



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Office of Community Services

**Community Services Block Grant (CSBG)  
State Plan 2022-2023**

**CSBG Cover Page (SF-424M)**

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact M. Monique Alcantara at [melania.alcantara@acf.hhs.gov](mailto:melania.alcantara@acf.hhs.gov).

## Instructions

The CSBG State Plan is currently under review through the Office of Management and Budget (OMB) clearance per the requirements of the Paperwork Reduction Act of 1995. OCS created this fillable form as a tool for CSBG grantees as they plan for the administration of CSBG for Fiscal Year (FY) 2022. CSBG grantees can use this tool for planning purposes including, but not limited to: consultation with stakeholders, and meeting public and legislative hearing requirements (Section 676(a)(2)(B) and Section 676(a)(3) of the CSBG Act).

Once the CSBG State Plan receives clearance through OMB and the CSBG State Plan is available through GrantSolutions.gov, CSBG grantees may copy and paste their answers into the online form.

### This form allows for the following types of responses:

**Checkbox** – Select the box to choose an option.

Choose an item. **Dropdowns** – Select the box, and then click the down arrow that appears to select an available option.

Click or tap to enter a date. **Date Picker:** Select the box, and then click the down arrow that appears to select an available option.

Click or tap here to enter text. **Narrative Text Field (No Characters Limit).** Click the box to start entering text.

**Narrative Text Field (Character Limit).** Start typing within the gray square to enter text. These fields only allow for a certain character limit as described in the **blue** instructive text.

**Tables:** Some tables allow you to add additional rows as needed. To add a row within this form: place your cursor within any column of the table, and then select the plus sign (+) at the end of the row.

**Please note:** There is no requirement for CSBG grantees to use this tool. This tool cannot be submitted in lieu of the CSBG State Plan within GrantSolutions.gov neither can this tool be attached within GrantSolutions.gov as the official submission.

**SECTION 1: CSBG Administrative Information**

**1.1.** Identify whether this is a one-year or a two-year plan. Two-Year

**1.1a.** Provide the federal fiscal years this plan covers: **Year One** 2022  
**Year Two** 2023

**GUIDANCE:** If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”.

**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. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

**Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan?**  Yes  No Choose an item.

If yes, select the fields that have changed. [\[Check all the apply\]](#)

- Lead Agency
- Authorized Official
- Zip Code
- Email Address
- Department Type
- Street Address
- Office Number
- Website
- Department Name
- City
- Fax Number

**1.2a. Lead agency** [\[Narrative, 150 Characters\]](#) Oklahoma Department of Commerce (ODOC)

**GUIDANCE:** Please only provide the exact name of the CSBG state lead agency as designated within the designation letter and an acronym (as applicable).  
**EXAMPLE:** Office of Community Services (OCS)

**1.2b. Cabinet or administrative department of this lead agency** [\[Check one and provide a narrative where applicable\]](#)

- Community Affairs Department
- Community Services Department
- Governor’s Office
- Health Department
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe: [\[Narrative, 100 characters\]](#)

- 1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official [Narrative, 100 Characters] Community Development Service
- 1.2d. **Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements. [Narrative, 50 characters each]
  - Name Marshall Vogts
  - Title Director, Community Development Service
- 1.2e. **Street Address** [Narrative, 200 characters] 900 N. Stiles Ave
- 1.2f. **City** [Narrative, 50 characters] Oklahoma City
- 1.2g. **State** [Dropdown] Oklahoma
- 1.2h. **Zip Code** [Numerical Response, 5 digits] 73104
- 1.2i. **Telephone Number** [Numerical Response, 10-15 digits] (405) 815-5339
- 1.2j. **Fax Number** [Numerical Response, 10 digits] 405-815-5344
- 1.2k. **Email Address** [Narrative, 150 characters] marshall.vogts@okcommerce.gov
- 1.2l. **Lead Agency Website** [Narrative, 200 characters] okcommerce.gov

**Note:** Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

- 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 designated agency has changed. [Attach a document.]

**GUIDANCE:** The designation letter should be updated whenever there is a change to the designee.

**INSTRUCTIONAL NOTE:** The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

- 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 the state point of contact changed since the last submission of the State Plan?**  Yes  No Choose an item.

If yes, select the fields that have changed. [Check all the apply]

- Agency Name
- Point of Contact
- Street Address
- City
- State
- Zip Code
- Office Number
- Fax Number
- Email Address
- Website

**1.4a.** Agency Name [Narrative, 150 characters] Oklahoma Department of Commerce

**1.4b.** Point of Contact Name [Narrative, 50 characters each]

**Name** Rhonda Harding-Hill

**Title** Director of Programs - Planning

**1.4c.** Street Address [Narrative, 200 characters] 900 N. Stiles Ave.

**1.4d.** City [Narrative, 50 characters] Oklahoma City

**1.4e.** State [Dropdown] Oklahoma

**1.4f.** Zip Code [Numerical Response, 5 digits] 73104

**1.4g.** Telephone Number [Numerical Response, 10 – 15 digits] (405) 815-5126

**1.4h.** Fax Number [Numerical Response, 10 digits] (405) 815-5344

**1.4i.** Email Address [Narrative, 150 characters] [Rhonda.Harding-Hill@okcommerce.gov](mailto:Rhonda.Harding-Hill@okcommerce.gov)

**1.4j.** Agency Website [Narrative, 200 characters] okcommerce.gov

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

**There is currently a state Community Action Association within the state.**

Yes  No Choose an item.

**Has information regarding the state Community Action Association changed since the last submission of the State Plan?**

Yes  No Choose an item.

If yes, select the fields that have changed. [Check all the apply]

- Agency Name
- Executive Director
- Street Address
- City
- State
- Zip Code
- Office Number
- Fax Number
- Email Address
- Website
- RPIC Lead

**1.5a.** Agency name [Narrative, 150 characters] Oklahoma Association of Community Action Agencies

**1.5b.** Executive Director or Point of Contact [Narrative, 50 characters each]

**Name** Jessie Thompson

**Title** Interim Executive Director

**1.5c.** Street Address [Narrative, 200 characters] 605 Centennial Blvd.

**1.5d.** City [Narrative, 50 characters] Edmond

- 1.5e. **State** [Dropdown] Oklahoma
- 1.5f. **Zip Code** [Numerical Response, 5 digits] 73013
- 1.5g. **Telephone Number** [Numerical Response, 10 – 15 digits] (405) 949-1495
- 1.5h. **Fax Number** [Numerical Response, 10 digits] (405) 509-2712
- 1.5i. **Email Address** [Narrative, 150 characters] executivedirector@okacaa.org
- 1.5j. **State Association Website** [Narrative, 200 characters] okacaa.org
- 1.5k. **State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead**  Yes  No Choose an item.

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## SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG.  Yes  No Choose an item.
- 2.2. **CSBG State Regulation:** State has regulations for CSBG.  Yes  No Choose an item.
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. [Attach a document and/or provide a link, 1500 characters]  
<http://www.oar.state.ok.us/oar/codedoc02.nsf/All/3413904F2680C8FA86257DA40061D844?OpenDocument>

**GUIDANCE:** The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 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 enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year.  Yes  No Choose an item.
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year.  Yes  No Choose an item.

## 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. [\[Narrative, 2500 characters\]](#)

The Oklahoma Department of Commerce is the primary economic development entity in the state. Its mission is to be a Top Ten state by promoting our business-friendly culture and great quality of life to companies across the globe and bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

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The Oklahoma Department of Commerce and our partners work together to develop and sustain Oklahoma's workforce. Education and training programs create a pipeline of talent so companies can hire a qualified workforce and Oklahomans can find quality jobs that pay well and build wealth for our families and communities.

We recruit new businesses to the state by promoting the great assets we have for businesses to succeed. We work to foster an entrepreneurial culture and infrastructure in Oklahoma to encourage the start-up of new businesses and partner with communities to ensure existing businesses grow and prosper.

We partner with city and county elected officials and community leaders to help raise incomes, improve the quality of life for local residents, and help local businesses to thrive. Through federal funding, we oversee vital infrastructure and human services investments that help position communities as favorable for business attraction.

- 3.2. State Plan Goals:** Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan. [\[Narrative, 3000 characters\]](#)

The goals of the State CSBG office are:

1. Timely distribution of funds to eligible entities
2. Monitoring of eligible entities
3. Providing training and technical assistance to assist eligible entities in complying with CSBG program objectives, ROMA and Organizational Standards

**GUIDANCE:** States should consider feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their State Plan goals.

**Instructional Note:** For examples of "goals," see State Accountability Measure 1Sa(i).



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

**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 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) [Narrative, 500 characters]

**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] [Narrative, 500 characters]

**3.3c. Consultation with** [Check all that 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) [Narrative, 500 characters]

**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. [Narrative, 3000 Characters]

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

Members of the Board of Directors of the State Association developed, and the Board as a whole voted to support, a funding distribution plan that uses more current census data while lessening the impact on the budgets of those eligible entities whose proportional share of funds would decrease as the result of population changes within the service areas.

The State referred to the Community Action Plans submitted by the eligible entities with their current funding applications to assist with the completion of the plan.

The State provided the eligible entities opportunity to review and comment on the plan draft prior to it being made available for public inspection, and held the public hearing on the same day of the State Association’s Board of Director’s meeting so that it would be easier for the Executive Directors of the Eligible Entities to participate.

**3.4b. Performance Management Adjustment:** Describe how the state has 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. [\[Narrative, 3000 Characters\]](#)

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

Based upon feedback from the 2021 ACSI survey, the state is implementing a workgroup made up of EE staff to assist the State Office in planning for the next state plan cycle. This should identify the areas in which the EE’s believe there is an increased need for their input in the development of the State Plan. Which should result in an improved ACSI score. Other areas of the ACSI survey will be reviewed and a plan for improvement will be development and implemented prior to the next survey.

**3.5. Eligible Entity Overall Satisfaction:** Provide the state’s target for eligible entity Overall Satisfaction during the performance period. [\[3 digits\]](#) **Year One** 60% **Year Two** 61%

**Instructional Note:** The state’s target score will indicate improvement or maintenance of the states’ Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state’s eligible entities.

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

**GUIDANCE:** The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

**GUIDANCE:** Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

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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. [\[Narrative, 2500 Characters\]](#)

**GUIDANCE:** Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities (e.g. via email or publication on a public website with specific notification to the eligible entities) in the state as well as any other interested parties.

**The CSBG PY22-23 Public Hearing is scheduled for August 18 2021 @ 1p; OKACAA**

Two weeks prior to the public hearing the plan was made available on the State CSBG office's website and a press release was issued to its statewide media distribution list soon after. The website included an email address where comments could be sent and the time and location of the public hearing. The website link was emailed to the eligible entity executive directors and the executive director of the state association. Copies of the plan were also available at the hearing.

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act. [\[Narrative, 2500 Characters\]](#)

**The CSBG PY22-23 Public Hearing is scheduled for August 18 2021 @ 1p; OKACAA**

Two weeks prior to the public hearing the plan was made available on the State CSBG office's website and a press release was issued to its statewide media distribution list soon after. The website included an email address where comments could be sent and the time and location of the public hearing. The website link was emailed to the eligible entity executive directors and the executive director of the state association. Copies of the plan were also available at the hearing.

- 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.

**Instructional Note:** A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the

first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

<b>Date</b> <i>[Select a Date]</i>	<b>Location</b> <i>[Provide the facility and city – Narrative 100 characters]</i>	<b>Type of Hearing</b> <i>[Select an option]</i>	<b>If a Combined Hearing was held confirmed that the public was invited.</b>
8/18/2021	8/18/2021 Oklahoma Assn of Community Action Agencies Public 605 Centennial Blvd, Edmond, OK 73013	Public	<input type="checkbox"/>
5/13/2020	5/13/2020 Oklahoma Capitol Building Legislative	Legislative	<input type="checkbox"/>

**NOTE: ADD-A-ROW function** – States can add rows as needed for each hearing as needed. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

**GUIDANCE:** A combined hearing refers to having one joint public and legislative hearing.

**4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings.  
[Attach supporting documentation or provide a hyperlink(s), 500 characters]

Public – press release, web-site link, sign-in sheet, comments from hearing – TO BE UPLOADED

Legislative – Agenda –TO BE UPLOADED – documents saved on I-drive in 2022-2023 state plan folder

**GUIDANCE:** Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

**EXAMPLE NAMING CONVENTION:** 4.4. Public and Legislative Hearings Agenda 062117

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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.

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Click or tap here to enter text.		Choose an item.	Choose an item.

**NOTE: WITHIN OLDC, you will not be able to add-a-row. Any additions/deletions to the Eligible Entity List should be made within the CSBG Eligible Entity List within OLDC prior to initializing a new CSBG State Plan within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.**

**Note:** Table 5.1. pre-populates the Annual Report, Module 1, Table C.1.

Big Five Community Services	Bryan, Carter, Coal, Love, Pontotoc	Non-Profit	CAA
CAP Tulsa	Tulsa	Non-Profit	CAA
Central Oklahoma Community Action Agency	Cleveland, Lincoln, Logan, Payne, Pottawatomie, Seminole	Non-Profit	CAA
Community Action Agency of Oklahoma City and Oklahoma and Canadian Counties	Oklahoma, Canadian	Non-Profit	CAA
Community Action Development Corporation	Beckham, Cotton, Jefferson, Kiowa, Roger Mills, Tillman, Washita	Non-Profit	CAA
Community Action Resource & Development	Mayes, Nowata, Rogers, Wagoner, Washington	Non-Profit	CAA
Community Development Support Association	Garfield, Grant	Non-Profit	CAA

Deep Fork Community Action Foundation	Hughes, McIntosh, Okfuskee, Okmulgee	Non-Profit	CAA
Delta Community Action Foundation	Garvin, McClain, Stephens	Non-Profit	CAA
Great Plains Improvement Foundation	Comanche	Non-Profit	CAA
INCA Community Services	Atoka, Johnston, Marshall, Murray	Non-Profit	CAA
KI BOIS Community Action Foundation	Haskell, Latimer, LeFlore, Muskogee, Pittsburg, Sequoyah	Non-Profit	CAA
Little Dixie Community Action Agency	Choctaw, McCurtain, Pushmataha	Non-Profit	CAA
Northeast Oklahoma Community Action Agency	Adair, Cherokee, Craig, Delaware, Ottawa	Non-Profit	CAA
Opportunities, Inc.	Alfalfa, Beaver, Blaine, Cimarron, Custer, Dewey, Ellis, Harper, Kingfisher, Major, Texas, Woods, Woodward	Non-Profit	CAA
Southwest Oklahoma Community Action Group	Greer, Harmon, Jackson	Non-Profit	CAA
United Community Action Program	Creek, Kay, Noble, Osage, Pawnee	Non-Profit	CAA



Washita Valley Community Action Council	Caddo, Grady	Non-Profit	CAA
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**GUIDANCE:** Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

**NOTE:** Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

**INSTRUCTIONAL NOTE: Limited Purpose Agency** refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

**INSTRUCTIONAL NOTE: 90 percent funds** are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state under Section 675A or 675B.

**5.2.** Total number of CSBG eligible entities: 18  
*[Within OLDC, this will automatically update based on Table 5.1.]*

**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

**GUIDANCE:** The following three questions will only need to be answered based on your response to 5.3.

**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. N/A

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.	

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

**GUIDANCE:** A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation refers to an entity that is already designated/receiving funds but is now receiving funds to serve an additional geographic area previously served by another entity. A permanent re-designation **must be conducted -in line with procedures outlined in Section 676A of the CSBG Act.** An interim re-designation may be noted when an entity has been identified to provide services after a voluntary relinquishment pending official designation of a permanent entity consistent with the requirements of Section 676A. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

**5.3b. De-Designations and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities 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. N/A

CSBG Eligible Entity	Reason
Click or tap here to enter text.	Choose an item.

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

**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. N/A

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

**GUIDANCE:** This question refers to the merger or other combinations of two or more existing CSBG eligible entities only.

Under 5.3c, please only include two or more **previously designated** eligible entities that have merged or combined in order to provide CSBG services.

## 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. [\[Select one\]](#)

- COE CSBG Organizational Standards
- Modified Version of COE CSBG Organizational Standards
- Alternative Set of organizational standards

**Note:** Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

**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.

[\[Narrative, 2500 characters\]](#) **N/A**

**6.1b. Alternative Organizational Standards:** If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. [\[Attachment \(as applicable\)\]](#) **N/A**

**6.1c. Alternative Organizational Standards:** 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. **N/A**

There were no changes from the previous State Plan submission [\[If not selected, provide a narrative, 2500 characters\]](#) **N/A**

Provide reason for using alternative standards [\[Narrative, 2500 characters\]](#)

**N/A**

Describe rigor compared to COE-developed Standards [\[Narrative, 2500 characters\]](#)

**N/A**

**6.2. Implementation:** Check the box that best describes how the state officially adopted organizational standards for eligible entities 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 applies and provide a narrative (as applicable)]

- Regulation
- Policy
- Contracts with Eligible Entities
- Other, describe: [Narrative, 4000 characters]

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

- 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 Desktop Monitoring through web-based software

**6.3a. Assessment Process:** Describe the planned assessment process. [Narrative, 4000 characters]

**GUIDANCE:** Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

Oklahoma Eligible Entities upload documentation supporting organizational standards compliance to the State’s on-line organizational standards documentation management system. The documentation is reviewed and validated by state monitors through desktop and on-site monitoring visits.

The State’s on-line organizational standards documentation management system is a new process implemented in 2019 that increases efficiency and consistency of assessments. The software allows for the entities to routinely provide supporting documentation as it occurs or is due and allows the state monitors to review and validate the documentation throughout the year without having review all documentation onsite.

**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 Choose an item.

**GUIDANCE:** You will only need to respond to the following question if you responded “yes” to 6.4.

**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: [Auto – calculated] **Note: this form will not auto-calculate, please enter the number of exempt entities: N/A**

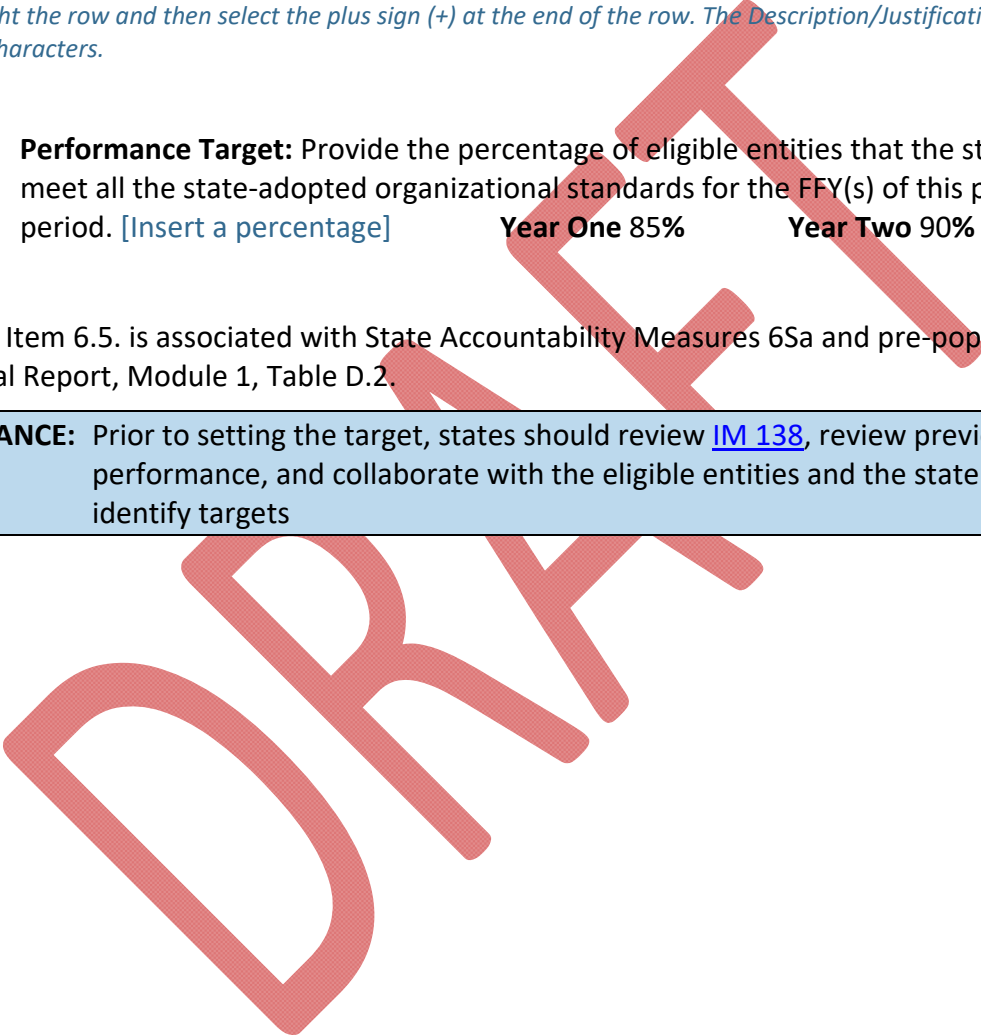
CSBG Eligible Entity	Exemption Provided	Description/Justification
Click or tap here to enter text.	Choose an item.	

**NOTE: ADD-A-ROW FUNCTION** – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

**6.5. Performance Target:** Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [Insert a percentage]      **Year One 85%**      **Year Two 90%**

**Note:** Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

**GUIDANCE:** Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and the state association to identify targets



## 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. [\[Check one\]](#)

- 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. [\[Narrative, 4000 characters\]](#)

Eligible Entities are awarded a base amount of \$10,000 per county within their service area. The remaining funds are allocated by a formula based on the poverty population, elderly population and the total square miles per county. Effective in Federal fiscal year 2015, the State Association Board of Directors proposed to the state office that the difference between 2000 and 2010 census data in the formula be allocated at 10% each year. This allows for entities with an increase population to receive additional funds while at the same time decreasing funds to those with a decrease in population without drastically impacting their budgets.

The State Office will work with the State Association members to review the effects of new census data to determine how to implement changes without causing significant impacts to their programs.

**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 Choose an item.

**7.2. Planned Allocation:** Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance to the “not less than 90 percent funds” requirement 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. **Year One 90%** **Year Two 90%**

**Planned CSBG 90 Percent Funds – Year One**

<b>CSBG Eligible Entity</b>	<b>Funding Amount (\$)</b>
Big Five Community Services	350,330
CAP Tulsa	928,972
Central Oklahoma Community Action Agency	862,368
Community Action Agency of Oklahoma City and Oklahoma and Canadian Counties	1,435,998
Community Action Development Corporation	224,210
Community Action Resource & Development	390,522
Community Development Support Association	139,116
Deep Fork Community Action Foundation	259,602
Delta Community Action Foundation	201,006
Great Plains Improvement Foundation	236,420
INCA Community Services	158,660
KI BOIS Community Action Foundation	588,904
Little Dixie Community Action Agency	226,638
Northeast Oklahoma Community Action Agency	440,384
Opportunities, Inc.	380,696
Southwest Oklahoma Community Action Group	113,724
United Community Action Program	398,222
Washita Valley Community Action Council	186,516
<b>Total (Auto-calculated)</b>	<b>\$ 0.00</b>



**NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".**

**Planned CSBG 90 Percent Funds – Year Two**

CSBG Eligible Entity	Funding Amount (\$)
Big Five Community Services	350,330
CAP Tulsa	928,972
Central Oklahoma Community Action Agency	862,368
Community Action Agency of Oklahoma City and Oklahoma and Canadian Counties	1,435,998
Community Action Development Corporation	224,210
Community Action Resource & Development	390,522
Community Development Support Association	139,116
Deep Fork Community Action Foundation	259,602
Delta Community Action Foundation	201,006
Great Plains Improvement Foundation	236,420
INCA Community Services	158,660
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United Community Action Program	398,222
Washita Valley Community Action Council	186,516
<b>Total (Auto-calculated)</b>	<b>\$ 0.00</b>

**NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".**

**Note:** This information pre-populates the state’s Annual Report, Module 1, Table E.2.

**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. Please include information about state legislative approval or other

types of administrative approval (such as approval by a board or commission).  
[Narrative, 4000 characters]

Upon receipt of the current allocation Grant Award the State distributes funds to eligible entities as follows:

- The State applies formula to allocation to determine each eligible entity's distribution amount – not more than 5 workdays
- The State prepares a funding list and routes for approval to Service Director thru Director of Programs and Programs Manager – not more than 5 workdays
- The State prepares award letters and distributes to eligible entities – not more than 5 workdays

**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 [Narrative, 4000 characters]

**7.4. Distribution Timeframe:** Does the state intend to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award?  
 Yes  No Choose an item.

**7.4a. Distribution Consistency:** If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption. [Narrative, 4000 characters]

Funds are made available to eligible entities no later than 30 days after receipt of the current allocation Grant Award with two exceptions. Contracts with eligible entities begin on the calendar year and run 21 months, so the first allocation is not available until January. This process is consistently followed every grant year. The second exception is when a small allocation is received we may opt to hold it and distribute it in combination with the remaining, larger allocation for that quarter when it is received.

**Note:** Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate 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. [Narrative, 4000 characters]

The State plans to work with State Association members to complete an in-depth review of the ASCI survey results to determine root causes for the change in scores to determine what steps are necessary to improve results.

**Note:** This information is associated with State Accountability Measure 2Sb and may pre-populate the state’s annual report form.

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

**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** 5 % **Year Two** 5 % **[Numeric response, specify %]**

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

**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** 13 **Year Two** 13 **[Numeric response, 0.00 – 99.99]**

**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** 3 **Year Two** 3 **[Numeric response, 0.00 – 99.99]**

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

**7.9. Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds as described in Section 675C(b) of the CSBG Act?  Yes  No Choose an item.

**GUIDANCE:** “No” should only be selected if the percentages provided under 7.2. and 7.6. equal 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One** 5 % **Year Two** 5 %

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

**INSTRUCTIONAL NOTE:** The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

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 primary 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.

**Use of Remainder/Discretionary Funds – Year One**

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	Click or tap here to enter text.	These planned services/activities will be described in State Plan Item 8.1 <a href="#">[Read-Only]</a>
7.9b. Coordination of state-operated programs and/or local programs	Click or tap here to enter text.	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication <a href="#">[Read-Only]</a>
7.9c. Statewide coordination and communication amount eligible entities	Click or tap here to enter text.	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication <a href="#">[Read-Only]</a>
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	Click or tap here to enter text.	
<b>Totals (Auto-Calculated)</b>	<b>\$ 0.00</b>	

*To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.*

**Use of Remainder/Discretionary Funds – Year Two**

<b>Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)</b>	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
7.9a. Training/Technical Assistance to eligible entities	\$40,000	State Assn. for T&TA to EEs = \$35,000 Conference Travel for EEs - \$5,000
7.9b. Coordination of state-operated programs and/or local programs		
7.9c. Statewide coordination and communication amount eligible entities	\$40,000	State Assn for operational support
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	20,000	Use of statewide CNA data and 2020 census information to determine if CAAs are targeting the greatest needs
7.9e. Asset-building programs (Briefly describe under Column 4)	90,000	Asset Development Program
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	\$115,804	Eligible Entities - these funds are made available to the eligible entities upon submission of a request by the entity or network for pilot programs, projects or other activities. Examples of past programs have been a healthy foods initiative, support for a New Teacher Career Track, a reintegration Pilot Project, an Early Childhood Pilot Program and development of an Organizational Standards document management system
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	112,100	CAPTAIN on-line data collection system = \$102,100 CNA on-line survey tool and survey data collection system maintenance = \$5,000 Organizational Standards on-line documentation management system maintenance = \$5,000
<b>Totals (Auto-Calculated)</b>	<b>\$ 0.00</b>	