2013-2014 MASTER GRANT AGREEMENT
Exhibit A, Program Element 01
Community Services Block Grant Program

1. **Description.** The Community Services Block Grant (CSBG) Program is a federal, anti-poverty block grant program that provides funds for distribution principally to Oregon's local community action agencies to create programs and services that reduce the causes of poverty, revitalize low-income communities, and empower low-income families and individuals to become self-sufficient.

2. **Definitions.** Capitalized words in this Program Element 01 have the meanings provided herein, as stated in Public Law 105-285, OAR 813-210, OAR 813-230, 45 CFR 96 or as otherwise provided by OHCS, unless the context clearly requires otherwise:

    "Applicant" means any person who applies to receive CSBG benefits. Applicants include CSBG participants applying for recertification.

    "CAPO" means Community Action Partnership of Oregon.

    "*CSBG*" means Community Services Block Grant.

    "HHS" means U.S. Department of Health and Human Services.

    "HMIS" means Homeless Management Information System.

    "HOUSEHOLD" means one or more persons occupying a housing unit.

    "*OHCS*" or *"Department"* means the State of Oregon, acting by and through its Housing and Community Services Department.

    "PROGRAM REQUIREMENTS" means the terms and conditions of this Agreement, including but not limited to all federal and state statutes applicable to the CSBG Program, federal and state rules and regulations applicable to the CSBG Program, and applicable OHCS directives, all as amended from time to time.

    "ROMA" means Results Oriented Management Accountability.

    "SUBGRANTEE" means the public or private nonprofit organization that has entered into this Agreement with OHCS to administer CSBG funds provided hereunder within the designated service area consistent with the terms of this Agreement, including all .

    "SUBRECIPIENT" means a public or private nonprofit organization that enters into a written agreement with SUBGRANTEE satisfactory to OHCS to provide CSBG assistance to certified participants.

    "WORK" means all obligations to be performed by SUBGRANTEE under this Agreement, including but not limited to the terms and conditions of this Program Element

    "WORK PLAN APPLICATION" means Subgrantee Agency's Funding application, which is part of the contract between OHCS and the Subgrantee Agency.

3. **Procedural and Operational Requirements**

A. SUBGRANTEE shall, and shall cause and shall require by contract that its SUBRECIPIENTS comply and perform all work to the satisfaction of OHCS, and in accordance with the terms of this Agreement, including its local WORK PLAN APPLICAITON as approved by OHCS and supplemented herein, together with applicable PROGRAM REQUIREMENTS including CFDA 93.569 and 93.570, Public Law 105-285, OAR 813-210, OAR 813-230, and 45 CFR 96. The approved WORK PLAN APPLICATION is incorporated herein by reference. The remaining provisions of this Section 3 are supplemental to, and do not limit the obligations of SUBGRANTEE or its SUBRECIPIENTS arising under this Subsection 3A or otherwise under this agreement.

B. SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to administer CSBG funds in a manner satisfactory to OHCS and in compliance with all PROGRAM REQIREMENTS, including but not limited to the following terms and conditions:

1) SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to use grant funds allocated specifically by OHCS for allowable administrative and overhead costs in order to provide the services outlined in this agreement. SUBGRANTEE shall adhere to the HHS CSBG administrative efficiency measure of a maximum of 17% or a reasonable measure as approved by OHCS. Allowable administrative costs are defined as costs related to the general management of the grantee organization. Allowable program costs are defined as costs that can be specifically identified with program activities including but not limited to, management, service delivery and data collection, undertaken by SUBGRANTEE or SUBRECIPIENT to achieve an outcome intended by the funding program.

2) SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to assure that funds allocated through CSBG will be used to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families.

3) SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to assure that HOUSEHOLDS receiving CSBG program benefits do not have annual incomes which exceed 125% of the federal poverty level. Income verification includes, but is not limited to: wages (pay stubs), assistance payments such as alimony, SSI, TANF, child support, veteran's benefits, unemployment benefits, worker's compensation, retirement/pension and social security benefits. SUBGRANTEE is responsible to OHCS for any losses resulting from improper or negligent issuance of CSBG funds and shall repay such funds to OHCS within thirty (30) days written demand by OHCS.

4) SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to have documented Denial, Appeal, and Fair Hearing procedures for CSBG APPLICANTS satisfactory to OHCS. These policies and procedures must be accessible to APPLICANTS upon request.   HOUSEHOLDS that believe they have been discriminated against during local hearing processes may request to appeal with OHCS.

5) SUBGRANTEE shall establish and maintain regular SUBRECIPIENT monitoring practices (if applicable). An established process for SUBRECIPIENT monitoring must be outlined in the SUBRECIPIENT contract, as well as local documentation (e.g. staff policy/procedure manuals) satisfactory to OHCS. SUBGRANTEE shall obtain prior written approval from OHCS when renewing or adding additional SUBRECIPIENTS.

6) SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to maintain procedures for preventing, detecting and dealing with fraud. Established processes must be outlined in local documentation (e.g. staff policy/procedure manuals) satisfactory to OHCS.

7) SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to assure that all necessary documentation is included in HOUSEHOLD files, all in form and substance satisfactory to OHCS. Required documents for each applicant HOUSEHOLD are as follows:

a. Application/intake form that includes client characteristic data;

b. Intake form has language stating *all information contained on form is true and correct to the best of my knowledge* and is signed by applicant and staff member;

c. Verification that HOUSEHOLD income does not exceed 125% of the FPL;

d. Documentation of income or self-declaration for clients with zero income;

e. Evidence that client was apprised of grievance procedures;

f. Authorization of Release of Information, signed and dated by client and staff member;

g. Confidentiality statement, signed and dated by client and staff member;

h. If applicable, evidence that the client was informed of their potential eligibility for child support services and informed of the locations of local resources;

i. Entrance, exit date, reason for exiting the program, housing status at exit; and

j. Such other documentation as OHCS may from time to time require.

8) SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to allow OHCS and HHS access to, and to furnish to OHCS, whatever information and/or documentation OHCS determines is necessary or appropriate to conduct reviews and monitor progress or performance to determine conformity with PROGRAM REQUIREMENTS. SUBGRANTEE shall permit representatives of OHCS to visit its sites and require SUBRECIPIENTS to permit OHCS and HHS to visit their sites, to inspect same, and to review, audit, and copy all records OHCS or HHS deem pertinent to evaluating or enforcing PROGRAM REQUIREMENTS at any reasonable time, with or without benefit of prior notification. SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to cooperate fully with OHCS and HHS.

9) SUBGRANTEE shall administer the Community Services Block Grant program through a tripartite board composed of 1/3 public officials, no fewer than 1/3 are representative of low-income individuals and families and 1/3 are officials or members of business, industry labor, religious, law enforcement, education or other major groups and interests in the community served.

4. **Reporting Obligations and Requirements**

A. SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to assure that data collection and reporting for CSBG funded activities be conducted through the use of OHCS approved HMIS and OPUS management information systems. SUBGRANTEE shall, and shall cause and require its SUBRECIPIENTS to assure that data entry into HMIS and OPUS occur in an accurate and timely manner as satisfactory to OHCS.

B. SUBGRANTEE shall, and shall cause and shall require its SUBRECIPIENTS by contract to submit to the satisfaction of OHCS all reports as required in the Master Grant Agreement including the:

1) CSBG-IS report which is due to OHCS annually by February 15th. Report includes: Sections D, E, F and G, the National Performance Indicators, and;

2) SUBGRANTEE shall submit its Board agendas and meeting minutes quarterly by the 10th of the month following the end of each quarter—April 10th, July 10th, October 10th, January 10th.

C. SUBGRANTEE shall provide additional reports as needed or requested by OHCS.

D. SUBRANTEE may request a reporting deadline extension when necessary.

5. Performance Measures

    A. SUBGRANTEE shall participate in and contribute to the CAPO and OHCS process to develop CSBG Program performance measures by July 1, 2014.

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