



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Janice K. Brewer
Governor

Clarence H. Carter
Director

November 14, 2014

To: Community Action Network
From: Melanie K. Starns, M.A.G. *mys*
DES Assistant Director
Division of Aging and Adult Services (DAAS)
Subject: SFY 2015 Revised Allocations

The following ALERTS are attached:

<u>ALERT</u>	<u>FUND SOURCE/TYPE</u>
ALERT SFY-15-A6	Community Services Block Grant (CSBG) – Discretionary Awards
ALERT SFY-15-J4	Policy and Procedures – Low Income Home Energy Assistance Program (LIHEAP) Policy Clarification
ALERT SFY-15-K6	Technical Assistance – Organizational Standards

The Arizona Department of Economic Security (DES), Division of Aging and Adult Services (DAAS) has selected two projects to fund with SFY 2015 discretionary awards. In addition, DAAS has issued a policy clarification on vendor agreements pertaining to LIHEAP. Finally, CSBG Organizational Standards – CAA Assessment Tool has been approved for agency use within their organization.

The ALERTS are subject to change as additional information is received by DAAS pertaining to the funding sources identified.

ALERTS are available on the DAAS website using the link: <https://www.azdes.gov/daas/alerts>. Scroll down to ALERTS at the bottom of the webpage and select the respective ALERT.

Should you have any questions regarding the attached ALERTS, please contact your assigned Contract Specialist.

cc: Lynn Larson, Marc Peoples, Diana Gravett, Kathleen Cruz, Nina Sutton, Bridget Casey, Camille Kowal, Tammy Frazee, Matt LeCrone, Traci Minor, Rose Larsen, Wes Fletcher, Toi La'shawn Ramey, Matthew Lumpkin and DAAS file

Division of Aging and Adult Services
ALERT

SFY-15-A6

**Community Services Block Grant (CSBG)
for SFY 2015**

The Division of Aging and Adult Services (DAAS) is pleased to announce the CSBG Discretionary Special Project fund awards for SFY 2015 in the amount of \$79,400 to two Community Action Agencies: The City of Phoenix Human Services Department and Maricopa County Human Services Department.

The following grant awards have been approved:

CSBG Discretionary Special Projects Grant Awards	
Agency	Amount
Maricopa County Human Services Department	\$55,000
City of Phoenix Human Services Department	\$24,400
Total	\$79,400

Discretionary Grant Award funds must be fully expended by June 30, 2015.

Maricopa County Human Services Department (MCHSD) will develop an anti-poverty case management model, which extends beyond crisis stabilization, to offer a comprehensive approach toward moving households out of poverty. The project will replicate a program model already proven effective through an evidence-based or evidence-informed service methodology. MCHSD has organized a local team consisting of a variety of partners to coordinate benefits and evaluate effectiveness. This new model will include a comprehensive educational Individual Development Account (IDA) program among its services. Other local organizations collaborating with MCHSD on this project include the City of Phoenix Human Services Department, Mesa Community Action Network, and Valley of the Sun United Way.

City of Phoenix Human Service Department (COPHSD) will upgrade its technology at its three Family Service Centers and fifteen Senior Service Centers to facilitate electronic document retention. This project will move the agency toward a paperless service delivery model. This project will increase the agency's capacity to serve low-income households more efficiently and with greater flexibility. The agency estimates the proposed system will save over \$30,000 per year in administrative costs incurred by copying, printing and maintaining hard files.

Reporting for each of these projects will consist of a brief narrative description of activities and expenditures accompanied by outcomes. Agencies will use the Results Oriented Management and Accountability/National Performance Indicators (ROMA/NPIs) set forth in each agency's proposal. The reporting periods for the CSBG Discretionary Special Projects are the third and fourth quarters of SFY 2015.

The CSBG Special Project quarterly ROMA reports are to be submitted as separate documents from the quarterly ROMA reports. A tab for the quarterly project narrative and expenditures is included in the Excel workbook (Attachment 1) for the Special Project outcomes reporting. The NPI data for Special Projects activities is to be included (**rolled up**) into the agency's annual ROMA report. A separate **annual** ROMA report **will not** be required for activities conducted under this award.

Should you have any questions, please contact the DAAS CSBG Program Specialist Diana Gravett at dgravett@azdes.gov or (602) 542-6594.

CSBG Discretionary SFY 2015

Community Action Network Funding Formula
Proposed Funding Components
Fund Source - CSBG Discretionary (Funding \$238,560)

ALERT 15-A6

District	Agency	Served	FY 2015 Initial Allocation	Increase/ (Decrease)	FY 2015 Revised Allocation
District 1					
	MesaCAN				
		Maricopa/Mesa	\$ -	\$ -	\$ -
	CITY OF GLENDALE				
		Maricopa/Glendale	\$ -	\$ -	\$ -
	CITY OF PHOENIX				
		Maricopa/Phx	\$ -	\$ 24,400	\$ 24,400
	MARICOPA COUNTY				
		Maricopa/balance	\$ -	\$ 55,000	\$ 55,000
District 2					
	PIMA COUNTY				
		Pima	\$ -	\$ -	\$ -
District 3					
	COCONINO COUNTY				
		Coconino	\$ -	\$ -	\$ -
	NACOG	Totals	\$ -	\$ -	\$ -
		Apache	\$ -	\$ -	\$ -
		Yavapai	\$ -	\$ -	\$ -
		Navajo	\$ -	\$ -	\$ -
District 4					
	WACOG	Totals	\$ -	\$ -	\$ -
		La Paz	\$ -	\$ -	\$ -
		Mohave	\$ -	\$ -	\$ -
		Yuma	\$ -	\$ -	\$ -
District 5					
	CAHRA				
		Pinal	\$ -	\$ -	\$ -
	GILA COUNTY				
		Gila	\$ -	\$ -	\$ -
District 6					
	SEACAP	Totals	\$ -	\$ -	\$ -
		Cochise	\$ -	\$ -	\$ -
		Graham	\$ -	\$ -	\$ -
		Greenlee	\$ -	\$ -	\$ -
		Santa Cruz	\$ -	\$ -	\$ -
Statewide					
	ACAA	Statewide	\$ 55,000	\$ 104,160	\$ 159,160
		Totals	\$ 55,000	\$ 183,560	\$ 238,560
		FY 2015 Total Allocated		\$ 238,560	

Outcome of Efforts for CSBG Discretionary Special Projects, SFY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

(Type over "Agency Name", and this label will copy to all pages)

National Performance Indicator 1.1

Employment

The number and percentage of low-income participants who get a job or become self-employed as a result of Community Action Assistance, as measured by one or more of the following:	I.) Number of Participants Enrolled in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III / II = IV] (%)
A. Unemployed and obtained a job				#DIV/0!
B. Employed and maintained a job for at least 90 days				#DIV/0!
C. Employed and obtained an increase in employment income and/or benefits				#DIV/0!
D. Achieved "living wage" employment and/or benefits				#DIV/0!

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

				#DIV/0!
				#DIV/0!
				#DIV/0!

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 1: Low-income people become more self-sufficient

National Performance Indicator 1.2

Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by one or more of the following:	I.) Number of Participants Enrolled in Program(s) (#)	II.) Number of Participants Achieving Outcome in Reporting Period (Target) (#)
A. Obtained skills/competencies required for employment		
B. Completed ABE/GED and received certificate or diploma		
C. Completed post-secondary education program and obtained certificate or diploma		
D. Enrolled children in before or after school programs		
E. Obtained care for child or other dependant		
F. Obtained access to reliable transportation and/or driver's license		
G. Obtained health care services for themselves and/or family member		
H. Obtained and/or maintained safe and affordable housing		
I. Obtained food assistance		
J. Obtained non-emergency LIHEAP energy assistance		
K. Obtained non-emergency WX energy assistance		

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:	Agency Name
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Goal 1: Low-income people become more self-sufficient

National Performance Indicator 1.3

Employment Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:	I.) Number of Participants Enrolled in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III / II = IV] (%)	V.) Aggregated Dollar Amounts (Payments, Credits, or Savings) (\$)
Enhancement A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits				#DIV/0!	
Enhancement B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments				#DIV/0!	
Enhancement C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings				#DIV/0!	

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

				#DIV/0!	
				#DIV/0!	
				#DIV/0!	

Utilization D. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days				#DIV/0!
Utilization E. Number and percent of participants opening an Individual Development Account (IDA) or other savings account				#DIV/0!
Utilization G. Number and percent of participants capitalizing a small business with accumulated IDA or other savings				#DIV/0!
Utilization H. Number and percent of participants pursuing post-secondary education with accumulated IDA or other savings				#DIV/0!
Utilization I. Number and percent of participants purchasing a home with accumulated IDA or other savings				#DIV/0!
Utilization J. Number and percent of participants purchasing other assets with accumulated IDA or other savings				#DIV/0!

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

				#DIV/0!
				#DIV/0!
				#DIV/0!

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 2: The conditions in which low-income people live are improved

National Performance Indicator 2.1

Community Improvement and Revitalization

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:	I.) Number of Projects or Initiatives (#)	II.) Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Jobs created, or saved, from reduction or elimination in the community		
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community		
C. Safe and affordable housing units created in the community		
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy		
E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination		
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination		
G. Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination		
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation		
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post secondary education		

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 2: The conditions in which low-income people live are improved

National Performance Indicator 2.2

Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by one or more of the following:	I.) Number of Program Initiatives or Advocacy Efforts (#)	II.) Number of Community Assets, Services, or Facilities Preserved or Increased (#)
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets		
B. Increase in the availability or preservation of community facilities		
C. Increase in the availability or preservation of community services to improve public health and safety		
D. Increase in the availability or preservation of commercial services within low-income neighborhoods		
E. Increase in or preservation of neighborhood quality-of-life resources		

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 2: The conditions in which low-income people live are improved

National Performance Indicator 2.3

Community Engagement

The number of community members working with Community Action to improve conditions in the community.	I.) Total Contribution by Community (#)
A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives	
B. Number of volunteer hours donated to the agency (This will be ALL volunteer hours)	

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 3: Low-income people own a stake in their community

National Performance Indicator 3.1

Community Enhancement through Maximum Feasible Participation

The number of volunteer hours donated to Community Action	I.) Total Number of Volunteer Hours (#)
A. Total number of volunteer hours donated by low-income individuals to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income)	

Thus out of total volunteer hours reported in 2.3B, were from low income participants.

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 3: Low-income people own a stake in their community

National Performance Indicator 3.2

Community Empowerment through Maximum Feasible Participation

The number of low-income people mobilized as a direct result of Community Action initiatives to engage in activities that support and promote their own well-being and that of their community, as measured by one or more of the following:	I.) Number of Low-Income People (#)
A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts	
B. Number of low-income people acquiring businesses in their community as a result of Community Action assistance	
C. Number of low-income people purchasing their own home in their community as a result of Community Action assistance	
D. Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action	

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved

National Performance Indicator 4.1

Expanding Opportunities through Community-Wide Partnerships

The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	I.) Unduplicated Number of Organizations(#)	II.) Number of Partnerships(#)
A. Non-Profit		
B. Faith Based		
C. Local Government		
D. State Government		
E. Federal Government		
F. For-Profit Business or Corporation		
G. Consortiums/Collaboration		
H. Housing Consortiums/Collaboration		
I. School Districts		
J. Institutions of postsecondary education/training		
K. Financial/Banking Institutions		
M. State wide associations or collaborations		

In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above. Please describe these partnerships in the comments box.

N. Total number of organizations and total number of partnerships CAAs work with to promote family and community outcomes (automatically calculates)	0	0
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Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 5: Agencies increase their capacity to achieve results

National Performance Indicator 5.1

Expanding Opportunities through Community-Wide Partnerships

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	I.) Resources in Agency (#)
A. Number of Certified Community Action Professionals	
B. Number of Nationally Certified ROMA Trainers	
C. Number of Family Development Certified Staff	
D. Number of Child Development Certified Staff	
E. Number of staff attending trainings	
F. Number of Board Members attending trainings	
G. Hours of staff in trainings	
H. Hours of Board Members in trainings	

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

National Performance Indicator 6.1

Independent Living

The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:	I.) Number of Vulnerable Individuals Living Independently (#)	
A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over)		
B. Individuals with Disabilities		
Ages	0-17	
	18-54	
	55-over	
	Age Unknown	
TOTAL individuals with disabilities (automatically calculates)	0	

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

**National Performance Indicator 6.2
Emergency Assistance**

The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:	I.) Number of Individuals Seeking Assistance (#)	II.) Number of Individuals Receiving Assistance (#)
A. Emergency Food		
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources		
C. Emergency Rent or Mortgage Assistance		
D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)		
E. Emergency Temporary Shelter		
F. Emergency Medical Care		
G. Emergency Protection from Violence		
H. Emergency Legal Assistance		
I. Emergency Transportation		
J. Emergency Disaster Relief		
K. Emergency Clothing		

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

National Performance Indicator 6.3

Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following:	I.) Number of Participants Enrolled in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III / II = IV] (%)
Infant and Child A. Infants and children obtain age appropriate immunizations, medical, and dental care				#DIV/0!
Infant and Child B. Infant and child health and physical development are improved as a result of adequate nutrition				#DIV/0!
Infant and Child C. Children participate in pre-school activities to develop school readiness skills				#DIV/0!
Infant and Child D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade				#DIV/0!
Youth E. Youth improve health and physical development				#DIV/0!
Youth F. Youth improve social/emotional development				#DIV/0!
Youth G. Youth avoid risk taking behavior for a defined period of time				#DIV/0!
Youth H. Youth have reduced involvement with criminal justice system				#DIV/0!
Youth I. Youth increase academic, athletic, or social skills for school success				#DIV/0!
Adult J. Parents and other adults learn and exhibit improved parenting skills				#DIV/0!
Adult K. Parents and other adults learn and exhibit improved family functioning skills				#DIV/0!
				#DIV/0!
				#DIV/0!

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

National Performance Indicator 6.4

Family Supports (Seniors, Disabled, and Caregivers)

The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:	I.) Number of Individuals Seeking Assistance (#)	II.) Number of Individuals Receiving Assistance (#)
A. Enrolled children in before or after school programs		
B. Obtained care for child or other dependent		
C. Obtained access to reliable transportation and/or driver's license		
D. Obtained health care services for themselves and/or family member		
E. Obtained and/or maintained safe and affordable housing		
F. Obtained food assistance		
G. Obtained non-emergency LIHEAP energy assistance		
H. Obtained non-emergency WX energy assistance		
I. Obtained other non-emergency energy assistance (State/local/private energy programs. Do not include LIHEAP or WX)		

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

Agency Name

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

National Performance Indicator 6.5

Service Counts

The number of services provided to low-income individuals and/or families, as measured by one or more of the following:	I.) Number of Services (#)
A. Food Boxes	
B. Pounds of Food	
C. Units of Clothing	
D. Rides Provided	
E. Information and Referral Calls	

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in the comments box and be sure to include the unit being measured in the indicator language.

Outcome of Efforts for CSBG Discretionary Special Projects, FY 2015

Quarter:

Summary of Activities

Name of Agency Reporting:

Agency Name

Project Name:

Expenditures	\$0.00
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Division of Aging and Adult Services
ALERT

SFY-15-J4

**Policy and Procedures
for SFY 2015**

Policy and Procedure ALERTS are intended to notify Community Action Network (CAN) Agencies on newly developed, updated or revised Division of Aging and Adult Services Policies and Procedures. Please ensure that all appropriate CAN staff is provided with this information.

Low Income Home Energy Assistance Program (LIHEAP) Policy Clarification

Clarification was requested regarding the need for Vendor Agreements. The Department of Economic Security, Division of Aging and Adult Services does not require Service Providers to have Vendor Agreements; however, if a Service Provider chooses to implement Vendor Agreements, LIHEAP applicants must be served regardless of the status of the agreement process. Attachment 2 SFY-15-J4 provides detailed information which should be inserted into the 2015 LIHEAP Policy and Procedures Manual (Section 200 Service Provider's Administrative Responsibilities Overview).

If there are any questions or additional information is needed, please contact Kathleen Cruz, Energy and Emergency Programs Specialist, at (602) 542-6620 or your Contract Specialist.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
 Division of Aging & Adult Services/Community Services Administration
 1789 West Jefferson, Site Code 950A
 Phoenix, Arizona 85007
 (602) 542-4446 / Fax (602) 542-6655

To: Service Providers**Date: 11-14-14**

Please insert this document into the 2015 LIHEAP Policy and Procedures Manual in section 200 Service Provider's Administrative Responsibilities Overview.

ISSUE:

Southeastern Community Action Program (SEACAP) requested clarification on whether Vendor Agreements between Service Providers and Energy Vendors are mandated by DES/DAAS.

BACKGROUND:

Prior to 2006 DES/DAAS made direct payments to Vendors. Subsequently, Service Providers assumed this responsibility. Service Providers were not required to have Vendor Agreements.

RESPONSE:

Currently, DES/DAAS contracts with Services Providers **do not require** Vendor Agreements; however, DES/DAAS leaves it to each Service Providers' discretion whether or not they choose to enter into a Vendor Agreement. If Service Providers maintain or implement Vendor Agreements DES/DAAS requires that at no time can an applicant be refused the opportunity to apply for or be denied services due to vendor negotiations being in progress or not being solidified. This directive includes the Low Income Home Energy Assistance Program (LIHEAP), Short Term Crisis Services (STCS) and Neighbors Helping Neighbors (NHN) services contracted through DES/DAAS.

Please direct questions to Kathleen Cruz or George Robles at: KCruz@azdes.gov or GRobles@azdes.gov.

REFERENCE:

DES/DAAS Community Services Contract with Service Providers provides no contractual requirements related to Vendor Agreements.

Authorized by:

Marc Peoples
 Community Services Administrator

References:

DES/DAAS Community Services Service Provider Contract

Technical Assistance for SFY 2015

Technical Assistance ALERTS are generated periodically to update contractual and/or programmatic requirements and/or clarifications. Please ensure that appropriate Community Action Agency (CAA) staff are aware of this technical assistance.

Community Services Block Grant (CSBG) Organizational Standards CAA Assessment Tool

The CSBG organizational standards were identified in the Administration for Children and Families, Office of Community Services (OCS), Information Draft Memorandum dated March 24, 2014. Following discussions with the Network in April 2014, the CAA Assessment Tool was sent to the State Association for comment in the June 2014 Alert. During July and August of 2014, the Network reviewed the tool, adding lists of proposed documentation to be used by the CAAs to demonstrate compliance. Comments were returned and edits were agreed upon in October 2014.

As identified in the CSBG State Plan for Federal Fiscal Years 2015-2016, the Department of Economic Security, Division of Aging and Adult Services (DES/DAAS) is voluntarily implementing the CSBG Organizational Standards, as may be amended, over a four-year period as follows:

- In SFY 2015, DES/DAAS requests that eligible entities conduct a self-assessment using the **CSBG Organizational Standards – CAA Assessment Tool** (Attachment 3). Eligible entities are requested to submit to DES/DAAS, no later than February 28, 2015, their best practices and to identify any training and technical assistance needs that may result from the self-assessment.
- In SFYs 2016 and 2017, the State will conduct an informal assessment of each eligible entity using the Assessment Tool. The informal assessment will be conducted in conjunction with the existing monitoring schedule. The intent of this informal assessment is not to establish findings, but rather to determine appropriate training and technical assistance that will be provided to support eligible entities in achieving compliance with the organizational standards.
- In SFY 2018, the DES/DAAS will require full compliance with the organizational standards and will monitor each eligible entity based on the finalized CSBG Draft Organizational Standards – CAA Assessment Tool. Substantial changes or amendments to the organizational standards upon finalization by OCS will be incorporated into the assessment tool and revised scopes of work, and will be included in the subsequent DES/DAAS monitoring schedules following SFY 2018.

If you have any questions or require additional information, please contact Diana Gravett, Community Action Program Specialist, at dgravett@azdes.gov or 602-542-6594.

**DES/DAAS - Arizona Community Action Network
CSBG Draft Organizational Standards – CAA Assessment Tool – SFY 2015**

Attachment 3 SFY-15-K6

Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Category 1 - Consumer Input and Involvement					
Standard 1.1 - SOW 9.2 and 9.3					
The Agency demonstrates low-income involvement in its activities.		DES monitors for this item via the Results Oriented Management and Accountability (ROMA) National Performance Indicators (NPI #3).	<input type="checkbox"/> Board or Advisory Body <input type="checkbox"/> Board or Advisory Pre-Meeting Materials <input type="checkbox"/> Volunteer Lists and Documents <input type="checkbox"/> Activity Participation Lists <input type="checkbox"/> Advisory Group Documents <input type="checkbox"/> Advisory Group Minutes	X	X
Standard 1.2 - No SOW Item					
The Agency collects and analyzes data collected directly from low-income individuals as part of the community assessment.		New	<input type="checkbox"/> Community Assessment Document (Including Appendices) <input type="checkbox"/> Backup Documentation/Data Summaries <input type="checkbox"/> Community Forum Summaries <input type="checkbox"/> Interview Transcripts	X	X
Standard 1.3 - SOW 6.4 and 9.6 - C.C.R. Community Services 1.2.3					
The Agency has a systematic approach for collecting and reporting customer satisfaction data to the tripartite board.		DES monitors for this item.	<input type="checkbox"/> Customer Satisfaction Policy and/or Procedures <input type="checkbox"/> Customer Satisfaction Instruments (Surveys, Data Collection Tools, and Schedule) <input type="checkbox"/> Customer Satisfaction Reports to Agency Leadership, Board and/or Broader Community <input type="checkbox"/> Board/Committee Minutes	X	
The Agency has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite/advisory board, which may be met through broader local government processes.		DES monitors for this item.	<input type="checkbox"/> Department Policies and Procedures <input type="checkbox"/> Customer Satisfaction Instruments (Surveys, Data Collection Tools, and Schedule) <input type="checkbox"/> Customer Satisfaction Reports to Agency Leadership, Board and/or Broader Community <input type="checkbox"/> Tripartite Board/Advisory Body Minutes <input type="checkbox"/> Public Hearing/Public Comment Process or Findings		X

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Category 2 - Community Engagement					
Standard 2.1 - SOW9.2, CAP Plan Template and Goal 4					
The Agency has documented or demonstrated partnerships across the community, specifically including other anti-poverty agencies in the area.		DES desk monitors for this item via the ROMA NPIs.	<input type="checkbox"/> Partnership Documentation: MOU/MOAs, Emails, Agreements <input type="checkbox"/> Sub Contracts with Delegate/Partner Agencies <input type="checkbox"/> Coalition Member Lists <input type="checkbox"/> Strategic Plan Update/Report Demonstrating Partnerships	X	X
Standard 2.2 - SOW9.4					
The Agency utilizes information gathered from key sectors of the community in assessing needs and resources. This would include at minimum: community-based agencies, faith-based agencies, private and public sector agencies, and educational institutions.		New	<input type="checkbox"/> Community Assessment Document (Including Appendices) <input type="checkbox"/> Backup Documentation of Involvement: Surveys, Interview Documentation, Community Meeting Minutes, Etc.) <input type="checkbox"/> Board/Committee Minutes	X	X
Standard 2.3 - SOW9.6					
The Agency communicates its activities or results to the community.		New	<input type="checkbox"/> Annual Report <input type="checkbox"/> Website, Facebook Page, Twitter, Etc. <input type="checkbox"/> Media Files of Stories Published <input type="checkbox"/> News Release Copies <input type="checkbox"/> Community Event Information <input type="checkbox"/> Communication Plan <input type="checkbox"/> Public Hearing <input type="checkbox"/> Reports to Municipal Governing Body	X	X
Standard 2.4 - SOW9.6					
The Agency documents the number of volunteers and hours mobilized in support of its activities.		DES desk monitors for this item via the ROMA NPIs.	<input type="checkbox"/> Data on Number of Volunteers and Hours Provided <input type="checkbox"/> Board Minutes <input type="checkbox"/> Documentation of Tracking System(s)	X	X

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Category 3 – Community Assessment					
Standard 3.1 - SOW 9.4					
The Agency conducted a community assessment and issued a report within the past three years.		DES monitors for this item.	<input type="checkbox"/> Community Assessment Document with Date Noted <input type="checkbox"/> Board/Advisory Body Minutes	X	X
Standard 3.2 - No SOW Reference					
As a part of the community assessment, the Agency collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).		New	<input type="checkbox"/> Community Assessment Document (Including Appendices) <input type="checkbox"/> Backup Information Including Census and Other Demographic Data <input type="checkbox"/> Broader Municipality-Wide Assessment <input type="checkbox"/> Other Data Collection Process on Poverty	X	X
Standard 3.3 - No SOW Reference					
The Agency collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.		New	<input type="checkbox"/> Community Assessment Document (Including Appendices) <input type="checkbox"/> Backup Documentation <input type="checkbox"/> Broader Community or Municipality-Wide Assessment <input type="checkbox"/> Other Data Collection Process on Poverty <input type="checkbox"/> Committee/Team Minutes Reflecting Analysis	X	X
Standard 3.4 - No SOW Reference					
The tripartite/advisory board formally accepts the completed community assessment.		New	<input type="checkbox"/> Community Assessment Document <input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Package	X	X

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
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Category 4 - Vision and Direction					
Standard 4.1 - No SOW Reference					
Has the board reviewed the Agency's mission statement in the last five years?		New	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Mission Statement <input type="checkbox"/> Web Page <input type="checkbox"/> Corporate Entity Documents/Agency Charter	X	X
1. Does the Agency assure that the mission statement addresses poverty?		New	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Mission Statement	X	X
2. Are Agency programs and services in alignment with the mission statement?		New	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Mission Statement	X	X
Standard 4.2 - SOW 9.3 and CAP Plan Template					
Is the Agency's Community Action Plan:					
a. Outcome-based?		New	<input type="checkbox"/> CAP Plan <input type="checkbox"/> Logic Model <input type="checkbox"/> Community Assessment	X	X
b. Anti-poverty focused?		DES desk monitors for this item.	<input type="checkbox"/> CAP Plan <input type="checkbox"/> Logic Model <input type="checkbox"/> Community Assessment	X	X
c. Directly related to the Community Assessment		New	<input type="checkbox"/> CAP Plan <input type="checkbox"/> Logic Model <input type="checkbox"/> Community Assessment	X	X

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Standard 4.3 - CCR 1.3.2 - SOW 9.3.1.8 and CAP Plan Template					
The Agency's Community Action Plan and strategic plan document the continuous use of the full ROMA cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the Agency documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.		DES desk monitors for this item related to the CAP Plan but not the Agency's strategic plan.	<input type="checkbox"/> Certified ROMA Trainer in the Agency or Department <input type="checkbox"/> Agreement with Certified Trainer nor within the Agency or Department to Provide ROMA Services <input type="checkbox"/> Strategic Plan (Including Appendices) <input type="checkbox"/> Community Action Plan (Including Appendices) <input type="checkbox"/> Meeting Summaries of ROMA Trainer Participation	X	X
Standard 4.4 - No SOW Reference					
Is there a written succession plan in place for the CEO/ED, approved by the board that contains procedures for covering an emergency/unplanned short-term absence of three months or less, as well as outlines the process for filling a permanent vacancy?		New	<input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Succession Plan/Policy <input type="checkbox"/> Short Term Succession Plan	X	
Does the CAA adhere to its local government's policies and procedure regarding interim appointments and processes for filling a permanent vacancy?		New	<input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Succession Plan/Policy <input type="checkbox"/> Short Term Succession Plan		X
Standard 4.5- DESSOW6					
Is an Agency-wide risk assessment completed at least every two years?		New	<input type="checkbox"/> Risk Assessment Policy and/or Procedures <input type="checkbox"/> Board Minutes <input type="checkbox"/> Completed Risk Assessment Tool <input type="checkbox"/> Risk Assessment Reports	X	
Does the CAA comply with its local government's risk assessment policies and procedures?		For public agencies, the SOW Section 6. Administrative Requirements compel agencies to comply with all local laws, rules and regulations.	<input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Completed Risk Assessment <input type="checkbox"/> Risk Assessment Policy/Procedures		X

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
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Category 5 - Board Governance					
Standard 5.1 DES SOW 9					
The Agency's tripartite/advisory board is structured in compliance with the CSBG Act:					
1. One third low-income representatives who are democratically selected.		DES monitors for this item.	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board Roster <input type="checkbox"/> Bylaws	X	X
2. One third members are elected [or appointed] officials or their representatives.		*DES monitors for this item if in agency bylaws. Public Agencies: If public Agencies include this provision in their bylaws, they are bound by the elected/appointed official tripartite requirement also. Not required by DAAS/SOW for public CAAs.	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board Roster <input type="checkbox"/> Bylaws	X	X*
3. The remaining membership from major groups and interests in the community.		*DES monitors for this item. Public Agencies: If public CAAs include this provision in their bylaws, they are bound by the private sector tripartite requirement also. Not required by DAAS/SOW for public CAAs.	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board Roster <input type="checkbox"/> Bylaws	X	X*
Special Note:					
<i>CSBG Act: Section 676B(b)(2): (2) another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs funded under this chapter." The DES advisory board composition requirement for public CAAs: "Select members to serve on a Board in which 1/3 of the board members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families."</i>					

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Standard 5.2-SOW9.3					
The Agency's tripartite/advisory board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community. A public Agency tripartite/advisory board either has:		DES monitors for this item.	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board Roster <input type="checkbox"/> Bylaws	X	X
1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community; or		DES monitors for this item.	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board Roster <input type="checkbox"/> Bylaws		X
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation and evaluation of programs.					
Standard 5.3 - No SOW Reference					
The Agency's bylaws have been reviewed by an attorney within the past five years.		New	<input type="checkbox"/> Board Policies and Procedures <input type="checkbox"/> Board Minutes <input type="checkbox"/> Bylaws	X	
The Agency documents that each tripartite/advisory board member has received a copy of the governing documents within the last two years.		New	<input type="checkbox"/> Bylaws/Governing Documents <input type="checkbox"/> Local Government's Policies and Practices <input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Copies of Acknowledgments		X
Standard 5.4-C.C.R. - 1.2.1					
The Agency's tripartite/advisory board members receive and review the bylaws at least every two years.		New	<input type="checkbox"/> Board Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet <input type="checkbox"/> Bylaws <input type="checkbox"/> List of Signatures <input type="checkbox"/> Copies of Acknowledgments	X	X
The Agency documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past two years.		New	<input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Board/Advisory Body Meeting Materials <input type="checkbox"/> Bylaws/Governing Documents <input type="checkbox"/> List of Signatures of those Receiving the Document	X	X

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Standard 5.5 - SOW 9.3.1.6 and C.C.R 1.1.2					
The Agency's tripartite/advisory board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws/governing documents.		DES monitors for this item.	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board Roster <input type="checkbox"/> Bylaws or Governing Documents	X	X
Standard 5.6 - C.C.R 1.2.4					
Each tripartite/advisory board member has signed a conflict of interest policy within the past two years.		DES monitors for this item.	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Conflict of Interest Policy/Procedures <input type="checkbox"/> Signed Policies/Signature List <input type="checkbox"/> Attendance List/ Sign in List for Ethics Training	X	X
Standard 5.7 - No SOW Reference - C.C.R. 1.3.1					
The Agency has a structured process for tripartite/advisory board members' orientation within six months of being elected.		New	<input type="checkbox"/> Board or Advisory Body Policy/Procedures <input type="checkbox"/> Board Orientation or Training Materials <input type="checkbox"/> Board or Advisory Body Member Acknowledgment/Signature	X	X
Standard 5.8 - C.C.R. 1.3.1					
Tripartite/advisory board members are provided with training on their duties and responsibilities at least every two years.		New	<input type="checkbox"/> Training Agendas <input type="checkbox"/> Attendee List <input type="checkbox"/> Board Minutes <input type="checkbox"/> Documentation of Board Attendance at Training Conferences/Events/Webinars etc.	X	X
Standard 5.9 - CCR - 1.2.2					
The Agency's tripartite/advisory board receives regular programmatic reports on Agency progress.		DES monitors for this item.	<input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Package <input type="checkbox"/> Programmatic Reports	X	X

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Category 6 - Strategic Planning					
Standard 6.1 - No SOW Reference					
The Agency has an agency-wide strategic plan in place that has been approved by the tripartite board in the past five years.		New	<input type="checkbox"/> Board Minutes <input type="checkbox"/> Strategic Plan	X	
The Agency has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite/advisory board within the past five years. If the Agency does not have a plan, the tripartite/advisory board will develop the plan.		New	<input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Strategic Plan/Comparable Planning Document		X
Standard 6.2 - No SOW Reference					
The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of low-income people to become more self-sufficient.		New	<input type="checkbox"/> Strategic Plan	X	
The approved Strategic Plan, or comparable planning document, addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.		New	<input type="checkbox"/> Strategic Plan/Comparable Planning Document		X
Standard 6.3 - No SOW Reference					
The approved strategic plan contains family, agency, and community goals.		New	<input type="checkbox"/> Strategic Plan	X	
The approved strategic plan, or comparable planning document, contains family, agency, and/or community goals.		New	<input type="checkbox"/> Strategic Plan/Comparable Planning Document		X

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Standard 6.4 - No SOW Reference - C.C.R. Community Services 1.2.3
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The Agency ensures that customer satisfaction data and customer input is included in the strategic planning process.		New	<input type="checkbox"/> Strategic Plan Including Appendices <input type="checkbox"/> Notes from Strategic Planning Process <input type="checkbox"/> Customer Satisfaction Data/Reports <input type="checkbox"/> Customer Input Data/Reports	X	
Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.		New	<input type="checkbox"/> Strategic Plan/Comparable Planning Document Including Appendices <input type="checkbox"/> Notes from Strategic Planning Process <input type="checkbox"/> Customer Satisfaction Data/Reports <input type="checkbox"/> Customer Input Data/Reports <input type="checkbox"/> Public Comment/Hearing Summaries		X

Standard 6.5 - No SOW Reference
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The tripartite board is updated on the progress of the strategic plan no less than every 12 months.		New	<input type="checkbox"/> Strategic Plan Update/Report <input type="checkbox"/> Board Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet	X	
The tripartite board/advisory body has received an update(s) on meeting the goals of the Strategic Plan/comparable planning document within the past 12 months.		New	<input type="checkbox"/> Strategic Plan/Comparable Planning Document Update/Report <input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet		X

Category 7 - Human Resource Management

Standard 7.1 - CCR Admin Supplemental
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The Agency has written personnel policies that have been reviewed by an attorney and approved by the tripartite board within the past five years.			<input type="checkbox"/> Personnel Policies <input type="checkbox"/> Board Pre-Meeting Materials/Packet <input type="checkbox"/> Board Minutes <input type="checkbox"/> Statement/Invoice from an Attorney Reflecting the Review	X	
Local governmental personnel policies are outside of the purview of the Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.					

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Standard 7.2 - CCR Admin Supplemental					
The Agency makes available the Agency's employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.		New	<input type="checkbox"/> Employee Handbook/Personnel Policies <input type="checkbox"/> Identified Process for Notifying Staff of Updates (This may be included within the Handbook/Policies) <input type="checkbox"/> Documentation of Location and Availability of Handbook/Policies	X	
Local governmental personnel policies are outside of the purview of the Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.					
Standard 7.3 - C.C.R. Admin Supplemental					
The Agency has written job descriptions for all positions, which have been updated within the past five years.		DES monitors for this item, but has no update requirement. Note: Note: Job descriptions are reviewed during the RFA process but are not included in contracts.	<input type="checkbox"/> Organizational Chart/Staff List <input type="checkbox"/> Job Descriptions <input type="checkbox"/> Board or Committee Minutes Noting Documents Have Been Updated	X	
The Agency has written job descriptions for all positions. Updates may be outside of the purview of the Agency.		See above	<input type="checkbox"/> Organizational Chart/Staff List <input type="checkbox"/> Job Descriptions with Dates Noted <input type="checkbox"/> Local Government Policies/Procedures Regarding Job Descriptions <input type="checkbox"/> N/A		X
Standard 7.4 - No SOW Reference, IM82					
The tripartite board conducts a performance appraisal of the executive director within each calendar year.		New	<input type="checkbox"/> Board Minutes <input type="checkbox"/> Personnel Files	X	
The Agency follows local government procedures for performance appraisal of the executive director/agency head.		New	<input type="checkbox"/> Department Performance Appraisal Procedures <input type="checkbox"/> Documentation that Performance Appraisal has Taken Place in Line with the Procedure <input type="checkbox"/> Letter from governing body		X

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Standard 7.5 No SOW Reference					
The Tripartite board reviews and approves CEO/Executive Director compensation within every calendar year.		New	<input type="checkbox"/> Board Minutes <input type="checkbox"/> Executive Director/CEO Contract (If Applicable)	X	
The compensation of the executive director/agency head is made available according to local government procedure.		New	<input type="checkbox"/> Online Link to Publically Available Information <input type="checkbox"/> Policy Regarding Compensation Disclosure/Transparency <input type="checkbox"/> N/A – Must Document that Disclosure is Not Allowed		X
Standard 7.6 - No SOW Reference					
The Agency has a policy in place for regular written evaluation of employees by their supervisors.		New	<input type="checkbox"/> Evaluation Process/Policy (Likely Found in Personnel Policies and Procedures)	X	
The Agency follows local governmental policies for regular written evaluation of employees by their supervisors.		New	<input type="checkbox"/> Evaluation Policy <input type="checkbox"/> Documentation of Fulfilling Governmental Policies		X
Standard 7.7 - No SOW Reference					
The Agency has a whistleblower policy that has been approved by the governing board.		New	<input type="checkbox"/> Whistleblower Policy <input type="checkbox"/> Board Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet	X	
The Agency provides a copy of any existing local government whistleblower policy to members of the tripartite board/advisory body at the time of orientation.		New	<input type="checkbox"/> Whistleblower Policy <input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet <input type="checkbox"/> N/A – Must Document that Such a Policy Does Not Exist		X
Standard 7.8 - No SOW Reference					
All staff participate in a new employee orientation within 60 days of hire.		New	<input type="checkbox"/> Personnel Policies/Employee Handbook <input type="checkbox"/> Orientation Materials <input type="checkbox"/> Sampling of HR/Personnel Files for Documentation	X	
The Agency follows local governmental policies for new employee orientation.		New	<input type="checkbox"/> Policies for New Employee Orientation <input type="checkbox"/> Orientation Materials <input type="checkbox"/> Sampling of HR/Personnel Files for Documentation Of Attendance		X

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Standard 7.9 - No SOW Reference					
The Agency conducts or makes available staff development/training (including ROMA training) on an ongoing basis.		New	<input type="checkbox"/> Training Plan(s) <input type="checkbox"/> Documentation of Trainings: Presentations, Evaluations, Attendee Lists, Sign-In Sheets <input type="checkbox"/> Documentation of Attendance at Offsite Training Events/Conferences <input type="checkbox"/> HR/Personnel Files	X	X
Removed duplicate item (delete this line upon finalizing)					

Category 8 - Fiscal Operations and Oversight					
Standard 8.1 - No SOW Reference,, CCR Admin Supplemental					
The Agency's annual audit is completed by a Certified Public Accountant on time (includes within approved extension periods) in accordance with OMB A-133 (if applicable) and or State audit threshold requirements.		Audit reviewed by DES/AMS; CCR Supplementary Information; DES Terms and Conditions (T&C) 13.0.	<input type="checkbox"/> Completed Audit	X	
The Agency's annual audit is completed through the local governmental process in accordance with OMB A-133 (if applicable) and/or State audit threshold requirements. This may be included in the municipal entity's full audit.		Audit reviewed by DES/AMS; CCR Supplementary Information; T&C 13.0.	<input type="checkbox"/> Completed Audit		X
Standard 8.2- No SOW Reference, Admin Supplemental					
All findings from the prior year's annual audit have been assessed by the Agency and addressed where the Agency has deemed it appropriate.		CCR Supplementary Information; DAAS Special Terms and Conditions (STC) 3.0.	<input type="checkbox"/> Completed Audit <input type="checkbox"/> Management Response to Audit <input type="checkbox"/> Board Minutes	X	
The Agency follows local government procedures in addressing any audit findings related to CSBG funding.		New	<input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Department's Response to the Audit		X

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Standard 8.3- No SOW Reference					
The Agency's auditor presents the audit to the tripartite board. This can be met by presentation to the full board or to the finance/audit committee and can be done by conference call/web meeting.		New	<input type="checkbox"/> Completed Audit <input type="checkbox"/> Board Minutes/Committee Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet	X	
The Agency's tripartite board/advisory body is notified of the availability of the local government audit.		New	<input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet <input type="checkbox"/> Notice of the Public Hearing on the Audit		X
Standard 8.4					
The tripartite board formally receives and accepts the Audit.		New	<input type="checkbox"/> Completed Audit <input type="checkbox"/> Board Minutes	X	
The Agency's tripartite board/advisory body is notified of any findings related to CSBG funding.		New	<input type="checkbox"/> Completed Audit <input type="checkbox"/> Board/Advisory Body Minutes		X
Standard 8.5 - No SOW Reference					
The audit is put out for bid at least every five years and follows the Agency's procurement policy.		New	<input type="checkbox"/> Agency Procurement Policy <input type="checkbox"/> Documentation of Bid Process, Including RFP, List of Vendors Receiving Notice, Proof of any Publication of the Process <input type="checkbox"/> Board Pre-Meeting Materials/Packet	X	
The audit bid process is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.					
Standard 8.6- No SOW Reference					
The IRS Form 990 is completed annually and made available to the board for review.		New	<input type="checkbox"/> IRS Form 990 <input type="checkbox"/> Board Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet <input type="checkbox"/> Documentation of 990 Distribution to the Board (mail, email, link)	X	
Federal tax reporting processes for local governments is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.					

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Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Standard 8.7 - No SOW Reference, CCR Community Services 1.2.2.					
The tripartite board receives financial reports at each regular meeting that include at a minimum:					
1. Agency-wide report on revenue and expenditures that compares budgeted to actual, categorized by program; and		New	<input type="checkbox"/> Financial Reports <input type="checkbox"/> Board Minutes/Committee Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet	X	
2. Balance sheet/Statement of financial position.		New	<input type="checkbox"/> Financial Reports <input type="checkbox"/> Board Minutes/Committee Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet	X	
The tripartite board/advisory board receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.		New	<input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet <input type="checkbox"/> Financial Reports Provided to the Board/Advisory Body		X
Standard 8.8 - No SOW Reference - CCR Admin Supplemental					
All required filings and payments related to payroll withholdings are completed on time.		New	<input type="checkbox"/> Payroll Tax Documentation/Filings <input type="checkbox"/> Insurance Documentation (Health, Disability, Flex Accounts) <input type="checkbox"/> Retirement Accounts Documentation <input type="checkbox"/> Record of Payments to State, Federal, Insurance and Retirement Accounts	X	
The payroll withholding process for local governments is outside of the purview of the Agency, therefore this standard does not apply to public entities.					
Standard 8.9 - No SOW Reference					
The governing board annually approves an agency-wide budget.		New	<input type="checkbox"/> Agency Wide Budget <input type="checkbox"/> Board Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Packet	X	
The tripartite board/advisory body has input as allowed by local governmental procedure into the CSBG budget process.		New	<input type="checkbox"/> Department Budget <input type="checkbox"/> Board/Advisory Body Minutes <input type="checkbox"/> Policy Regarding Input into CSBG Budget <input type="checkbox"/> Board Pre-Meeting Materials/Packet <input type="checkbox"/> N/A		X

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Standard 8.10 - No SOW Reference					
Fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.		New	<input type="checkbox"/> Fiscal Policies/Procedures Manual <input type="checkbox"/> Board Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Package	X	
The Fiscal Policies for local governments are outside of the purview of the Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.					
Standard 8.11 - Admin Supplemental					
A written procurement policy is in place and has been reviewed by the governing board within the past five years.		New (Note: CCR Supplemental Information requests policy and procedure on competitive bidding; DESSTC9.0.)	<input type="checkbox"/> Procurement Policy <input type="checkbox"/> Board Minutes <input type="checkbox"/> Board Pre-Meeting Materials/Package	X	
Local governmental procurement policies are outside of the purview of the Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.					
Standard 8.12 - SOW 7.12 - C.C.R. Admin Supplemental					
The Agency documents how it allocates shared costs through an indirect cost rate, or through a written cost allocation plan.		SOW 7.1.2 required submittal of Cost Allocation Plan by 10/1/10.	<input type="checkbox"/> Cost Allocation Plan <input type="checkbox"/> An Approved Indirect Cost Rate	X	
Local governmental procurement policies are outside of the purview of the Agency and the tripartite board/advisory body, therefore this standard does not apply to public entities.					

DES/DAAS - Arizona Community Action Network
CSBG Draft Organizational Standards – CAA Assessment Tool – SFY 2015

Description	Met	Compliance Reference	Agency Source Documentation / Comments	Private	Public
Standard 8.13 CCR Admin Sup					
The Agency has a written policy in place for record retention and destruction.		New	<input type="checkbox"/> Document Retention and Destruction Policy	X	
The Agency follows local governmental policies for document retention and destruction.		New	<input type="checkbox"/> Document Retention and Destruction Policy <input type="checkbox"/> CSBG Department Document Retention and Destruction Procedure		X
Category 9 - Data Analysis and Standards					
Standard 9.1 - SOW 6.3					
The Agency has a system or systems in place to track and report services customers receive.		DES desk monitors for this item.	<input type="checkbox"/> Data System Documentation and/or Direct Observation <input type="checkbox"/> Reports as Used by Staff, Leadership, Board, or Cognizant Funder	X	X
Standard 9.2 - SOW 6.3					
The Agency has a system or systems in place to track customer, agency and community outcomes.		DES desk monitors for this item.	<input type="checkbox"/> Data System Documentation and/or Direct Observation <input type="checkbox"/> Reports as Used by Staff, Leadership, Board, or Cognizant Funder	X	X
Standard 9.3 SOW 6.3					
The Agency analyzes its outcomes no less than every 12 months.		New	<input type="checkbox"/> Strategic Plan or Comparable Planning Document Update/Report <input type="checkbox"/> Other Outcome Report <input type="checkbox"/> Staff Meeting Minutes <input type="checkbox"/> Board or Advisory Body Minutes <input type="checkbox"/> Board or Advisory Body Pre-Meeting Materials/Package	X	X
Standard 9.4 - SOW 9.6 and 10.7					
The Agency has a system in place to produce an unduplicated count of customers served, with the exception of those grants/funders that prohibit data aggregation.		DES desk monitors for this item.	<input type="checkbox"/> IS Data Report <input type="checkbox"/> Email or Upload Documentation of Submission <input type="checkbox"/> Backup Documentation of Submission	X	X
Standard 9.2 - SOW 9.6.1					
The Agency submits its annual CSBG IS Survey and it reflects agency-wide outcomes.		DES desk monitors for this item.	<input type="checkbox"/> IS Data Report <input type="checkbox"/> Email or Upload Documentation of Submission <input type="checkbox"/> Backup Documentation of Submission	X	X

**DES/DAAS - Arizona Community Action Network
CSBG Draft Organizational Standards – CAA Assessment Tool – SFY 2015**

General Comments

**COMMUNITY ACTION NETWORK FORMULA
INITIAL SFY 2015 ALLOCATIONS**

	CSBG	CSBG Discretionary	CSBG Carryover	LIHEAP	LIHEAP Re-distributed	TANF	SSBG	CENTURYLINK	NHN	SFY 2015 ALLOCATION
ACAA	\$ -	\$ 55,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
CAHRA	\$ 239,741	\$ -	\$ -	\$ 911,212	\$ -	\$ 180,788	\$ 16,096	\$ 5,148	\$ 1,803	\$ 1,354,788
Catholic Charities	\$ -	\$ -	\$ -	\$ 675,471	\$ -	\$ -	\$ 17,465	\$ -	\$ 1,327	\$ 694,263
City of Glendale	\$ 169,591	\$ -	\$ -	\$ 690,348	\$ -	\$ 150,000	\$ 76,403	\$ 3,923	\$ 1,373	\$ 1,091,638
City of Phoenix	\$ 1,234,775	\$ -	\$ -	\$ 5,029,762	\$ -	\$ 998,883	\$ 563,745	\$ 28,564	\$ 9,999	\$ 7,865,728
Tempe Service Area (TBD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Coconino County	\$ 150,000	\$ -	\$ -	\$ 406,949	\$ -	\$ 150,000	\$ 18,305	\$ 2,178	\$ 762	\$ 728,194
Governor's Office of Energy Policy	\$ -	\$ -	\$ -	\$ 3,277,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,277,151
Gila County	\$ 150,000	\$ -	\$ -	\$ 160,112	\$ -	\$ 150,000	\$ 8,048	\$ 905	\$ 316	\$ 469,381
Maricopa County	\$ 742,244	\$ -	\$ -	\$ 2,972,051	\$ -	\$ 591,658	\$ 310,285	\$ 16,852	\$ 5,897	\$ 4,638,987
MesaCAN	\$ 257,868	\$ -	\$ -	\$ 1,049,954	\$ -	\$ 202,098	\$ 114,059	\$ 5,972	\$ 2,086	\$ 1,632,037
NACOG	\$ 239,709	\$ -	\$ -	\$ 303,837	\$ -	\$ 178,281	\$ 49,116	\$ 5,230	\$ 503	\$ 776,676
Pima County	\$ 703,867	\$ -	\$ -	\$ 865,032	\$ -	\$ 549,887	\$ -	\$ 15,845	\$ 1,703	\$ 2,136,334
PPEP	\$ 93,165	\$ -	\$ -	\$ -	\$ -	\$ 74,480	\$ -	\$ -	\$ -	\$ 167,645
SEACAP	\$ 206,379	\$ -	\$ -	\$ 842,855	\$ -	\$ 163,725	\$ -	\$ 4,814	\$ 1,684	\$ 1,219,457
Tohono O'Odham	\$ -	\$ -	\$ -	\$ 62,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,572
Tucson Urban League	\$ -	\$ -	\$ -	\$ 1,932,294	\$ -	\$ -	\$ -	\$ -	\$ 3,842	\$ 1,936,136
WACOG	\$ 470,917	\$ -	\$ -	\$ 1,870,444	\$ -	\$ 334,200	\$ -	\$ 10,569	\$ 3,705	\$ 2,689,835
Totals	\$ 4,658,256	\$ 55,000	\$ -	\$ 21,075,044	\$ -	\$ 3,724,000	\$ 1,173,522	\$ 100,000	\$ 35,000	\$ 30,820,822

Notes:

1. SSBG Funds are Locally Planned only.
2. \$25,000 LIHEAP funding for ACAA is for Leveraging activities.

Bolded numbers represent changes in funding.

**COMMUNITY ACTION NETWORK FORMULA
REVISED SFY 2015 ALLOCATIONS**

	CSBG	CSBG Discretionary	CSBG Carryover	LIHEAP	LIHEAP Re-distributed	TANF	SSBG	CENTURYLINK	NHN	SFY 2015 ALLOCATION
ACAA	\$ -	\$ 159,160	\$ -	\$ 130,711	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 289,871
CAHRA	\$ 259,429	\$ -	\$ 31,331	\$ 911,212	\$ -	\$ 183,081	\$ 16,096	\$ 5,148	\$ 1,803	\$ 1,408,100
Catholic Charities	\$ -	\$ -	\$ -	\$ 675,471	\$ 104,568	\$ -	\$ 17,465	\$ -	\$ 1,327	\$ 798,831
City of Glendale	\$ 183,518	\$ -	\$ -	\$ 690,348	\$ -	\$ 150,000	\$ 76,403	\$ 3,923	\$ 1,373	\$ 1,105,565
City of Phoenix	\$ 1,336,173	\$ 24,400	\$ -	\$ 5,029,762	\$ 780,122	\$ 1,012,131	\$ 563,745	\$ 28,564	\$ 9,999	\$ 8,784,896
Tempe Service Area (TBD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Coconino County	\$ 150,000	\$ -	\$ 55,448	\$ 406,949	\$ -	\$ 150,000	\$ 18,305	\$ 2,178	\$ 762	\$ 783,642
Governor's Office of Energy Policy	\$ -	\$ -	\$ -	\$ 3,278,367	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,278,367
Gila County	\$ 150,000	\$ -	\$ 12,338	\$ 160,112	\$ 24,672	\$ 150,000	\$ 8,048	\$ 905	\$ 316	\$ 506,391
Maricopa County	\$ 803,198	\$ 55,000	\$ 209,405	\$ 2,972,051	\$ -	\$ 557,179	\$ 310,285	\$ 16,852	\$ 5,897	\$ 4,929,867
MesaCAN	\$ 279,045	\$ -	\$ -	\$ 1,049,954	\$ 163,070	\$ 204,778	\$ 114,059	\$ 5,972	\$ 2,086	\$ 1,818,964
NACOG	\$ 259,394	\$ -	\$ 33,261	\$ 303,837	\$ -	\$ 180,645	\$ 49,116	\$ 5,230	\$ 503	\$ 831,986
Pima County	\$ 761,669	\$ -	\$ 32,178	\$ 865,032	\$ 132,135	\$ 557,179	\$ -	\$ 15,845	\$ 1,703	\$ 2,365,741
PPEP	\$ 100,313	\$ -	\$ -	\$ -	\$ -	\$ 74,480	\$ -	\$ -	\$ -	\$ 174,793
SEACAP	\$ 223,327	\$ -	\$ 38,137	\$ 842,855	\$ 128,941	\$ 165,896	\$ -	\$ 4,814	\$ 1,684	\$ 1,405,654
Tohono O'Odham	\$ -	\$ -	\$ -	\$ 62,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,572
Tucson Urban League	\$ -	\$ -	\$ -	\$ 1,932,294	\$ 299,132	\$ -	\$ -	\$ -	\$ 3,842	\$ 2,235,268
WACOG	\$ 509,587	\$ -	\$ 98,414	\$ 1,870,444	\$ -	\$ 338,631	\$ -	\$ 10,569	\$ 3,705	\$ 2,831,350
Totals	\$ 5,015,653	\$ 238,560	\$ 510,512	\$ 21,181,971	\$ 1,632,640	\$ 3,724,000	\$ 1,173,522	\$ 100,000	\$ 35,000	\$ 33,611,858

Note:

1. SSBG Funds are Locally Planned only.
2. \$25,000 LIHEAP funding for ACAA is for Leveraging activities.

Bolded numbers represent changes in funding.

NET INCREASES/(DECREASES)

	CSBG	CSBG Discretionary	CSBG Carryover	LIHEAP	LIHEAP Re-distributed	TANF	SSBG	CENTURYLINK	NHN	SFY 2015 ALLOCATION
ACAA	\$ -	\$ 104,160	\$ -	\$ 105,711	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 209,871
CAHRA	\$ 19,688	\$ -	\$ 31,331	\$ -	\$ -	\$ 2,293	\$ -	\$ -	\$ -	\$ 53,312
Catholic Charities	\$ -	\$ -	\$ -	\$ -	\$ 104,568	\$ -	\$ -	\$ -	\$ -	\$ 104,568
City of Glendale	\$ 13,927	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,927
City of Phoenix	\$ 101,398	\$ 24,400	\$ -	\$ -	\$ 780,122	\$ 13,248	\$ -	\$ -	\$ -	\$ 919,168
Tempe Service Area (TBD)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Coconino County	\$ -	\$ -	\$ 55,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,448
Governor's Office of Energy Policy	\$ -	\$ -	\$ -	\$ 1,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,216
Gila County	\$ -	\$ -	\$ 12,338	\$ -	\$ 24,672	\$ -	\$ -	\$ -	\$ -	\$ 37,010
Maricopa County	\$ 60,954	\$ 55,000	\$ 209,405	\$ -	\$ -	\$ (34,479)	\$ -	\$ -	\$ -	\$ 290,880
MesaCAN	\$ 21,177	\$ -	\$ -	\$ -	\$ 163,070	\$ 2,680	\$ -	\$ -	\$ -	\$ 186,927
NACOG	\$ 19,685	\$ -	\$ 33,261	\$ -	\$ -	\$ 2,364	\$ -	\$ -	\$ -	\$ 55,310
Pima County	\$ 57,802	\$ -	\$ 32,178	\$ -	\$ 132,135	\$ 7,292	\$ -	\$ -	\$ -	\$ 229,407
PPEP	\$ 7,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,148
SEACAP	\$ 16,948	\$ -	\$ 38,137	\$ -	\$ 128,941	\$ 2,171	\$ -	\$ -	\$ -	\$ 186,197
Tohono O'Odham	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tucson Urban League	\$ -	\$ -	\$ -	\$ -	\$ 299,132	\$ -	\$ -	\$ -	\$ -	\$ 299,132
WACOG	\$ 38,670	\$ -	\$ 98,414	\$ -	\$ -	\$ 4,431	\$ -	\$ -	\$ -	\$ 141,515
Totals	\$ 357,397	\$ 183,560	\$ 510,512	\$ 106,927	\$ 1,632,640	\$ -	\$ -	\$ -	\$ -	\$ 2,791,036

Bolded numbers represent changes in funding.

**COMMUNITY ACTION NETWORK FORMULA
SFY 2015 ALLOCATIONS**

	CSBG	CSBG Discretionary	CSBG Carryover	LIHEAP	LIHEAP Re-distributed	TANF	SSBG	CENTURYLINK	NHN	SFY 2015 ALLOCATION
ACAA	\$ -	\$ 159,160	\$ -	\$ 130,711	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 289,871
CAHRA	\$ 259,429	\$ -	\$ 31,331	\$ 911,212	\$ -	\$ 183,081	\$ 16,096	\$ 5,148	\$ 1,803	\$ 1,408,100
Catholic Charities	\$ -	\$ -	\$ -	\$ 675,471	\$ 104,568	\$ -	\$ 17,465	\$ -	\$ 1,327	\$ 798,831
City of Glendale	\$ 183,518	\$ -	\$ -	\$ 690,348	\$ -	\$ 150,000	\$ 76,403	\$ 3,923	\$ 1,373	\$ 1,105,565
City of Phoenix	\$ 1,336,173	\$ 24,400	\$ -	\$ 5,029,762	\$ 780,122	\$ 1,012,131	\$ 563,745	\$ 28,564	\$ 9,999	\$ 8,784,896
Coconino County	\$ 150,000	\$ -	\$ 55,448	\$ 406,949	\$ -	\$ 150,000	\$ 18,305	\$ 2,178	\$ 762	\$ 783,642
Gov's Office on Energy Policy	\$ -	\$ -	\$ -	\$ 3,278,367	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,278,367
Gila County	\$ 150,000	\$ -	\$ 12,338	\$ 160,112	\$ 24,672	\$ 150,000	\$ 8,048	\$ 905	\$ 316	\$ 506,391
Maricopa County	\$ 803,198	\$ 55,000	\$ 209,405	\$ 2,972,051	\$ -	\$ 557,179	\$ 310,285	\$ 16,852	\$ 5,897	\$ 4,929,867
MesaCAN	\$ 279,045	\$ -	\$ -	\$ 1,049,954	\$ 163,070	\$ 204,778	\$ 114,059	\$ 5,972	\$ 2,086	\$ 1,818,964
NACOG	\$ 259,394	\$ -	\$ 33,261	\$ 303,837	\$ -	\$ 180,645	\$ 49,116	\$ 5,230	\$ 503	\$ 831,986
Pima County	\$ 761,669	\$ -	\$ 32,178	\$ 865,032	\$ 132,135	\$ 557,179	\$ -	\$ 15,845	\$ 1,703	\$ 2,365,741
PPEP	\$ 100,313	\$ -	\$ -	\$ -	\$ -	\$ 74,480	\$ -	\$ -	\$ -	\$ 174,793
SEACAP	\$ 223,327	\$ -	\$ 38,137	\$ 842,855	\$ 128,941	\$ 165,896	\$ -	\$ 4,814	\$ 1,684	\$ 1,405,654
Tohono Odham	\$ -	\$ -	\$ -	\$ 62,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,572
Tucson Urban League	\$ -	\$ -	\$ -	\$ 1,932,294	\$ 299,132	\$ -	\$ -	\$ -	\$ 3,842	\$ 2,235,268
WACOG	\$ 509,587	\$ -	\$ 98,414	\$ 1,870,444	\$ -	\$ 338,631	\$ -	\$ 10,569	\$ 3,705	\$ 2,831,350
<hr/>										
Totals	\$ 5,015,653	\$ 238,560	\$ 510,512	\$ 21,181,971	\$ 1,632,640	\$ 3,724,000	\$ 1,173,522	\$ 100,000	\$ 35,000	\$ 33,611,858

ACAA

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ -	\$ -	\$ -
CSBG Discretionary	\$ 55,000	\$ 104,160	\$ 159,160
CSBG Carryover	\$ -	\$ -	
LIHEAP	\$ 25,000	\$ 105,711	\$ 130,711
LIHEAP Re-distributed	\$ -	\$ -	
TANF	\$ -	\$ -	\$ -
SSBG	\$ -	\$ -	\$ -
CENTURYLINK	\$ -	\$ -	\$ -
NHN	\$ -	\$ -	\$ -
TOTAL	\$ 80,000	\$ 209,871	\$ 289,871

Bolded numbers represent changes in funding.

CAHRA

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 239,741	\$ 19,688	\$ 259,429
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ 31,331	\$ 31,331
LIHEAP	\$ 911,212	\$ -	\$ 911,212
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ 180,788	\$ 2,293	\$ 183,081
SSBG	\$ 16,096	\$ -	\$ 16,096
CENTURYLINK	\$ 5,148	\$ -	\$ 5,148
NHN	\$ 1,803	\$ -	\$ 1,803
TOTAL	\$ 1,354,788	\$ 53,312	\$ 1,408,100

Bolded numbers represent changes in funding.

CATHOLIC CHARITIES OF YAVAPAI

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ -	\$ -	\$ -
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ -	\$ -
LIHEAP	\$ 675,471	\$ -	\$ 675,471
LIHEAP Re-distributed	\$ -	\$ 104,568	\$ 104,568
TANF	\$ -	\$ -	\$ -
SSBG	\$ 17,465	\$ -	\$ 17,465
CENTURYLINK	\$ -	\$ -	\$ -
NHN	\$ 1,327	\$ -	\$ 1,327
TOTAL	\$ 694,263	\$ 104,568	\$ 798,831

Bolded numbers represent changes in funding.

CITY OF GLENDALE

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 169,591	\$ 13,927	\$ 183,518
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ -	\$ -
LIHEAP	\$ 690,348	\$ -	\$ 690,348
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ 150,000	\$ -	\$ 150,000
SSBG	\$ 76,403	\$ -	\$ 76,403
CENTURYLINK	\$ 3,923	\$ -	\$ 3,923
NHN	\$ 1,373	\$ -	\$ 1,373
TOTAL	\$ 1,091,638	\$ 13,927	\$ 1,105,565

Bolded numbers represent changes in funding.

CITY OF PHOENIX

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 1,234,775	\$ 101,398	\$ 1,336,173
CSBG Discretionary	\$ -	\$ 24,400	\$ 24,400
CSBG Carryover	\$ -	\$ -	\$ -
LIHEAP	\$ 5,029,762	\$ -	\$ 5,029,762
LIHEAP Re-distributed	\$ -	\$ 780,122	\$ 780,122
TANF	\$ 998,883	\$ 13,248	\$ 1,012,131
SSBG	\$ 563,745	\$ -	\$ 563,745
CENTURYLINK	\$ 28,564	\$ -	\$ 28,564
NHN	\$ 9,999	\$ -	\$ 9,999
TOTAL	\$ 7,865,728	\$ 919,168	\$ 8,784,896

Bolded numbers represent changes in funding.

COCONINO COUNTY

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 150,000	\$ -	\$ 150,000
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ 55,448	\$ 55,448
LIHEAP	\$ 406,949	\$ -	\$ 406,949
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ 150,000	\$ -	\$ 150,000
SSBG	\$ 18,305	\$ -	\$ 18,305
CENTURYLINK	\$ 2,178	\$ -	\$ 2,178
NHN	\$ 762	\$ -	\$ 762
TOTAL	\$ 728,194	\$ 55,448	\$ 783,642

Bolded numbers represent changes in funding.

GOVERNOR'S OFFICE OF ENERGY POLICY

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ -	\$ -	\$ -
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ -	\$ -
LIHEAP	\$ 3,277,151	\$ 1,216	\$ 3,278,367
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ -	\$ -	\$ -
SSBG	\$ -	\$ -	\$ -
CENTURYLINK	\$ -	\$ -	\$ -
NHN	\$ -	\$ -	\$ -
TOTAL	\$ 3,277,151	\$ 1,216	\$ 3,278,367

Bolded numbers represent changes in funding.

GILA COUNTY

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 150,000	\$ -	\$ 150,000
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ 12,338	\$ 12,338
LIHEAP	\$ 160,112	\$ -	\$ 160,112
LIHEAP Re-distributed	\$ -	\$ 24,672	\$ 24,672
TANF	\$ 150,000	\$ -	\$ 150,000
SSBG	\$ 8,048	\$ -	\$ 8,048
CENTURYLINK	\$ 905	\$ -	\$ 905
NHN	\$ 316	\$ -	\$ 316
TOTAL	\$ 469,381	\$ 37,010	\$ 506,391

Bolded numbers represent changes in funding.

MARICOPA COUNTY

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 742,244	\$ 60,954	\$ 803,198
CSBG Discretionary	\$ -	\$ 55,000	\$ 55,000
CSBG Carryover	\$ -	\$ 209,405	\$ 209,405
LIHEAP	\$ 2,972,051	\$ -	\$ 2,972,051
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ 591,658	\$ (34,479)	\$ 557,179
SSBG	\$ 310,285	\$ -	\$ 310,285
CENTURYLINK	\$ 16,852	\$ -	\$ 16,852
NHN	\$ 5,897	\$ -	\$ 5,897
TOTAL	\$ 4,638,987	\$ 290,880	\$ 4,929,867

Bolded numbers represent changes in funding.

TANF "Initial" Allocation has been changed due to the re-calculations due to the removal of the "Tempe Service Area". The net result of the "Revised Allocation "reflects only the \$60,954 increase in CSBG .

MesaCAN

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 257,868	\$ 21,177	\$ 279,045
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ -	\$ -
LIHEAP	\$ 1,049,954	\$ -	\$ 1,049,954
LIHEAP Re-distributed	\$ -	\$ 163,070	\$ 163,070
TANF	\$ 202,098	\$ 2,680	\$ 204,778
SSBG	\$ 114,059	\$ -	\$ 114,059
CENTURYLINK	\$ 5,972	\$ -	\$ 5,972
NHN	\$ 2,086	\$ -	\$ 2,086
TOTAL	\$ 1,632,037	\$ 186,927	\$ 1,818,964

Bolded numbers represent changes in funding.

NACOG

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 239,709	\$ 19,685	\$ 259,394
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ 33,261	\$ 33,261
LIHEAP	\$ 303,837	\$ -	\$ 303,837
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ 178,281	\$ 2,364	\$ 180,645
SSBG	\$ 49,116	\$ -	\$ 49,116
CENTURYLINK	\$ 5,230	\$ -	\$ 5,230
NHN	\$ 503	\$ -	\$ 503
TOTAL	\$ 776,676	\$ 55,310	\$ 831,986

Bolded numbers represent changes in funding.

PIMA COUNTY

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 703,867	\$ 57,802	\$ 761,669
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ 32,178	\$ 32,178
LIHEAP	\$ 865,032	\$ -	\$ 865,032
LIHEAP Re-distributed	\$ -	\$ 132,135	\$ 132,135
TANF	\$ 549,887	\$ 7,292	\$ 557,179
SSBG	\$ -	\$ -	\$ -
CENTURYLINK	\$ 15,845	\$ -	\$ 15,845
NHN	\$ 1,703	\$ -	\$ 1,703
TOTAL	\$ 2,136,334	\$ 229,407	\$ 2,365,741

Bolded numbers represent changes in funding.

PPEP

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 93,165	\$ 7,148	\$ 100,313
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ -	\$ -
LIHEAP	\$ -	\$ -	\$ -
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ 74,480	\$ -	\$ 74,480
SSBG	\$ -	\$ -	\$ -
CENTURYLINK	\$ -	\$ -	\$ -
NHN	\$ -	\$ -	\$ -
TOTAL	\$ 167,645	\$ 7,148	\$ 174,793

Bolded numbers represent changes in funding.

SEACAP

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 206,379	\$ 16,948	\$ 223,327
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ 38,137	\$ 38,137
LIHEAP	\$ 842,855	\$ -	\$ 842,855
LIHEAP Re-distributed	\$ -	\$ 128,941	\$ 128,941
TANF	\$ 163,725	\$ 2,171	\$ 165,896
SSBG	\$ -	\$ -	\$ -
CENTURYLINK	\$ 4,814	\$ -	\$ 4,814
NHN	\$ 1,684	\$ -	\$ 1,684
TOTAL	\$ 1,219,457	\$ 186,197	\$ 1,405,654

Bolded numbers represent changes in funding.

TOHONO O'ODHAM

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ -	\$ -	\$ -
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ -	\$ -
LIHEAP	\$ 62,572	\$ -	\$ 62,572
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ -	\$ -	\$ -
SSBG	\$ -	\$ -	\$ -
CENTURYLINK	\$ -	\$ -	\$ -
NHN	\$ -	\$ -	\$ -
TOTAL	\$ 62,572	\$ -	\$ 62,572

Bolded numbers represent changes in funding.

TUCSON URBAN LEAGUE

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ -	\$ -	\$ -
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ -	\$ -
LIHEAP	\$ 1,932,294	\$ -	\$ 1,932,294
LIHEAP Re-distributed	\$ -	\$ 299,132	\$ 299,132
TANF	\$ -	\$ -	\$ -
SSBG	\$ -	\$ -	\$ -
CENTURYLINK	\$ -	\$ -	\$ -
NHN	\$ 3,842	\$ -	\$ 3,842
TOTAL	\$ 1,936,136	\$ 299,132	\$ 2,235,268

Bolded numbers represent changes in funding.

WACOG

Fund Source	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	\$ 470,917	\$ 38,670	\$ 509,587
CSBG Discretionary	\$ -	\$ -	\$ -
CSBG Carryover	\$ -	\$ 98,414	\$ 98,414
LIHEAP	\$ 1,870,444	\$ -	\$ 1,870,444
LIHEAP Re-distributed	\$ -	\$ -	\$ -
TANF	\$ 334,200	\$ 4,431	\$ 338,631
SSBG	\$ -	\$ -	\$ -
CENTURYLINK	\$ 10,569	\$ -	\$ 10,569
NHN	\$ 3,705	\$ -	\$ 3,705
TOTAL	\$ 2,689,835	\$ 141,515	\$ 2,831,350

Bolded numbers represent changes in funding.

STATE TOTALS

Fund Source	ALERT	DATE ISSUED	SFY 2015 Initial Allocation	SFY 2015 Allocation Increase/(Decrease)	SFY 2015 Revised Allocation
CSBG	ALERT SFY 15-A1	6/13/2014	\$ 4,658,256	\$ 357,397	\$ 5,015,653
CSBG Discretionary	ALERT SFY 15-A6	11/28/2014	\$ 55,000	\$ 183,560	\$ 238,560
CSBG Carryover	ALERT SFY 15-A4	8/31/2014	\$ -	\$ 510,512	\$ 510,512
LIHEAP	ALERT SFY 15-B2	8/31/2014	\$ 21,075,044	\$ 106,927	\$ 21,181,971
LIHEAP Re-distributed	ALERT SFY 15-B2	8/31/2014	\$ -	\$ 1,632,640	\$ 1,632,640
TANF	ALERT SFY 15-E	4/21/2014	\$ 3,724,000	\$ -	\$ 3,724,000
SSBG	ALERT SFY 15-G	4/21/2014	\$ 1,173,522	\$ -	\$ 1,173,522
CENTURYLINK	ALERT SFY 15-H	4/21/2014	\$ 100,000	\$ -	\$ 100,000
NHN	ALERT SFY 15-I	4/21/2014	\$ 35,000	\$ -	\$ 35,000
TOTAL			\$ 30,820,822	\$ 2,791,036	\$ 33,611,858

Bolded numbers represent changes in funding.