must use the HHS Poverty Guidelines when determining income eligibility for CSBG services. Each agency is required to conduct income verification as part of every client intake, and State staff review intake forms and supporting documentation during monitoring visits to ensure compliance with federal requirements. If proof of income is not possible or practical to obtain, applicants may complete and sign a self certification form. These forms are reviewed during on site monitoring to ensure they are used appropriately and consistently. Entities are encouraged to verify information provided through self certifications such as lack of employment income or verification of benefits by using available data sources from state agencies, including the Virginia Employment Commission and the Department of Social Services. For services that provide a community wide benefit, eligible entities must provide documentation that supports the characteristics and needs of the community being served. This may include census data, community surveys, or other forms of income related verification that demonstrate the eligibility of the service area and support the basis for providing community level services.	

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: 08/31/2028
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 I.1.</i>	
☒ The Results Oriented Management and Accountability (ROMA) System	
☐ Another performance management system that meets the requirements by Section 678E(b) of the CSBG Act	
☐ An alternative system for measuring performance and results	
13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.	
ROMA Integration and Community Action Plan Review Agencies are required to submit Community Action Plans that outline their strategic goals, services, and expected outcomes. These plans undergo a thorough review process to ensure full alignment with the Results Oriented Management and Accountability (ROMA) framework. Following this review, the State provides each agency with comprehensive feedback to strengthen planning, implementation, and outcome measurement. Supporting ROMA Implementation in Virginia The State actively promotes the integration of ROMA principles across all eligible entities through targeted resources, training, and capacity building efforts: Certified Trainers: The State has invested in developing a strong network of ROMA Certified Trainers to support consistent, high quality implementation across the network. Widespread Implementation: Virginia has more than 25 ROMA Certified Implementers working across nearly all eligible entities, ensuring broad and effective application of ROMA practices. Enhanced Training and Resources: The State has delivered in depth training on Needs Assessment and Strategic Plan development, exceeding standard organizational requirements. All training materials and resources remain accessible to agencies through the Learning Management System (LMS). Alignment of Plans and Goals A core expectation for all agencies is to demonstrate a clear and logical alignment within their Community Action Plans. Identified community needs must directly inform strategic goals and measurable outcomes, reinforcing the ROMA cycle and supporting data driven decision making across the network.	
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>	
☒ CSBG National Performance Indicators (NPIs)	
☐ NPIs and others	
☐ Others	
NA	
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>	
The State provides comprehensive training and technical assistance on all elements of the Results Oriented Management and Accountability (ROMA) framework. This State Plan includes State led training on Program Implementation/Development and Program Evaluation to support agencies in strengthening their performance management systems. The State Office maintains significant internal ROMA expertise, including a Master Certified ROMA Trainer, a Certified ROMA Trainer, and a Certified ROMA Implementer. State staff lead or co lead the ROMA Peer Groups and Work Groups of the State Association, ensuring consistent guidance, shared learning, and network wide alignment with ROMA principles. The State has also invested in enhancements to its online data system to support stronger ROMA implementation. These improvements include the ability for agencies to submit their Community Action Plans electronically, as well as an integrated outcomes/programs portal that links identified needs to strategic goals and measurable outcomes.	
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 validates that eligible entities are using data to improve service delivery through multiple mechanisms. Quarterly reports provide ongoing insight into program performance and outcomes, while the Community Needs Assessment demonstrates how agencies use data to identify priorities and guide service planning. During monitoring visits, State staff review documentation and discuss data driven decision making practices with agency leadership to ensure that data is being consistently analyzed and applied to strengthen service delivery.	
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>	

The State requires each eligible entity to submit a Community Action Plan annually as part of the application process. State staff review all submitted plans to ensure alignment with CSBG requirements and ROMA principles, and technical assistance is provided to agencies as needed to strengthen plan quality and implementation.

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.

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

The State requires each eligible entity to submit its most recent Community Needs Assessment annually as part of its organizational application. The State provides training and technical assistance as needed to ensure that all entities complete a full Community Needs Assessment at least once every three years, in accordance with CSBG requirements.

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:08/31/2028

SECTION 14 CSBG Programmatic Assurance 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 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;

CSBG eligible entities are required by OEO to submit an annual Community Action Plan (CAP), which includes a section describing their proposed activities. State staff review each CAP to verify that the proposed activities constitute eligible uses of CSBG funds and adhere to all program assurances.

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;

OEO requires CSBG eligible entities to submit an annual Community Action Plan (CAP). The CAP includes a section, which outlines their proposed activities. Staff reviews the CAP Plan and ensures that the activities supported are eligible uses of CSBG funds. We monitor to ensure that agencies have Child Support information available to clients, and we are developing a partnership with the Department of Child Support Enforcement.

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)

CSBG eligible entities are required by OEO to submit an annual Community Action Plan (CAP), including a section describing their proposed activities. State staff review each CAP to verify that all activities constitute eligible uses of CSBG funds. OEO also monitors agencies to ensure the availability of Child Support information to clients and is establishing a partnership with the Department of Child Support Enforcement to enhance service delivery.

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
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;
CSBG eligible entities are required by OEO to submit an annual Community Action Plan (CAP) that describes their proposed activities and details coordination of funding, WIOA programs, and local social service offices. State staff review each CAP to verify that all proposed activities comply with CSBG eligibility requirements.
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.
Eligible entities must submit an annual Community Action Plan to the state that includes an assessment of service gaps and a description of the strategies proposed to address those gaps. In instances where gaps are not being addressed or are being insufficiently addressed, entities are directed to develop and implement collaborative strategies with other local community organizations.
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.
Annually, CSBG eligible entities are required to submit a Community Action Plan (CAP) to the Virginia Department of Social Services (VDSS). This plan serves as a comprehensive blueprint for service delivery and coordination. It includes a detailed description of the public and private organizations with which the entity collaborates, highlighting partnerships that strengthen local service networks. The CAP also contains an agency-wide budget that provides an overview of all funds received by the entity, ensuring transparency and accountability in resource allocation. A key component of the CAP is the Gaps and Linkages section, which identifies unmet needs within the community and outlines strategies for connecting clients to available resources. Eligible entities must demonstrate how they will leverage partnerships to address these gaps and prevent duplication of services. Many CSBG agencies receive financial support or in-kind contributions from local governments, such as donated space within government facilities for program operations, which enhances accessibility and reduces overhead costs. Additionally, CSBG programs often serve as an entry point for whole-family wraparound services, meaning that when families engage with a CSBG-funded program, they gain access to a broader network of supports and resources designed to promote long-term stability and self-sufficiency. This integrated approach ensures that services are aligned, resources are maximized, and duplication of efforts is minimized, ultimately creating a more comprehensive and responsive support system for low-income individuals and families.
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."
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).
CSBG eligible entities are required by OEO to submit an annual Community Action Plan (CAP), which describes the service delivery system, the geographic areas served, and the facilities where services are provided. The CAP further outlines how the eligible entity coordinates funding and resources with partner organizations to enhance service delivery.
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."
CSBG eligible entities are required by OEO to submit an annual Community Action Plan (CAP), which includes a section documenting innovative community- and neighborhood-based initiatives consistent with the goals of CSBG. Such initiatives may include fatherhood programs and other family-strengthening efforts that encourage effective parenting. CVS/DSS has developed a fatherhood curriculum that agencies are encouraged to utilize in program implementation.
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."
<i>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.</i>
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."
<i>Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.</i>
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
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.</i>
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
<i>Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.</i>
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."
<i>Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.</i>
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."
<i>Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.</i>
Community Action Agencies (CAAs) are legally required to operate with a tripartite governing structure, as mandated by both federal and state law. Federal Requirement: Section 676B of the Community Services Block Grant (CSBG) Act. Virginia Requirement: Section 2.2 5403 of the Virginia Community Action Act. Structure and Authority Board Composition: Each tripartite board must include representatives from three sectors: public officials, private sector representatives, and individuals elected by the low income population served. Public Agencies: When a public agency serves as the designated CAA, the local governing body retains authority to determine the powers and functions of the agencies tripartite advisory board. State Monitoring and Compliance Procedures The State employs a comprehensive, multi layered approach to ensure all eligible entities remain in compliance with tripartite board requirements: 1. Annual Application Review: As part of the annual application process, agencies must submit a complete listing of all current board members. This documentation must clearly demonstrate the tripartite structure, include current term lengths, and provide other required details. The State reviews and approves this information prior to executing annual CSBG contracts. 2. On Site Monitoring: During scheduled on site monitoring visits, State staff review the agencies by laws and related governance documents to verify that the tripartite structure is accurately reflected and actively maintained. 3. Ongoing Communication: State staff conduct monthly calls with each agency to discuss the status of the tripartite board, identify any vacancies, and share best practices for maintaining full and compliant board membership. 4. Vacancy Guidance: The Office of Economic Opportunity (OEO) strongly recommends that agencies prioritize filling board vacancies within 90 days to ensure continuous and adequate representation across all sectors. 5. Community Representation: Virginia CAAs are legally required to include procedures in their by laws that allow community stakeholders who feel underrepresented to formally petition for appropriate representation on the tripartite board.
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."
<i>Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.</i>
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."
<i>Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.</i>
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.

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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:08/31/2028

SECTION 15 Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

15.1. Lobbying

After assurance select a check box:



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

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);.

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant

and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

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

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -

(1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

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

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

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

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

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

15.2. Drug-Free Workplace Requirements

After assurance select a check box:



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

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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

Instructions for Certification

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

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

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

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly

enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions

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

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

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

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

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

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

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

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

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

(2) Where the prospective primary participant is unable to certify to any of the

statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other

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

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

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

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

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

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

9. Except for transactions authorized under paragraph 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.

15.3. Debarment

After assurance select a check box:



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

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through state or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

15.4. Environmental Tobacco Smoke

After assurance select a check box:



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

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.



COMMONWEALTH of VIRGINIA

Office of the Governor

Abigail D. Spanberger
Governor

April 28, 2026

Department of Health and Human Services
Office of Community Services
Administration of Children and Families
370 L'Enfant Promenade SW
Washington, D.C. 20447

Dear Madam or Sir:

I hereby designate S. Duke Storen, Commissioner of the Virginia Department of Social Services, as the individual responsible for the certification of assurances in connection with federal grant requests under the Community Services Block Grant.

Commissioner Storen is also authorized to delegate responsibility for the administration of the grants. Any further inquiry should be directed to Commissioner Storen at the following address:

Virginia Department of Social Services
5600 Cox Road
Glen Allen, VA 23060

I reserve the right to amend or withdraw this designation at any time. Thank you for working with Virginia on these important programs.

Sincerely,


Abigail D. Spanberger

cc: The Honorable Marvin Figueroa
Secretary of Health and Human Resources

S. Duke Storen
Commissioner, Department of Social Services

Virginia Community Services Block Grant

Division of Volunteerism and Community Service
Virginia Department of Social Services

Summary of OEO Monitoring Procedures

Overview

Federal guidelines require the Virginia Office of Economic Opportunity (OEO) to monitor each local community action agency at least once every three years to ensure that performance goals, administrative standards, financial management requirements, and other state requirements are met. The State Plan submitted by OEO sets a goal of conducting monitoring visits every three years, or more frequently as needed, based on indicators such as agency risk assessments.

As a result, OEO monitoring team members will review far more than basic compliance with program rules and regulations. OEO takes a systems-based approach, assessing the overall quality of service delivery and program operations across the agency. OEO views monitoring as part of a broader effort to strengthen local agencies and the entire community action network. The results of each monitoring review will be used to identify agency-specific training and technical assistance needs, provide early warnings where improvements may be needed, highlight best practices, and identify opportunities to enhance the capacity and performance of the network as a whole.

The monitoring team will consist of OEO staff members, and the visit will take place over two days. If desired, we can schedule an informal exit meeting within 10 days of the visit to briefly outline our findings. A written monitoring report will be provided regardless of whether an exit meeting is held.

OEO will use a standard monitoring instrument to ensure each review is comprehensive and consistent across agencies. A copy of this instrument is attached. The monitoring review includes a Desk Review, a Financial Management Review Instrument, a Board of Directors Interview, a Management Team Interview, a board survey, and a staff survey. These instruments have been updated to reflect the new state standards.

OEO will complete the Desk Review portion of the monitoring instrument prior to the visit. The Financial Management Review Instrument will be conducted by the Chief Financial Officer and will involve the examination of several financial records. If possible, we recommend that the Treasurer of the Board of Directors participate in this interview. The Board of Directors interview will be conducted in person and will focus on governance functions and operations. To complete this portion of the review, we must interview at least three board members, including the Board Chair and two additional members. This interview may take place at any time during the two-day virtual visit.

The Management Team Interview will also be conducted in person and should include the Executive Director, Finance Director, Chief Planner, Human Resources Manager, operations directors or managers, and any other management-level personnel who can address questions related to the agency's management systems.

The monitoring review will also involve the examination of agency documentation and records. All required documents must be provided in advance of the visit. Three specific pieces of fiscal information will be requested prior to the monitoring visit. Personnel files and client files will be reviewed on-site. A

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secure file-share link will be sent prior to the interviews to request the fiscal information, and you will have 48 hours to upload the requested materials.

Financial Management Review

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

General and Program Review

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

Issuance of Monitoring Report

OEO will issue a written report within 30 days of the virtual visit. The Final Monitoring Report may include the following: "Findings", "Weaknesses", and "Recommendations". "Findings" include instances of non-compliance with statutes, regulations, policies, or procedures established by the agency itself, the Commonwealth of Virginia, or federal agencies. "Weaknesses" include conditions that have the potential to lead to problems for the agency including deficiencies in agency management and governance systems. "Recommendations" include "best practices" that can contribute to increased agency effectiveness.

Corrective Action Response and Plans

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

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plan to take in response to our best practice recommendations. Corrective action plans shall include a description of the action to be taken and a date for completion of each corrective action. If your final monitoring report contains any “findings” or “weaknesses” you will also be required to submit on a quarterly basis a “Progress Report” that will outline the progress, you have made in implementing the planned actions contained in your “Correction Action Plan.”

Follow-Up Reviews

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

Summary

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

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

Virginia Administrative Code

Chapter 901. Community Services Block Grant Program

22VAC40-901-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

"Community action agency" means a local subdivision of the Commonwealth, a combination of political subdivisions, a separate public agency, or a private, nonprofit agency that has the authority under its applicable charter or laws to receive funds to support community action activities and other appropriate measures designed to identify and deal with the causes of poverty in the Commonwealth, and that is designated as a community action agency by federal law, federal regulations, or the Governor.

"Community action statewide organization" means community action programs, organized on a statewide basis, to enhance the capability of community action agencies.

"Community organization" means a private nonprofit organization, including faith-based organizations.

"Department" means the Virginia Department of Social Services.

"Local share" means cash or in-kind goods and services donated to community action agencies or community action statewide organizations to carry out their responsibilities.

"Locality" means a county or city in the Commonwealth.

"Low-income person" means a person who is a member of a household with a gross annual income equal to or less than 125% of the poverty standard accepted by the federal agency designated to establish poverty guidelines.

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia and 42 USC § 9909.

Historical Notes

Derived from Virginia Register [Volume 17, Issue 18](#), eff. June 20, 2001; amended, Virginia Register [Volume 22, Issue 25](#), eff. October 1, 2006; [Volume 38, Issue 12](#), eff. March 17, 2022.

22VAC40-901-20. Allocation formula.

All increased state or federal funds shall be distributed to local community action agencies based on the following formula: 75% based on low-income population, 20% based on number of jurisdictions, and 5.0% based on square mileage served. This formula shall be adjusted to ensure that no agency receives less than 1.5% of any increase.

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia.

Historical Notes

Derived from Virginia Register [Volume 17, Issue 18](#), eff. June 20, 2001.

22VAC40-901-30. Matching contributions.

A community action agency or a community action statewide organization must provide a local share from nonfederal sources equal to a minimum of 20% of the grant award from the state.

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia.

Historical Notes

Derived from Virginia Register [Volume 17, Issue 18](#), eff. June 20, 2001.

22VAC40-901-40. Preferences for provision of services in unserved localities.

The federal Community Services Block Grant Act (42 USC § 9909) and the state Community Action Act (§ [2.2-5400](#) et seq., of the Code of Virginia) provide for localities not currently being served by community action agencies to be served through the expansion of existing community action agencies or the designation of a new community action agency. The following is the preference for providing services to an unserved locality:

1. Expansion of the service area of an existing community action agency.
2. Designation of a community organization as a community action agency.
3. Designation of a local government or a combination of local governments as a community action agency.

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia and 42 USC § 9909.

Historical Notes

Derived from Virginia Register [Volume 22, Issue 25](#), eff. October 1, 2006.

22VAC40-901-50. Expansion of community action agency service area.

A. A locality that is not served by a designated community action agency may develop a request with an existing community action agency for the provision of services in that locality. The request will include:

1. A description of the way in which the locality will be represented on the board of the existing community action agency.
2. A resolution adopted by the locality requesting the designation of the existing community action agency as the community action agency for the locality. In adopting the resolution, the governing body must have allowed the opportunity for public comment.
3. A description of the existing community action agency's history of successfully providing a variety of services to low-income individuals. Examples would include operating four or more programs aimed at various segments of the low-income population and can include community and economic development.

4. Documentation that the low-income population in the proposed designated service area is large enough to justify funding a variety of programs.
5. Documentation that demonstrates the financial stability of the existing community action agency.
6. The detailed financial procedures that demonstrate how the existing community action agency meets generally accepted accounting principles (GAAP).
7. The existing community action agency plan for providing Community Services Block Grant funded services within the proposed service area. This plan must be developed with input from a variety of sources, including the low-income population of the proposed service area.

B. The department is responsible for evaluating and making recommendations to the Governor on any request for the designation of an existing community action agency in a previously unserved locality. Upon completion of this evaluation, the department will forward to the Secretary of Health and Human Resources a recommendation on what action the Governor should take regarding designation of the existing community action agency. If the Governor designates the existing community action agency in the locality, the locality will be added to the service area of the existing community action agency.

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia and 42 USC § 9909.

Historical Notes

Derived from Virginia Register [Volume 22, Issue 25](#), eff. October 1, 2006; amended, Virginia Register [Volume 38, Issue 12](#), eff. March 17, 2022.

22VAC40-901-60. Designation of a community organization as a community action agency.

A. To be designated as a community action agency, a community organization's purpose shall include working for the reduction of poverty and the revitalization of low-income communities through the identification of local needs and the provision of a broad range of services to meet those needs. The organization must have the recommendation of the governing body of the localities to be served, must be financially viable, and must meet administrative standards, financial management standards, and other requirements established by federal and state laws and regulations. In order for the department to support the designation of a community organization to become a community action agency, the following conditions should exist:

1. The organization's governing board must meet, or be in the process of changing to meet, the requirements of federal and state law related to community action agency boards.
2. Each locality in the proposed service area must have approved a resolution recommending the designation of the organization as a community action agency. In adopting the resolution, the governing body must have allowed the opportunity for public comment.
3. The organization and its management should have a history of successfully providing a variety of services to low-income individuals. Examples would include operating four or more programs aimed at various segments of the low-income population.
4. The low-income population in the proposed designated service area should be large enough to justify funding a variety of programs.
5. The organization must be able to demonstrate financial stability.

6. The organization must have financial procedures in place to meet generally accepted accounting principles (GAAP).

7. The organization must have developed a plan for providing Community Services Block Grant funded services within the proposed service area. This plan must be developed with input from a variety of sources including the low-income population of the proposed service area.

B. A community organization wishing to be designated as a community action agency must submit a written request to the department. The request must include documentation verifying that all of the criteria listed in this section are met. The request will be evaluated per [22VAC40-901-80](#).

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia and 42 USC § 9909.

Historical Notes

Derived from Virginia Register [Volume 22, Issue 25](#), eff. October 1, 2006; amended, Virginia Register [Volume 38, Issue 12](#), eff. March 17, 2022.

22VAC40-901-70. Designation of a locality or group of localities as a community action agency.

If no existing community action agency or other community organization is willing and able to provide services, a locality or group of localities can request that the department recommend one or more localities for designation as a community action agency. This request must include the following documentation:

1. A description of the efforts made to obtain services through an existing community action agency or a community organization that could have been designated as a community action agency.
2. A resolution adopted by the locality or each of a group of localities requesting that it be designated as a community action agency. In adopting the resolution, the governing body or bodies must have allowed the opportunity for public comment.
3. A resolution adopted by the locality or each of a group of localities establishing a community action board that meets the requirements of federal and state law related to public community action agencies.
4. A plan for providing CSBG-funded services within the proposed service area. This plan must be developed with input from a variety of sources including the low-income population of the proposed service area.

The request submitted to the department will be evaluated per [22VAC40-901-80](#).

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia and 42 USC § 9909.

Historical Notes

Derived from Virginia Register [Volume 22, Issue 25](#), eff. October 1, 2006; amended, Virginia Register [Volume 38, Issue 12](#), eff. March 17, 2022.

22VAC40-901-80. Evaluation of requests for designation as a new community action agency.

The department is responsible for evaluating and making recommendations to the Governor on any request for the designation of a new community action agency. This evaluation can include onsite monitoring and requests

for additional information and documentation. Upon completion of this evaluation, the department will forward to the Secretary of Health and Human Resources a recommendation on what action the Governor should take regarding designation of the community organization or locality as a community action agency. If the Governor designates the community organization or locality as a community action agency, the department will issue a Community Services Block Grant contract with the organization or localities that will be effective the July 1 following the designation.

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia and 42 USC § 9909.

Historical Notes

Derived from Virginia Register [Volume 22, Issue 25](#), eff. October 1, 2006.

22VAC40-901-90. Funding for expanded or new community action agencies.

A. As a basis for determining funding for new or expanded community action agencies, the department will use the total number of low-income persons, localities, and square miles that are included in the service area of Virginia's network of existing, expanded, and new community action agencies. The number of low-income persons will be based on the most recent census data. An allocation of funds for new or expanded community action agencies will be developed based on the following formula:

1. 75% based on the number of low-income persons living in the service area compared to the total number of low-income persons in the network;
2. 20% based on the number of localities in the service area compared to the total number of localities in the network; and
3. 5.0% percent based on the number of square miles contained in the service area compared to the total square miles in the network.

B. When an existing community action agency has expanded its service area, the agency's new allocation will be the greater of their current allocation or their allocation based on the formula in subsection A of this section.

C. When a new community action agency is designated, the allocation will be based on the formula in subsection A of this section.

Statutory Authority

§§ [2.2-5402](#) and [63.2-217](#) of the Code of Virginia and 42 USC § 9909.

Historical Notes

Derived from Virginia Register [Volume 22, Issue 25](#), eff. October 1, 2006.

Website addresses provided in the Virginia Administrative Code to documents incorporated by reference are for the reader's convenience only, may not necessarily be active or current, and should not be relied upon. To ensure the information incorporated by reference is accurate, the reader is encouraged to use the source document described in the regulation.

As a service to the public, the Virginia Administrative Code is provided online by the Virginia General Assembly. We are unable to answer legal questions or respond to requests for legal advice, including application

of law to specific fact. To understand and protect your legal rights, you should consult an attorney.

Community Action Act

§ 2.2-5400. Short title; definitions

A. This chapter shall be known as the Community Action Act.

B. As used in this chapter, unless the context requires a different meaning:

"Community action agency" means a local subdivision of the Commonwealth, a combination of political subdivisions, a separate public agency or a private nonprofit agency that has the authority under its applicable charter or laws to receive funds to support community action activities and other appropriate measures designed to identify and deal with the causes of poverty in the Commonwealth, and that is designated as a community action agency by federal law, federal regulations or the Governor.

"Community action program budget" means state funds, federal block grants and federal categorical grants that are received by the Commonwealth for community action activities.

"Community action statewide organization" means community action programs, organized on a statewide basis, to enhance the capability of community action agencies.

"Designated agency" means the agency designated by the Secretary of Health and Human Resources pursuant to § 2.2-5401.

"Local share" means cash or in-kind goods and services donated to community action agencies to carry out their responsibilities.

"Low-income person" means a person who is a member of a household with a gross annual income equal to or less than 125 percent of the poverty standard accepted by the federal agency designated to establish poverty guidelines.

"Service area" means the geographical area within the jurisdiction of a community action agency or a community action statewide organization.

1982, c. 667, §§ 2.1-587, 2.1-588; 2001, c. 844.

§ 2.2-5401. Designation by Secretary of Health and Human Resources of agency to administer act

The Secretary of Health and Human Resources shall designate an agency to administer the Community Action Act and to work with community action agencies and community action statewide organizations to develop social and economic opportunities for low-income persons.

1982, c. 667, § 2.1-589; 2001, c. 844.

§ 2.2-5402. Powers and duties of designated agency

The designated agency shall have the following powers and duties to:

1. Coordinate state activities designed to reduce poverty.
2. Cooperate with agencies of the Commonwealth and the federal government in reducing poverty and implementing community, social and economic programs.
3. Receive and expend funds for any purpose authorized by this chapter.

4. Enter into contracts with and to award grants to public and private nonprofit agencies and organizations.
5. Develop a state plan based on needs identified by community action agencies and community action statewide organizations.
6. Fund community action agencies and community action statewide organizations and to adopt regulations.
7. Provide assistance to local governments or private organizations for the purpose of establishing and operating a community action agency.
8. Provide technical assistance to community action agencies to improve program planning, program development, administration and the mobilization of public and private resources.
9. Require community action agencies and community action statewide organizations to generate local contributions of cash or in-kind services as the agency may establish by regulation.
10. Convene public meetings that provide citizens the opportunity to comment on public policies and programs to reduce poverty.
11. Advise the Governor and the General Assembly of the nature and extent of poverty in the Commonwealth and to make recommendations concerning changes in state and federal policies and programs.

1982, c. 667, § 2.1-590; 2001, c. [844](#).

§ 2.2-5403. Community action boards

A. Each community action agency shall administer its community action program through a community action board consisting of no less than fifteen members who shall be selected as follows:

1. One-third of the members of the board shall be elected public officials or their designees, who shall be selected by the local governing body of the service area, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointed public officials may be counted in meeting the one-third requirement.
2. At least one-third of the members shall be persons chosen democratically to represent the poor of the area served.
3. The other members shall be members of business, industry, labor, religious, social service, education or other major community groups.

B. Each member of the board selected to represent a specific geographic area within a community shall reside in the area represented.

C. Except as otherwise provided in subsection D, the board shall be responsible for the following:

1. Appointing and dismissing an executive director of the community action agency.
2. Approving grants and contracts, annual program budget requests and operational policies of

the community action agency.

3. Having an annual audit performed by an independent auditor.

4. Convening public meetings to provide low-income and other persons the opportunity to comment upon public policies and programs to reduce poverty.

5. Annually evaluating the policies and programs of the community action agency. The board shall submit the evaluation and recommendations to improve the administration of the community action agency to the designated agency and to the local governing body or bodies within the service area.

6. Carrying out such other duties as may be delegated by the local governing body or bodies within the service area or by the designated agency.

7. Delegating responsibilities pursuant to the provisions of § 2.2-5404.

D. Where a local subdivision of the Commonwealth acts as or has designated a community action agency, the local governing body shall determine the responsibilities and authority of the community action board.

1982, c. 667, § 2.1-591; 1989, c. 273; 2001, c. 844; 2010, c. 584.

§ 2.2-5404. Delegation of responsibilities by community action agency

If a community action agency places responsibility for major policy determination with respect to the character, funding, extent and administration of and budgeting for programs to be carried on in a particular geographic area within the community in a subsidiary board, council or similar agency, the board, council or agency shall be broadly representative of the area.

1982, c. 667, § 2.1-592; 2001, c. 844.

§ 2.2-5405. Local participation

Each community action agency shall consult neighborhood-based organizations composed of residents of the area it serves or members of the groups to be served to assist the agency in planning, conducting and evaluating components of the community action agency.

1982, c. 667, § 2.1-593; 2001, c. 844.

§ 2.2-5406. Community action statewide organizations; structure; responsibilities

A. A community action statewide organization shall be a nonprofit corporation whose charter, articles of incorporation and bylaws permit the corporation to operate in all jurisdictions of the Commonwealth.

B. A community action statewide organization shall be governed by a board. The board shall conform to requirements for the community action agency board.

C. Community action statewide organizations shall carry out all the planning, reporting, evaluation, fiscal and programmatic responsibilities required by the designated agency and other appropriate agencies of state government.

D. Community action statewide organizations shall receive and administer state, federal and private funds, render technical assistance and carry out activities that will enable community action agencies to solve local problems.

E. Community action statewide organizations shall work with community action agencies in areas served by those agencies and with community-based organizations, local governments, industry and other organizations in areas unserved by a community action agency to assist in carrying out the purposes of this chapter.

1982, c. 667, §§ 2.1-594, 2.1-595, 2.1-596; 1989, c. 273; 2001, c. [844](#).

§ 2.2-5407. Designation of community action agencies; rescission of designation

A. Each community action agency that has been designated by a unit of local government and funded pursuant to the Economic Opportunity Act of 1964 (Public Law 88-452) that was in operation on July 1, 1982, and is still in operation shall be deemed a community action agency for the purposes of this chapter.

B. No new community action agency shall be designated in any area of the Commonwealth that is served by an existing community action agency.

C. The Governor may designate a community action agency to serve any locality not currently served by an existing community action agency. This determination may be through the expansion of the service area of an existing community action agency or the designation of a new community action agency.

The designated agency shall receive and review requests for the expansion of existing community action agencies or the designation of new community action agencies and shall present to the Secretary of Health and Human Resources a recommendation for community action status and funding. The review and recommendation shall be in compliance with regulations developed by the board of the designated agency.

Upon completion of a satisfactory review of the request, the Secretary shall forward a recommendation to the Governor.

D. The Secretary of Human Resources may recommend that the Governor rescind the designation of a community action agency for cause or by mutual agreement.

If the rescission is for cause, the Secretary shall:

1. Receive from the designated agency a request to rescind the designation of the community action agency, including the causes for the request;
2. Notify the chief elected official of each local governing body in the service area of the intent to rescind the designation of the community action agency;
3. Provide the community action agency the opportunity for a hearing on the record; and
4. Meet any other provisions required by federal law.

If the rescission is by mutual agreement, the Secretary shall:

1. Receive from the designated agency a resolution, approved by the governing body of the community action agency, requesting the Governor to rescind its designation as a community action agency. The resolution shall include a proposed effective date for the rescission; and
2. Meet any other provisions required by federal law.

1982, c. 667, § 2.1-597; 2001, c. 844; 2007, c. 522.

§ 2.2-5408. Administration of community action budget

The designated agency shall adopt regulations detailing the formula for the distribution of community action program budget funds. The regulations shall take into consideration the distribution of low-income persons residing in the service areas of the community action agencies, the relative cost of living of the areas, as well as other factors considered appropriate.

Each community action agency and community action statewide organization annually shall develop and submit a program budget request for funds appropriated from the community action program budget. The designated agency shall publish annually guidelines detailing the nature and extent of information required in the program budget request for the succeeding fiscal year.

In order to carry out its overall responsibility for planning, coordinating, evaluating and administering a community action program, a community action agency may under its charter or applicable laws receive and administer funds pursuant to this chapter. The community action agency may receive and administer funds and contributions from private or public sources that may be used in support of a community action agency or program and funds under any federal or state assistance program pursuant to which a public or private nonprofit agency organized in accordance with this chapter could act as grantee, contractor or sponsor of projects appropriate for inclusion in a community action program. A community action agency or community action statewide organization may transfer funds so received between components and to delegate funds to other agencies subject to the powers of its governing board and its overall program responsibilities.

In accordance with the requirements of the federal Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35), the designated agency in cooperation with community action agencies and community action statewide organizations, shall develop a state plan for submission annually by the Governor to the Secretary of Health and Human Services.

Community action agencies and community action statewide organizations shall provide the designated agency with quarterly financial and program reports.

Funds received in the Community Services Block Grant pursuant to the federal Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35) shall be expended in support of the purposes of this chapter as follows:

1. Ninety percent of the funds received in the Community Services Block Grant shall be used for the development and implementation of programs and projects designed by community action agencies to serve poor or low-income areas of the Commonwealth in accordance with a formula approved by the Governor for the first year of the Community Services Block Grant and thereafter biennially by the General Assembly.
2. No more than five percent of the funds received in the Community Services Block Grant shall be used for administration of the duties required by this chapter of the designated agency.
3. At least five percent of the funds received in the Community Services Block Grant shall be used to support community action activities conducted by community action statewide organizations.

1982, c. 667, § 2.1-598; 2001, c. 844.

Talking points for CSBG Legislative Hearing: July 9th 10:30am
In person meeting: Senate Room 305 / A, General Assembly Building
The Honorable David R. Suetterlein, Chair

Acknowledge our appreciation - this committee must come together every two years just to hold this hearing on the CSBG State Plan.

The Community Services Block Grant State Plan details how Virginia allocates the Federal CSBG and TANF funds among the 28 local and three statewide Community Action Agencies. It also describes the types of programs and activities that the Community Action Agencies will be operating over the next two years.

The Virginia Community Action Partnership (VACAP) and community action network has provided significant input and involvement in the 2026-28 state plan. This year we held three comment periods for Virginia Community Action Agencies to provide feedback. The final public comment period was held May 21, 2026 – June 21, 2026.

The total contracted amount of CSBG dollars from the Department of Social Services to the Community Action Agencies for the upcoming fiscal year, FY2027, will be over \$12 Million. The Department is also grateful to have additional TANF funds to distribute to the network - with the General Assembly appropriating \$13,525,000 this year. This funding investment allows programs to meet the varied and complex needs of low-income individuals and families throughout the state that have surged in the past year, and will assist the Community Action Agencies in Virginia with continuing to be a model for the nation and model of partnership between the state and our regions and localities.

- Federal CSBG – \$12,339,723 TANF - \$13,525,000
- Total budgets for the Agencies - approximately \$149 million serving the citizens of Virginia
- Clients served – an average of over 90,000 individuals and 46,000 families
- For every \$1 of CSBG, Virginia's CAAs leveraged approximately \$13 from federal, state, local and private sources, including the value of volunteer hours.

The record of this legislative public hearing will be forwarded to the Federal Office of Community Services where it will complete Virginia's CSBG State Plan. This submittal will occur by September 1, 2026. The State Plan will be in place through September 30, 2028.

Administration of the CSBG in Virginia is somewhat unique compared to other states. We have one of the most cooperative efforts in the country between the Community Action Agencies, the State Association, Virginia Community Action Partnership (VACAP) and the VDSS/LDSS system. The Department, through its Division of Community and Volunteer Services, provides oversight and technical assistance to the local Community Action Agencies. We work closely with the agencies and VACAP to identify technical assistance and training needs and have developed a joint training plan with VACAP to address them. We also collaborate with VACAP to deliver and receive information from the network and to lead several peer groups and task forces.

- We work with VACAP and the network to maximize access to, and use of, the Earned Income Tax Credit. Together we establish local coalitions to create public awareness

of EITC, assist families in developing financial literacy, and provide free tax return preparation to assure that all Virginians who are eligible for EITC take advantage of this important benefit. VDSS also carries out a marketing plan to notify all recipients of DSS benefits of their eligibility of tax credits. The EITC efforts this tax season included almost 900 volunteers providing over 32,000 hours of volunteer time

Over 80 staff members provided over 20,000 hours devoted to the VITA program

Actual federal returns processed– 20,254 (and counting with many coalitions providing VITA services over the summer through October 15

- Over 10% increase in number of federal returns filed
- Over \$22.7 million in federal refunds (16% increase)
- Over \$11.5 million in EITC/CTC/ACTC refunds
- Over \$5 million saved in tax preparation fees
- Almost 18,000 state returns filed (15% increase)
- Almost \$4 million in state refunds (21% increase)

The State Plan identifies three primary goals for the Community Action Network in Virginia:

1. Reduce poverty through policy improvements, innovative strategies, and whole-family approaches.
2. Build community capacity by strengthening access to coordinated services and supportive infrastructure.
3. Promote community-level problem solving and collective impact strategies that address the root causes of poverty.

In the 2026-28 State Plan, there are several major items of emphasis for the Department.

1. One area of emphasis will be a continued focus on Whole Family / Two Generation programs at the Community Action Agency level. Currently six agencies are part of a Whole Family Project funded by the General Assembly, these six agencies have implemented national model best practices in wrap around services and coaching to work directly with families and focused on self- sufficiency. Each year the program has reported results demonstrating increased income by the majority of program participants, increased intensive services for children such as Head Start and CHIP and progress of a life scale evaluation that helps families increase their goals in income, health, credit, job training, housing and so much more. Much of our network has also adopted and began to implement Whole Family / Two Generation approaches in their agencies due to the training provided and demonstrated success of this project. In cooperation with VACAP, we have been providing large-scale trainings and individual technical assistance to advance each agency's capacity to provide a whole family approach to clients. The Virginia Community Action Network will continue to work on developing data management plans/tools, enhanced community partnerships, diverse and flexible funding streams, and innovative organizational structure and culture that focuses on family outcomes over individual program results.

2. Services that support workforce participation and economic mobility continue to be a focus of Community Action Agencies. The network is heavily involved in supporting VDSS and LDSS HR 1 implementation efforts to maintain Medicaid and SNAP eligibility through workforce supports. Community Action Agencies have led efforts to increase digital navigation services through the DHCD's broadband office and we maintain our readiness to help potential future resources in this space help clients increase access to digital navigation and training for work and health. CAA's also play a critical role in housing counseling, access to new homeownership and focused services for special populations such as families experiencing poverty with children, veterans, people experiencing homelessness and more. Many agencies are involved directly in local workforce development programming in their communities, some serving on the local Workforce Investment Boards. Community Action Agencies offer a variety of training programs; workforce and soft skill building; job supports (child care, transportation, housing counseling) and job placements. There will be an increased focus on training provided to CAA's to encourage and support growing workforce coordination across the Commonwealth, including regular partnership with Virginia Works, GoVirginia, VEDP, Appalachian Regional Commission, and others. Economic and Social Mobility are key components of all Community Action Plans, and the network will continue to develop knowledge and resources around employment and asset building.

This is, however, a public hearing and not a presentation by the Department. Are there questions at this point? *(I have staff from the Division of Community and Volunteer Services here to answer any specific questions you may have on administration and funding).*

I would now like to introduce Erik Johnston, Executive Director of the Virginia Community Action Partnership (VACAP) who will give you some additional information.

TESTIMONY OF ERIK JOHNSTON
PRESIDENT & CEO
VIRGINIA COMMUNITY ACTION PARTNERSHIP
JULY 9, 2026
STANDING JOINT SUBCOMMITTEE ON BLOCK GRANTS

Good afternoon, Mr. Chairman and Committee members. Thank you for the opportunity to speak to you today. I am Erik Johnston and I am honored to serve as President and CEO of the Virginia Community Action Partnership (VACAP). VACAP is the state membership association for Virginia's twenty-eight private and public community action agencies (CAAs) and three statewide CAAs. Because of the partnership with the state Virginia's community action efforts are viewed as a national model in our over 60 years of providing services

I am joined today by innovative community action leaders both on the agenda and in the audience. I'd like to ask them to stand.

VACAP recommends adoption of the CSBG State Plan today. It was developed with significant input from our network which includes our agencies that are governed by locally controlled boards. Board members represent a variety of Virginians including low-income citizens, local governments, the private sector, philanthropic organizations, religious leaders, and nonprofit leaders.

VACAP and our network are grateful for the support of this Committee and your colleagues in the General Assembly for investing in community action through complementary TANF resources. We also are grateful to work with such a collaborative and innovative team at the Virginia Department of Social Services led by Commissioner Duke Storen and the amazing team at the Office of Economic Opportunity. We share a common priority of bolstering economic mobility through strategic investments.

Community action is adaptable and flexible to the unique needs of the diverse regions of Virginia and the different service delivery networks. We complete community needs assessments and implement solutions to fill gaps in service delivery with public and private partners.

Our efforts are guided by a Whole Family/2 Generation approach to service delivery. VACAP's Board of Directors set this evidenced-based whole family approach as our priority in 2023 after the successful implementation of a pilot effort across six Virginia community action agencies. The national model is now a

an established approach and program that combines intensive coaching with integrated intake processes that ensure the whole breadth of state, local and federal programs that provide economic mobility opportunities. The end goal is to help families rise out of poverty and to achieve their economic dreams. The program is demonstrating great success.

Our agencies help individuals and families navigate the complex array of programs delivered for human services, workforce, housing, financial empowerment, and more. We work across state government to help operate and/or partner with other government, nonprofit and religious organizations. Agencies often offer Head Start programs, weatherization improvements for homes, rent relief, emergency assistance, financial counseling, housing counseling, workforce training, community development programs, homelessness assistance, digital/broadband navigation assistance, health care delivery and so much more.

As you would expect, VACAP and our network face challenges in helping families overcome poverty due to the benefits cliff, the lack of affordable housing, childcare costs, transportation costs and more.

In response to these challenges, our network sees an opportunity to bolster our emergency relief efforts by focusing more on strategic investments in long-term thinking that changes the trajectory of Virginia families.

Our agencies are actively advancing strategic initiatives that strengthen service delivery across the Commonwealth. Through collaboration on Digital Opportunity Plans, we are expanding access to training and support that connect communities to employment and healthcare opportunities. We are also engaged in the HR1 workgroup, helping to adapt health and human services data-sharing processes to meet federal requirements. The launch of the Head Start Leadership Collaborative (HSLC) is enhancing our ability to strengthen, expand, and sustain Head Start and Early Head Start programs statewide, supporting providers across Virginia through deepened connection to the state's early childhood investments. In addition, our agencies remain leaders in Weatherization and energy assistance, working alongside partners to deliver high-quality, effective services that meet the needs of our citizens.

We are grateful for the state budget investments in the Virginia CASH Campaign/Volunteer Income Tax Assistance network. The network trains volunteers who help Virginians to file their state and federal tax returns. The appropriation allows more Virginians to gain access to key bipartisan tax credits

such as the federal Earned Income Tax Credit, and the partially refundable state Earned Income Tax Credit.

Thanks to the investment of the executive branch and General Assembly in the six-agency Whole Family program, Virginia is being spotlighted nationally for focusing on evidence-based best practices to whole families. Coaches promote self-sufficiency and focus on overcoming longstanding barriers that families face to achieve higher paying jobs through training and supportive services leading to self-sufficiency.

Community Action believes in focusing less on program outputs and rather achieving the outcome of moving whole families from poverty to prosperity. Community action in partnership with the General Assembly and Administration is doing just that! And lives are being transformed.

I am glad you will hear directly from our VACAP officers, VACAP members and Virginians served by community action. The community action leaders will talk about their programs, their daily work, and the innovative spirit they, their teams and their partners bring to serving Virginians.

Thank you for your support and leadership.

TESTIMONY OF BRYAN PHIPPS
PRESIDENT & CEO
PEOPLE INCORPORATED OF VIRGINIA
CHAIR, VIRGINIA COMMUNITY ACTION PARTNERSHIP

July 9, 2026
STANDING JOINT SUBCOMMITTEE ON BLOCK GRANTS

Good afternoon, Mr. Chairman and Committee members. Thank you for the opportunity to appear before you today. My name is Bryan Phipps, and I am the President and CEO of People Incorporated of Virginia. I am also honored to serve as Chair of the Virginia Community Action Partnership (VACAP) Board of Directors.

It is my privilege to speak to you not only from the perspective of one organization, but on behalf of the network of the 31 public and private Community Action Agencies (CAAs) that play an integral role in communities across the Commonwealth.

People Incorporated was founded in 1964 and today serves 17 counties and cities, providing more than 30 programs designed to give low- and moderate-income individuals and families a genuine hand up. In 2025, we helped 5,293 people at different stages of their lives take meaningful steps toward brighter futures, greater stability and self-sufficiency. We manage 1,153 affordable housing units across 33 properties in Virginia and Tennessee. Our financial services affiliate has deployed over \$200 million in New Market Tax Credits (NMTC) since 2010, creating and retaining 9,000 jobs across nine states. We serve families at 47 percent of the poverty line and 76 percent of our clients are at or below 200 percent. These are all people for whom the right bridge, at the right moment, changes the entire trajectory of a life.

People Incorporated's story is one thread in a much larger tapestry. Across Virginia, community action agencies are doing this work every day in communities as different from one another as the state itself. Each agency is locally governed, locally accountable, and deeply rooted in the specific needs of the community it serves. What we have in common is this: we use the Community Services Block Grant (CSBG) as a foundational investment that makes everything else possible.

CSBG's Flexibility Is Its Defining Strength

The Community Services Block Grant is unlike most federal funding streams precisely because it does not prescribe a single solution to a single problem. It funds the capacity of agencies like ours to identify what our communities need and, more importantly, to respond to those needs. That flexibility is not an administrative convenience. It is the program's core value and the key to the community action movement's long history of service across the nation.

In rural Southwest Virginia, that flexibility means using CSBG to support weatherization readiness and domestic violence services that would otherwise go unfunded. Across the

state this year, our colleagues at CAAs used CSBG to pilot workforce credential programs, support financial coaching and matched savings programs like our RISE initiative in partnership with the Virginia Department of Social Services (VDSS), develop pre-development capacity for affordable housing, and fund outreach to families in communities where other programs simply do not reach.

Consider what CSBG-supported flexibility has produced across our enterprise alone: a young mother in rural Russell County who used our income-based housing to restart her career and is now a general manager and homeowner; a factory worker in Carroll County who fulfilled a childhood dream of law enforcement through our CSBG-supported workforce program; a sheep farming couple in Culpeper who turned an agricultural gap into a viable small business with support from our CDFI affiliate. All made possible, in part, by the organizational infrastructure CSBG helps sustain.

These are not exceptional stories. They are what community action looks like when the funding is flexible enough to follow the need.

CSBG Enables the Whole-Family Model That Virginia's CAAs Have Pioneered

Virginia's community action agencies have built a reputation as national leaders in the whole-family approach to economic mobility. CSBG is the connective tissue of that model. It funds the staff, the planning, the coordination, and the gap-filling that allows CAAs to walk alongside families — not just refer them to a single program, but coach them through housing, employment, financial health, and education in an integrated way.

The Head Start program we operate serves 578 children and 500 families annually. We completed 1,205 home visits through our First Steps children's health initiative. We provided 15,960 hours of business counseling through our financial services affiliate. We answered 2,435 emergency domestic violence calls. None of these programs stands alone. CSBG is what enables us to knit them together into something greater than the sum of their parts.

What is true for People Incorporated is true for CAAs in every corner of Virginia. The flexibility of CSBG allows each agency to configure that whole-family model for its own community, prioritizing what local data and local experience tell them is most urgent, and adapting as conditions change.

A Partnership Worth Protecting

Virginia's CAAs are proud partners with VDSS, and we look forward to continued collaboration with Commissioner Storen and the VDSS team. That state-level partnership, anchored by CSBG, is what allows Virginia to maintain a coherent, community-rooted infrastructure for economic opportunity. Virginia is a shining and uncommon example of how states and CAA's work together to absorb shocks, respond to emerging needs, and remain anchored in local accountability even as the external environment shifts.

We are operating in a moment of genuine uncertainty for community organizations. Uncertainty around federal funding landscapes, around community needs accelerated by economic pressures, and around the families who depend on our services to remain steady when everything else is not. That is exactly the environment in which the flexibility of CSBG matters most.

On behalf of People Incorporated of Virginia and the full Virginia Community Action Partnership, we support the CSBG state plan before you today and respectfully ask for your approval.

Thank you for your ongoing commitment to Virginia's community action network and the people we serve together. With your continued partnership, we will keep building the bridges that give Virginians from every corner of the Commonwealth the chance to build their futures and realize their dreams.

TESTIMONY OF KEVIN OTEY
CHIEF OPERATING OFFICER
HAMPTON ROADS COMMUNITY ACTION PROGRAM
IMMEDIATE PAST CHAIR, VIRGINIA COMMUNITY ACTION PARTNERSHIP

July 9, 2026
STANDING JOINT SUBCOMMITTEE ON BLOCK GRANTS

Good afternoon, Mr. Chairman and Committee Members,

Thank you for the opportunity to provide testimony in support of the Community Services Block Grant (CSBG) State Plan. My name is Kevin D. Otey, Jr., Chief Operating Officer of Hampton Roads Community Action Program (HRCAP) and Immediate Past Board Chair of the Virginia Community Action Partnership.

I am honored to speak on behalf of HRCAP and the local constituents of the Hampton Roads region.

CSBG as a Foundational Investment

At HRCAP, CSBG is the foundational investment that enables us to operate a coordinated system of services designed to move families toward long-term stability and self-sufficiency. In 2025 alone, HRCAP served 8,060 households and 10,698 individuals, prepared 2,449 tax returns saving \$612,500 in fees, over \$2.1 million returned to our region through refunds, distributed 2.5 million lbs. of food and 24,487 meals to residents living in food deserts, and provided 32,549 diapers to support working families.

CSBG Enables the Whole Family Approach Model

CSBG allows HRCAP to implement a Whole Family Approach that integrates services across systems. Through this model, 149 households (528 individuals) were enrolled, 57.05% increase in earned income, and average income rose to \$21,589, demonstrating measurable economic mobility.

Demonstrating Impact Through Data and Scorecards

Recent operational data (4th quarter ending June 30), reflects strong outcomes across program delivery. HRCAP recorded 714 new enrollments, 507 successful service closures, and served hundreds of individuals and households across programs. Housing stability outcomes include 23 housing placements and approximately 78% stability among participating households, with many families avoiding eviction through financial support and counseling. Employment outcomes included job placements and increased engagement in workforce programming and financial literacy services.

June 2026 monthly outcomes further demonstrate impact, including 67 households avoiding eviction, 38 pre-K students demonstrating school readiness, 40 individuals developing sustainable budgets, 21 individuals earning digital literacy certifications, and 13 individuals obtaining a GED.

Strengthening Accountability and Performance

HRCAP has implemented agency-wide dashboards and performance scorecards to ensure accountability and data-driven decision-making. This approach allows leadership to monitor outcomes in real time, align services with community needs, and strengthen reporting transparency.

Conclusion

CSBG is not simply a funding stream—it is the infrastructure that enables Community Action Agencies to deliver measurable, transformative outcomes. On behalf of Hampton Roads Community Action Program, I respectfully express strong support for the CSBG State Plan and request your approval. Thank you for your continued commitment to Virginia's Community Action network and the families we serve.

TESTIMONY OF ANGELA PENN
PRESIDENT & CEO
TOTAL ACTION FOR PROGRESS (TAP)
JULY 9, 2026
STANDING JOINT SUBCOMMITTEE ON BLOCK GRANTS

Good afternoon, Chairman Suetterlein and members of the Joint Subcommittee on Block Grants. Thank you for the opportunity to express TAP's support for Virginia's Community Services Block Grant (CSBG) State Plan.

I would also like to extend my sincere appreciation to the members of the General Assembly who represent TAP's service area for their longstanding bipartisan support of Community Action. Chairman Suetterlein and Delegate McNamara, thank you for your support and service on this committee and for your continued commitment to the families and communities we serve throughout the Roanoke Valley and the Alleghany Highlands.

My name is Angela Penn, and I serve as President and CEO of Total Action for Progress (TAP), headquartered in Roanoke. Founded in April 1965, TAP has proudly served southwest Virginia for more than six decades as the designated Community Action Agency for eleven localities, including the Cities of Roanoke, Salem, Covington, Lexington, and Buena Vista, along with the Counties of Roanoke, Bath, Botetourt, Craig, Alleghany, and Rockbridge.

While our designated service area includes those eleven jurisdictions, TAP's impact reaches much farther. Today, our programs operate in 25 localities across the Commonwealth, responding to community needs and creating pathways to economic mobility for individuals and families facing poverty and hardship.

On behalf of the thousands of individuals and families we serve, our dedicated staff, and our community partners, thank you for your continued investment in Community Action. Your support makes it possible for organizations like TAP to provide opportunities that strengthen families, communities, and Virginia's economy.

The Community Services Block Grant is the foundation that allows TAP to respond to local needs with flexibility, innovation, and compassion. It is the backbone that connects individuals and families to the services, resources, and opportunities that help them move toward economic independence.

At TAP, we recognize that the people we serve already possess the talent, determination, and resilience needed to succeed. Our role is not to create potential it is to remove barriers, build opportunity, and provide the support that

allows that potential to flourish. Every success story belongs to the individual who chose to persevere. We are simply honored to walk alongside them on that journey.

Because every family's circumstances are different, TAP meets people where they are. Whether someone needs encouragement, education, financial coaching, workforce training, or crisis assistance, we work with each individual to develop a plan that builds upon their unique strengths and goals. This whole-family approach allows us to address immediate needs while creating long-term pathways out of poverty.

One of the best examples of this approach is the story of Tiffany Lambert. Her journey demonstrates what can happen when determination is matched with opportunity, encouragement, and the flexible support that Community Action provides.

Tiffany Lambert is a resilient, hardworking, and optimistic single mother of three who has always believed that a better future was possible. While balancing the demands of raising her children, working, and pursuing her education, Tiffany often found herself facing financial challenges that made it difficult to move forward. She knew she wanted more for her family, but like many families, navigating the path to financial stability seemed overwhelming. That path became much clearer when she connected with TAP.

Through TAP's RISE (Reaching Independence through Savings and Education) program, Tiffany found more than financial assistance—she found encouragement, accountability, and the confidence to invest in herself. By focusing on saving and qualifying for matched funds, Tiffany was able to improve her credit, purchase reliable transportation, and begin working toward her long-term goal of homeownership. In September 2025, she purchased a Toyota Highlander using her savings and the RISE program's matched funds, providing dependable transportation for work, school, and her family.

As Tiffany's financial stability grew, so did her professional opportunities. She completed TAP's Telemarketing Training Program through the This Valley Works initiative, allowing her to work remotely while continuing to care for her children. More recently, she accepted a full-time position with the Roanoke Redevelopment and Housing Authority, an important milestone in her career journey. At the same time, Tiffany continues pursuing her nursing degree at Virginia Western Community College, bringing her one step closer to achieving her dream of a career in healthcare.

Throughout her journey, Tiffany has remained focused on creating opportunities for her family. She has maintained a positive outlook, actively sought community

resources, and continued investing in herself despite the challenges she faced. TAP's financial coaching and supportive services helped remove barriers that might otherwise have prevented her from reaching her goals, allowing her to focus on building a stronger future rather than simply getting by.

Looking back, Tiffany sees TAP as more than a program; it has been a partner in her success.

"TAP has been the support I've needed for a long time. Because of that support, I don't feel bound anymore. TAP has helped me reach so many of my goals—and now I'm closer than ever to making my dreams come true."

Tiffany's story is one example of what the Community Services Block Grant makes possible. Every day, TAP works alongside individuals and families facing different challenges, providing the flexible resources and personalized support that help them achieve long-term economic mobility.

Our work begins with our youngest learners. Last year, TAP prepared 789 infants, toddlers, and preschool children for success through Head Start and Early Head Start while also supporting expectant mothers and strengthening families during their children's earliest years of development.

Education and workforce development remain essential strategies for helping families achieve self-sufficiency. Last year, TAP trained 706 youth and adults, with 333 securing employment. Through Project Discovery, our first-generation college access program, 294 students received academic support, college exploration opportunities, and assistance navigating admissions, scholarships, and financial aid. These investments are helping young people become tomorrow's workforce and community leaders.

Financial empowerment remains another cornerstone of our work. Tiffany's journey reflects the impact of TAP's financial empowerment services. Through programs like our Volunteer Income Tax Assistance Program and RISE, families build assets, improve their credit, purchase reliable transportation, prepare for homeownership, and strengthen their long-term financial security. Last year, TAP provided free tax preparation services to 480 households, helping families claim more than \$204,000 in Earned Income Tax Credits, keeping those dollars in our local economy while strengthening working families.

TAP also continues to provide comprehensive services for survivors of domestic violence. Last year, we answered 738 hotline calls, provided emergency transportation for 113 individuals, relocated 32 survivors to safe housing, sheltered 97 individuals, secured permanent housing for 82 survivors, and facilitated 933 supervised visits and safe exchanges for 75 adults and 53 children

through Sabrina's Place, the region's only supervised visitation and safe exchange center.

Housing remains one of the most significant challenges facing our region. Last year, TAP prevented homelessness for 141 households. As the Land Bank for the City of Roanoke and through partnerships with local governments, nonprofit housing organizations, and private developers, we continue working to expand affordable housing opportunities, preserve existing housing, and develop innovative solutions to address the growing housing shortage. We are also advancing Healthy Homes initiatives that improve the safety, health, and quality of housing for low-income homeowners.

We remain committed to creating opportunities for young people beyond the classroom. TAP's youth leadership initiatives continue to provide mentoring, life skills, academic support, arts education, and positive engagement for students who may otherwise be at risk of becoming disconnected from school or their communities. These programs are building confidence, strengthening leadership skills, and inspiring the next generation of community leaders.

The Community Services Block Grant makes all this possible. It provides Community Action Agencies with the flexibility to respond to local priorities while leveraging partnerships and additional funding to maximize impact. Together, Virginia's Community Action Partnership is helping thousands of families improve their education, employment, housing stability, financial security, and overall quality of life.

Finally, I want to express our appreciation to the Office of Economic Opportunity and the Virginia Department of Social Services for their continued partnership and support. We are grateful for the leadership of Commissioner Duke Storen and the OEO staff, whose technical assistance, guidance, and commitment strengthen Community Action Agencies across the Commonwealth.

Every statistic included in this testimony represents a person, a family, or a child whose future looks different because of the Community Services Block Grant. Tiffany Lambert's story is one example among thousands across the Commonwealth. Together, through the Community Action Partnership, we are creating opportunities that change lives, strengthen families, and build more prosperous communities throughout Virginia.

Thank you for your time, your leadership, and your continued support of Virginia's Community Services Block Grant State Plan.