

Community Services Block Grant Conversations The CSBG Manager and The State Association

July 28, 2021



Conversation Outline

March Conversation

Payment Processing

April Conversation

Annual application

May Conversation

Monitoring

June Conversation

Reporting

July Conversation

Hodge-Podge

QUESTIONS



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Monitoring

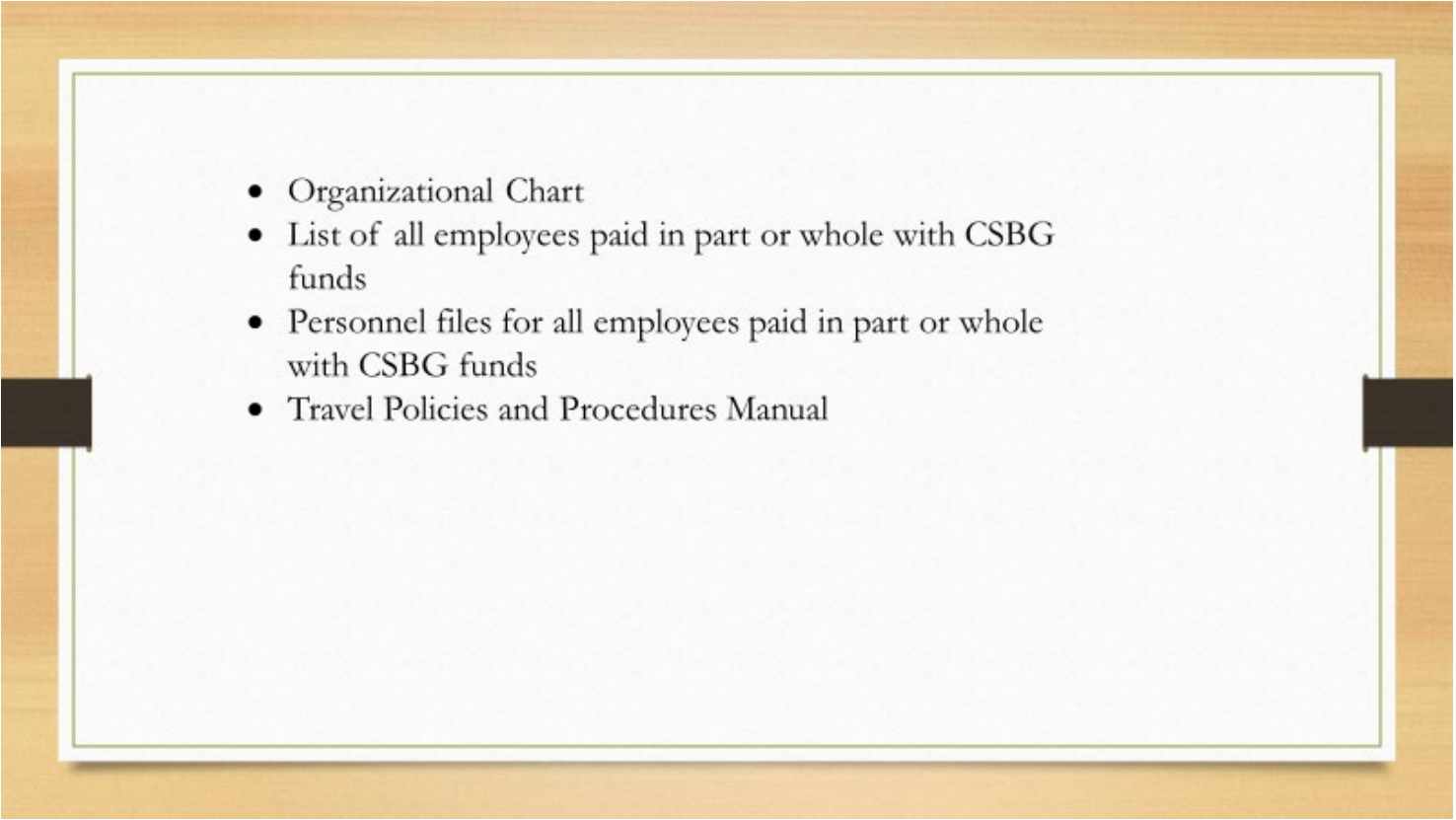
FY 2020 Virtual

Organizational Standards Self-Assessment

- Documentation for met and unmet standards
- Board minutes

Financial/Personnel Review Section

- Financial Policies and Procedures Manual
- Chart of Accounts
- Cost Allocation Plan
- Indirect Cost Plan/Rate -
- Most recent 990
- Copy of audit response letter from DHS Department of Payment Integrity and Audit Unit
- Copy of Management response to any Audit findings
- Copy of proof of submitting Audit to Federal Clearinghouse
- List of all agency bank accounts, note type and which has CSBG funds
- List of all agency credit cards/accounts, note which are paid with CSBG funds
- Personnel Policies and Procedures Manual
- Employee Grievance Procedures
- Affirmative Action Plan/EEOC Officer
- List of Lawsuits against the agency since October 2019
- Proof of current coverage for ERISA, Crime and Directors and Officers

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- Organizational Chart
 - List of all employees paid in part or whole with CSBG funds
 - Personnel files for all employees paid in part or whole with CSBG funds
 - Travel Policies and Procedures Manual

Procurement

- Procurement Policies and Procedures
- Documentation of procurement process for items purchased with CSBG funds
- RFPs, specifications, advertisements, all bids, scoring sheets, cost analysis
- Copy of contracts that are paid with CSBG funds

Property Management/Inventory

- List of any equipment/vehicles/program inventory purchased in part or in whole with CSBG funds

Client Files

- List of satellite offices
- Case Management Clients Files working toward TOP
- Emergency Assistance Client Files
- Procedure for the use of the Declaration of Income
- Denial and Appeals Procedure
- List of client appeals
- Procedure for termination of case management services
- Number of clients served by county since October 2019
- Referral Process

- Board Roster
- Board Committee Roster
- Identify each member sector, beginning and ending term dates, term length
- Physical address of each board member
- Election/Selection materials for each member elected/selected
- Board meeting packets include approved and signed board minutes

Performance Management

- Community Action Plan - Outcomes and Updates



Reporting

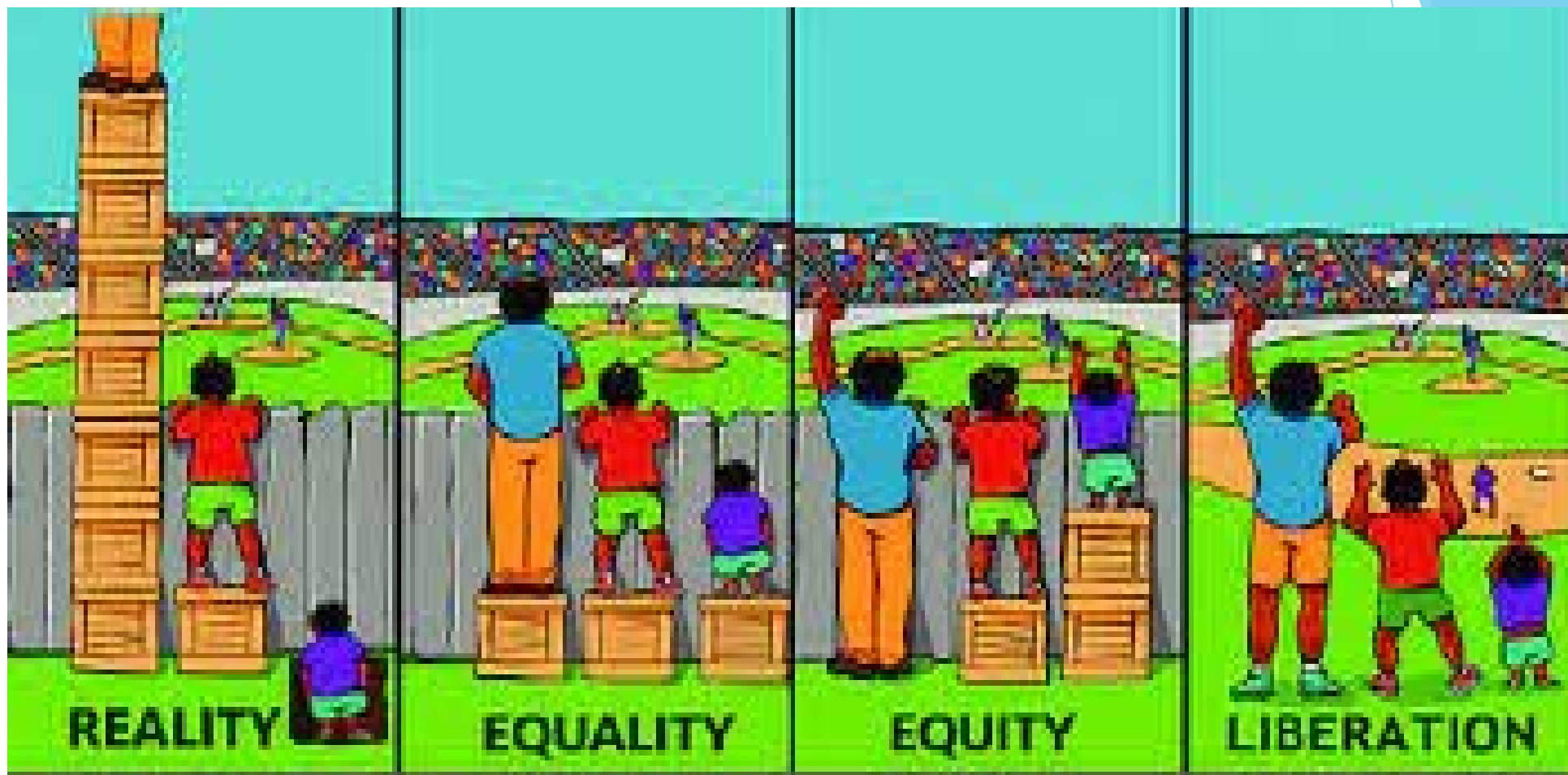
- Quarterly Performance Report
- Annual Report
- Monthly Financial Report (Invoice)
- Board Report
- Annual A-133 Audit
- Monthly Client Report



The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic border around the central text.

Community Needs Assessment







► Re-entry

Full Agency



Factors for Recidivism or Criminal Behavior

Mental Health Issues

55%

of offenders with serious mental health problems return to prison within 5 years of release

Substance Abuse

- 50%** of all prison admissions have convictions for drug & alcohol offenses
- 59%** of offenders returning to prison with a violation for drug use while on parole
- 52%** of CMI prison admissions have four or more CMI convictions
- 93%** of those returning to prison required substance abuse treatment

Employment

69% of offenders who've never had full-time employment return to prison within 2 years



Only **23%**



of offenders who've had full-time employment return to prison within 2 years

Education

43% of offenders who leave prison **WITHOUT** a GED or high school diploma return within 2 years



Only **31%**

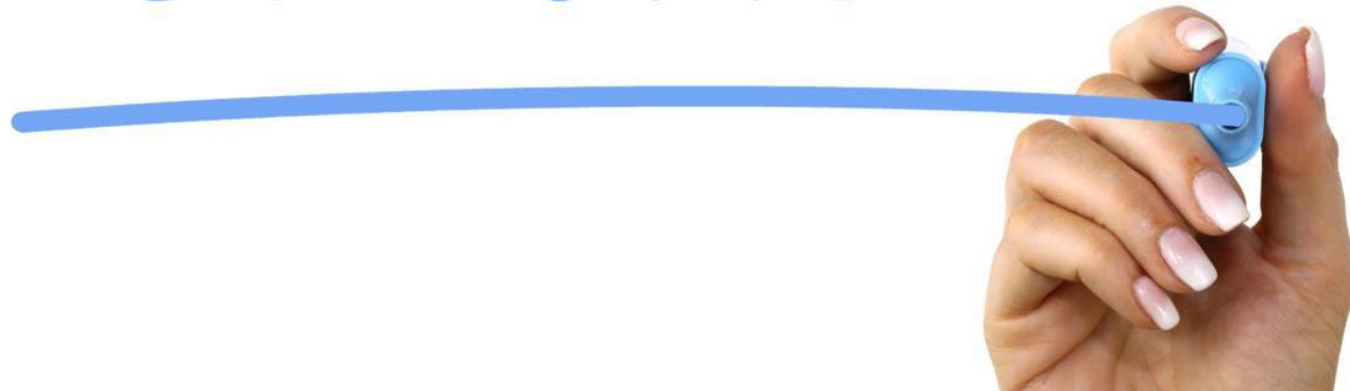


of offenders who obtain a GED in prison return to prison within 2 years



**NOW
ACCEPTING
APPLICATIONS**

CUSTOMER SERVICE



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► Due Dates

CAA SCHEDULE OF CSBG DUE DATES

REPORT/ACTIVITY	DATE DUE
Invoice/Expenditure & Funds Request	15 th of each month
Annual Report	February 15
1 st Quarter Report	January 30
Public Hearing (<i>in accordance with Community Needs Assessment update</i>)	By February 28
2 nd Quarter Report	April 30
CSBG Funding Application	July 23,2021
3 rd Quarter Report	July 30
4 th Quarter Report	December 31
Annual A-133 Audit Report	120 days after end of CAA program year

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