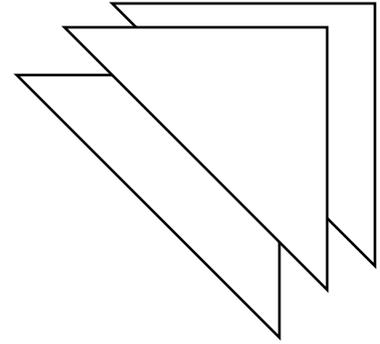


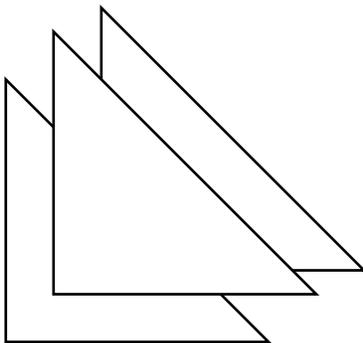
APPENDIX



Community Services Block Grant
**Management Plan
Amendment**
Federal Fiscal Years 2008 – 2009

**Governor
David A. Paterson**

**Secretary of State
Lorraine Cortés-Vázquez**



Dolores Franco, Esq., Director
Division of Community Services

(June 2008)

CSBG MANAGEMENT PLAN

(original document page 14)

Compliance with Other Federal Statutory Requirements**Grants to Eligible Entities and Other Organizations***In accordance with 42 U.S.C. 9901, et seq., §675C (a)(1):**(a) Grants to Eligible Entities and Other Organizations.—**(1) In general--Not less than 90% of the funds made available to a State under section 675A or 675B shall be used by the State to make grants for the purposes described in section 672 to eligible entities.*

New York State will make available at least [94%] 91.4% of its annual allocation of CSBG funds to eligible entities and .50% to Indian Tribes and Tribal organizations. These organizations are the 56 CSBG grantees or contractors. The State CSBG statute, NYS Executive Law Article 6-D, requires CSBG funds to be distributed subsequent to contract. State law also requires each grantee to provide a 25% local share match. Due to the uncertainty of the actual annual allocation, the amount of funds distributed to grantees will be based on the amount received in the year in which the plan was developed. [Upon receipt of notice of grant award confirming the annual allocation to New York State, contracts will be amended to reflect the actual allocation.]

Contracting Process: The contract serves as the agreement between the grantee and the State of New York, and includes all applicable Federal and State statutory requirements, as well as DOS-DCS policies and procedures. CSBG program operation corresponds with the Federal Fiscal Year (October 1 – September 30).

As required by the New York State Office of the State Comptroller (OSC), each contract submitted for approval by a State agency must include certification of vendor responsibility. CSBG grantees are required to complete the questionnaire at least once during the contract cycle.

The contract is reviewed by DOS-DCS and DOS Contract Administration Unit (CAU) prior to approval by the DOS Executive office. DOS-approved contracts are sent to the NYS Department of Law for approval and then to OSC for final approval. Once fully-executed contracts are returned to DOS-DCS, copies are sent to grantees. Upon full execution of contract documents and compliance with all reporting requirements, grantees are eligible to receive the first payment.

Payments to Grantees: Payments will be contingent upon availability of a Federal appropriation and written notice from DHHS that funding for the year will be available. Upon receipt by the State of the Notice of Grant Award (NGA), budgets will be amended to reflect actual allocation. Funds awarded in a fiscal year will be available to grantees through the subsequent Federal Fiscal Year.

Grantees are currently operating with a multi-year contract for 2006-2010. Grantees are required to submit budget and work plan amendments to reflect the actual allocation for each year.

Fiscal Controls, Audits and Inspection*42 U.S.C. 9901, et seq., §678D, as amended*

Fund accounting procedures are established by OSC. Each grant award to the State is segregated into its various components in accordance with the federally approved CSBG Management Plan and program regulations. These funds are set up in appropriate sub-funds and cost centers to report expenditures for various purposes.

CSBG MANAGEMENT PLAN

(original document page 29) Planned Use of CSBG Funds

Annual Distribution of CSBG Funds for 2008

Categories	Amount (percent)
Eligible Entities (including New York City)	\$51,587,750([94.77] <u>91.4%</u>)
State Administration	\$[2,573,047] <u>2,821,798</u> ([4.73] <u>5%</u>)
Indian Tribes and Tribal Organizations	\$[274,404] <u>282,180</u> (.50%)
<u>Discretionary Funds (Targeted Projects)</u>	<u>\$ 1,744,240</u> (3.1%)
TOTAL [ANTICIPATED] FUNDS FOR 2008	\$[54,435,201] <u>56,435,968</u> (100%)
Planned Use of [2007 Unexpended State Administration] <u>Unencumbered Funds</u>	
New York State Community Action Association (NYSCAA)*	\$[335,000] <u>385,000</u>
Disaster Relief	\$50,000
Community Action Angels	\$30,000
TOTAL	\$[415,000] <u>465,000</u>

This table depicts the planned annual allocation of total funds for New York State.

Eligible Entities: Funds will be allocated to existing eligible entities based on the same proportion of funds received in the previous year. Eligible entities include agencies designated prior to 1981, the migrant and seasonal farmworker organization, and agencies designated in accordance with the CSBG statute. Funding to newly designated entities will be determined at the time of designation. Funding to newly designated entities will not exceed the amount received by minimum-funded agencies.

State Administration: Not more than 5% of the annual allocation for each year will be used for State program administration. Funds not expended in one fiscal year will be carried forward for use by the State in the subsequent year. This may include grantee professional development, electronic data management, and specialized training and technical assistance to grantees.

Indian Tribes and Tribal Organizations: Current State legislation requires an allocation of .50% for use by Indian Tribes and Tribal Organizations. The amount available will be distributed equally among all agencies.

[*In response to a request made at the legislative public hearing, funding to NYSCAA for Data Management and Information Technology will be increased to \$150,000. The increase will be dependent upon an appropriation of CSBG funds at a level higher than \$55 million.]

Discretionary Funds (Targeted Projects): Discretionary remainder funds will be targeted to priority areas discussed by the Governor's Economic Security Cabinet, including Early Childhood Development, At-Risk Youth, Healthy Families, and Work Force Development. (see "Compliance with Federal Assurances – State Use of Discretionary Funds" for additional details.)

Unencumbered and Unallocated Funds: Any unencumbered and unallocated funds from the previous grant award may be used for disaster, crisis relief activities or special projects, including the NYS Community Action Association and Community Action Angels, as indicated in the distribution charts. Funds awarded for special projects will be used for activities stated in the CSBG Act to assist persons at or below 125% of the Federal Poverty Guideline.

