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**DEPARTMENT OF HEALTH & HUMAN SERVICES**  
Administration for Children and Families  
Office of Community Services

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## **Community Services Block Grant**

*Kansas State Assessment*

*On-Site Review*

*Final*

March 21-25, 2011

# Kansas State Assessment

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# **Kansas Community Services Block Grant**

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## **I. Executive Summary**

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The Community Services Block Grant (CSBG) provides assistance to States and local communities working through a network of Community Action Agencies (CAAs) and other neighborhood-based organizations for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient. CSBG-funded activities create, coordinate, and deliver a broad array of services to low-income Americans. The grant's purpose is to fund initiatives to change conditions that perpetuate poverty, especially unemployment, inadequate housing, poor nutrition, and lack of educational opportunity.

The Governor of Kansas designated Kansas Housing Resources Corporation (KHRC) as the appropriate lead agency for the administration of CSBG. The Kansas CSBG provides funding, technical assistance, and support to 8 eligible entities. The CAAs provide an array of services according to the Community Action Plan (CAP) formulated to address local needs. Services may include housing, energy assistance, nutrition, employment and training as well as transportation, family development, child care, health care, emergency food and shelter, domestic violence prevention services, money management, and microbusiness development. The information contained in this report was compiled during a State Assessment (SA) of Kansas CSBG and its eligible entities as evaluated by Federal staff of the Division of State Assistance (DSA) in the Office of Community Services (OCS), an office within the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS).

### **State Assessment Authority**

SAs are conducted to examine the implementation, performance, compliance, and outcomes of a State's CSBG to certify that the State is adhering to the provisions set forth in Sections 678B and 676(b) of the Coats Human Services Reauthorization Act, Public Law 105-285. On December 21, 2007, OCS issued Information Memorandum 117, explaining that DSA would conduct on-site monitoring visits during Federal Fiscal Years (FFYs) 2008-2010. Federal staff conducted an on-site review of the Kansas CSBG and its eligible entities from March 21-25, 2011. The evaluation included interviews and analyses of the data collected. As per the CSBG statute, the SA examines the States and its eligible entities' assurances of services including:

1. Activities designed to assist and coordinate services to low-income families and individuals, including those receiving assistance under the Temporary Assistance to Needy Families (TANF) program, the elderly, homeless, migrant and seasonal workers, and youth;
2. Coordination of service delivery to ensure linkages among services, such as to employment and training activities, with the Low-Income Home Energy Assistance Program (LIHEAP), faith-based and other community-based charitable organizations, and other social services programs;
3. Innovative approaches for community and neighborhood-based service provision;
4. Ability to provide emergency food and nutrition to populations served;
5. Adherence to statutory procedures governing the termination and reduction of funding for the local entity administering the program;
6. Adequate and appropriate composition of Tripartite Board and CAA rules;
7. Appropriate fiscal and programmatic procedures to include a CAP from the CAAs that identifies how the needs of communities will be met with CSBG funds; and

8. Participation in the performance measurement system, the Results Oriented Management and Accountability (ROMA) initiative.<sup>1</sup>

The SA also examines the fiscal and governance issues of the eligible entities that provide CSBG funded services in local communities as well as the State's oversight procedures for the eligible entities. Fiscal and governance issues examined include:

1. Methodology for distribution and disbursement of CSBG funds to the eligible entities;
2. Fiscal controls and accounting procedures;
3. State administrative expenses;
4. Mandatory public hearings conducted by the State Legislature; and
5. General procedures for governing the administration of the CSBG program, including Board governance, non-discrimination provisions, and political activities prohibitions.

### **Methodology**

The SA consisted of two levels of evaluation by OCS reviewers:

1. OCS reviewers examined the State-level assurances, fiscal and administrative governance issues through data collection and interviews with State officials.
2. OCS reviewers assessed the State's monitoring procedures and results to determine CAAs compliance with assurances and governance requirements by gathering information and engaging in data collection and interviews.

State-level interviews included the following KHRC officials: Jennifer Sexson, KHRC, CSBG Program Manager; Dennis Mesa, KHRC Executive Director; Ryan Vincent, KHRC Deputy Director; Susan James, CFO; J.R. Behan, KHRC Director of Operations; Marcia Banks, KHRC Administrative Specialist; Al Dorsey, KHRC Division Director; Tawny Stottlemire, KACAP Executive Director; Tiffany Jarvis, KACAP KanDo Roma Coordinator.

OCS reviewers assessed the following eligible entities: Economic Opportunity Foundation, Kansas City, Kansas; East Central Kansas Community Action, Ottawa, Kansas; Community Action, Inc., Topeka, Kansas

OCS reviewers included: Isaac Davis, Program Specialist; Michael Pope, Financial Management Analyst; Emmanuel Djokou, Auditor; and Renee Harris, Auditor.

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<sup>1</sup> Some assurances have been combined where appropriate.

## II. Assessment and Findings

The OCS reviewers collected information pertaining to the fiscal and programmatic procedures of the State agency, as well as other general information about the State's CSBG program including:

- Administrative, program, and financial operations for the State and the CAAs assessed;
- Brochures and literature on services provided;
- Most recent CSBG financial summary reports for both the State and CAAs;
- Standard Form (SF) 269 Financial Status Report for FY 2008 showing total funds authorized;<sup>2</sup>
- Audited Financial Statements the State and CAAs;
- Kansas State CSBG Plan; and
- The State of Kansas Housing Resources Corporation Accounting and Financial Policy and Procedures Manual and Policy Manual for the Kansas CSBG.

### Fiscal and Governance Operations

The CSBG statute requires each State to designate a lead agency to administer CSBG, and for the lead agency to provide oversight of the eligible entities that administer CSBG in the communities. The Governor designated the KHRC as the lead agency to administer the CSBG. In FY 2008, the State allocated 90 percent of CSBG funds to eligible entities.

In order to verify that fiscal controls and adequate accounting practices were in place, OCS reviewers examined various transactions and monthly financial reports with the States Dynamics GP Accounting System. The State operates on a reimbursement system, and monthly reports are the primary tools for evaluating allowable expenditures and tracking budget line items. Monthly reports are reviewed by State fiscal staff and subsequently reviewed by the Fiscal Manager before payments are processed. OCS reviewers examined the monthly reports approval process and a sampling of the subsequent CSBG disbursement to entities on-site. The OCS reviewers found the State to be in compliance and had no issues for technical assistance.

Table 1 illustrates the distribution of Federal funds allocated in Kansas.

**Table 1**

<b>Use of FY 2008 Funds: Kansas</b>		
<b>Uses of Funds</b>	<b>Amount Expended</b>	<b>Percentage of Expenditures</b>
Grants to Local Eligible Entities	\$4,735,666	90%
Administrative Costs	\$ 257,669	5%
Discretionary Projects	\$ 257,669	5%
<b>Total Used in FY 2008</b>	<b>\$5,251,004</b>	<b>100%</b>

According to the State, administrative expenditures were used for the management and monitoring of CSBG. Discretionary funds were disbursed to the CAAs for their use based on their community needs assessment.

<sup>2</sup> The SF 269—Short Form is used to report the amount of program income earned and the amount expended.

OCS reviewers verified, through the State's General Ledger, the allocation, expenditures, and how the State used their discretionary funds. OCS reviewers determined the State's use of Discretionary Funds were in accordance with Section 675(b)(1) of the CSBG statute.

### **Administrative Monitoring and Accountability**

The CSBG statute requires States to monitor local agencies to determine whether they meet performance goals, administrative standards, and financial management standards, as well as other State-defined criteria. The State has procedures in place to ensure CAAs have a system of governance, financial and human resource management, program and service delivery, and community relations. The State requires the CAAs to submit applications to receive their CSBG allotments annually. The process of approval is based on: 1) standard forms; 2) governing Board approval; and 3) information about how the entity will provide services in their communities.

Through review of State documentation, interviews with state employees and observation of the use of the Kansas Housing Resources Corporation Accounting and Financial Policy and Procedures Manual and Policy Manual for the Kansas Community Services Block Grant, OCS reviewers were able to determine that internal controls for administrative, financial and information systems exist.

### **Financial Monitoring and Accountability**

States are required by Federal statute to perform monitoring duties in a full on-site review at least once every three years for each eligible entity. A draft monitoring report is developed and issued within 30 days of the on-site visit. The report identifies deficiencies, issues, and concerns requiring corrective action(s) as approved by the Board. Follow-up visits were coordinated with the CAAs if deficiencies were noted during the on-site visit. A final report is sent to the Board Chairperson and the Executive Director of the agency. Not all site visits require a focus on the entire CSBG. Some may focus on specific areas during the State's assessment review of other Federal requirements and/or services such as LIHEAP, ROMA, Board issues, or Training and Technical Assistance (T&T/A).

Section 678B(a)(1) requires that the State shall conduct the following reviews of eligible entities:

- (1) A full on-site review of each such entity at least once during each three-year period.
- (2) An on-site review of each newly-designated entity immediately after the completion of the first year in which such entity receives funds through the CSBG program.

On-site monitoring reviews are conducted to meet the following objectives: 1) review of sub-recipient performance; 2) review of compliance to applicable State and Federal regulations, policies and statutes; 3) assist in the prevention of fraud and abuse; and 4) identification of technical assistance needs. A comprehensive CSBG monitoring tool is required to be used in CAA monitoring visits. Each applicable area of this document is designed to be completed with all supporting documentation retained in the State office files. Table 2 illustrates the State's monitoring schedule indicating the CAAs and eligible entities visited in accordance with CSBG statute.

**Table 2**

<b>Kansas Monitoring Schedule</b>		
<b>Agency Name</b>	<b>On-site Visits</b>	<b>Counties Served</b>
City of Wichita	10/8-9/2007	Sedgwick
Southeast Kansas Community Action Program	11/7-9/2007	Allen, Bourbon, Chautauqua, Cherokee, Crawford, Elk, Labette, Linn, Montgomery, Neosho, Wilson, and Woodson
Economic Opportunity Foundation	12/5-7/2007	Wyandotte
East Central Kansas Economic Opportunity Corporation	02/19-21/2008	Anderson, Coffee, Douglas, Franklin, Johnson, Lyon, Miami, Morris, and Osage
Northeast Kansas Community Action Program	03/19-20/2008	Atchison, Brown, Doniphan, Jackson, Jefferson, Nemaha, Leavenworth, Marshall, Pottawatomie, and Riley
Mid-Kansas Community Action Program	02/26-28/2008	Butler, Chase, Cowley, Greenwood, Harper, Harvey, Kingman, Marion, Reno and Sumner
Community Action Inc.	01/09-11/2008	Clay, Dickinson, Geary, McPherson, Ottawa, Saline, Shawnee, and Wabaunsee
Harvest America Corporation	10/23/2007& 10/25-26/2007	Barton, Ellis, Finney, Ford, Grant, Sherman, Seward, Wichita, and Wyandotte Counties

OCS reviewers examined the State's monitoring procedures and a representative sample of completed monitoring tools, reports, backup documentation, and corrective action letters. Through documentation reviews and interviews with State staff responsible for monitoring and CAA staff, OCS reviewers determined that the State has reasonable and reliable internal controls in place for conducting and documenting monitoring reviews for its eligible entities.

The State's CSBG calendar year is from April 1 through March 31. In the last quarter of the State's calendar year, any costs incurred by the entities prior to the first quarter are reimbursable subject to the State's receipt of Federal fiscal year funds.

OCS reviewers examined the State's internal audit process. State auditors are required to examine all State funding made to the eligible entities dating back to the previous State audit. Any audit finding(s) are reported to the CAA Executive Director and Boards of Directors. The CAA Boards of Directors are required to respond to the notification letter within 30 days with a written Corrective Action Plan (CAP) that addresses the findings. Audit Office staff must review and approve the CAP. The CAA Board of Directors failure to respond within the allotted time frame may result in disciplinary actions being taken by the State, up to and including funds de-obligation. The lead auditor is the State official responsible for audit follow-up activities, including resolution and corrective action monitoring. Technical assistance is available through the State on a case-by-case basis for eligible entities with audit findings. The OCS reviewers had no issues regarding technical assistance.

## **Office of Management and Budget (OMB) Circular A-133, Single Audit Act of 1997**

According to 45 CFR §96.31, grantees and subgrantees are responsible for obtaining audits in accordance with OMB Circular A-133, "*Audits of State, Local Governments, and Non-Profit Organizations.*" Agencies expending \$500,000 or more of Federal funds in any year must contract with an independent auditor to review their financial statements and Federal expenditures. The auditing firm for the State conducts the fieldwork, issues the audit report, and submits the required reporting forms to the Federal Audit Clearinghouse (FAC) with reportable findings. The State CSBG Plan submitted to OCS requires that an audit report is prepared annually.

State audits are performed to determine whether: 1) costs and program income activities were properly summarized and reported; 2) internal controls meet the State's standards; 3) costs charged to the grant were allowable; and 4) the State is in full financial compliance.

The State audits are conducted under the standards of the Institute of Internal Auditors. In the performance of their duties, the State's auditing firm also considers the government auditing standards promulgated by the Comptroller General, U.S. Government Accountability Office.

OCS reviewers noted no findings in the State's A-133 audit report(s) pertaining to the CSBG program. Based on our review of information and interviews with State employees, the State does have written guidance for incorporating audit findings in its decision-making process or corrective action.

OCS reviewers examined the FAC Data Collection Form for reporting on Audits of States, Local Governments, and Non-Profit Organizations found on the FAC website. The OCS reviewers found the State forms were written and submitted in accordance with the Federal requirements. The State Auditor found no areas of noncompliance, reportable conditions, including material weaknesses, questioned costs, fraud, or other reportable items for CSBG. OCS reviewers also recognized that the State adheres to the accounting principles and financial reporting standards established by the Governmental Accounting Standards Board.<sup>3</sup>

### **Recapture and Redistribution**

Language in Section 675(C)(3) of the CSBG Act permits States the discretion to recapture and redistribute unobligated funds in excess of 20 percent of the amount distributed to an eligible entity to another eligible entity or to a private nonprofit organization. However, since 2001, Congressional Appropriation language has provided instruction that supersedes the language in Section 675(C)(3) of the enabling legislation. States are required to continue recapture and/or redistribute to eligible entities in accordance with annual appropriation instructions requiring that, "to the extent Community Services Block Grant funds are distributed as grants by a State to eligible entities provided under the Act, and have not been expended by such entity, the funds shall remain with such entity for carryover into the next fiscal year for expenditure by such entity for program purposes."

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<sup>3</sup> The authoritative bodies of establishing accounting principles and financial reporting standards are the Governmental Accounting Standards Board (State and local governments) and the Financial Accounting Standards Board (nongovernmental entities).

## **Carryover Balance**

In accordance with 45 CFR §92.40, §92.41, and §96.30(b)(4), respectively, the grantee shall submit annual program progress and financial status reports using OMB Standard Form 269A Financial Status Report (short form). The FSRs are due within 90 days of the close of the applicable statutory grant periods. Failure to submit reports on time may be the basis for withholding financial assistance payments, suspension, or termination of funding. During our assessment, OCS reviewers noted the State did not submit its FY 2008 FSR in accordance with 45 CFR §92.40, §92.41, and §96.30(b)(4).

Grantees are required to adhere to a provision of the law under the Consolidated Appropriations Act of 2005, which requires that to the extent FY 2008 CSBG funds are distributed by a State to an eligible entity and have not been expended by such eligible entity, they shall remain with such eligible entity for carryover and expenditure into the next fiscal year.

Kansas' policy on carryover funds states that eligible entities shall retain any carryover amount to the next program year. When a CAA has determined that it will not utilize all of the current program year funds, it will notify the State, which will re-contract the carryover funds.

## **Public Hearings**

According to Section 676(a)(2)(B), at the beginning of each fiscal year, a State must prepare and submit an application and State Plan covering a period of one year and no more than two fiscal years. The Notice of the public hearing will be published in the Kansas Register. Eligible entities and other pertinent stakeholders will be provided written notice of the public hearing at least thirty (30) days in advance of the hearing. A Public Hearing was held on the FFY 2008 State Plan on August 22, 2007. Notice of the public hearing was placed in the Kansas Register, Vol. 26, No. 32 on August 7, 2007. A separate notice was emailed to each eligible entity on July 13, 2007. The Legislative Hearing was held before the House Appropriations Committee in conjunction with developing the Kansas CSBG Plan on February 28, 2007. OCS reviewers assessed the State Public Hearing procedures and determined that the State was in compliance with Section 676, which requires Statewide distribution of notice.

## **Tripartite Boards**

The State requires CAAs to submit a listing of their Tripartite Board membership prior to being approved to administer CSBG. CAAs must comply with Section 676B of the CSBG Statute, which requires that members are chosen in accordance with democratic selection procedures to assure that not less than one-third of its members are representatives of low-income individuals and families who reside in the neighborhoods served. The remaining members are public officials or members of business, industry, labor, religious, law enforcement, education, or other major groups interested in the community serviced. Members must actively participate in the planning, implementation, and evaluation of the program that services their low-income communities.

According to State policies CAAs must have their Tripartite Board certified annually to ensure the board has received orientation and/or training, which outlines and describes their responsibilities and liabilities. The certification of the Tripartite Board training must be documented in the minutes. The approved minutes must include the type of training, date(s) of the training, and meeting attendees. Additionally, certification must include an annual audit of services, expenditures, and

reporting requirements for State, Federal, and other funding sources. These requirements are included in the contract signed between the CAAs and the State, the CSBG manual, the State Plan, and the CSBG statute. The State-outlined responsibilities of the Tripartite Board include:

- Ensuring that all administrative requirements are met;
- Establishing policies, rules, regulations and by-laws consistent with the agency's mission;
- Establishing accounting systems and fiscal controls consistent with generally accepted accounting principles;
- Establishing policies prohibiting nepotism;
- Avoiding conflict of interest;
- Involvement in directing the agency's operation through regular board meetings; and
- Acceptance of liability for and resolving any questioned cost identified by audits.

To demonstrate full compliance with tripartite board requirements the State CSBG office monitors board composition and follow-up with the CAAs when representation needs to be adjusted. The State assured OCS that the CAAs adhere to the statute regarding Tripartite Boards by providing information regarding the requirements of a Tripartite Board to each eligible entity in three documents: CSBG Operations Manual, the CSBG Grant Agreement, and the CSBG assurances submitted with the State Plan each year. OCS reviewers determined that the State demonstrated reasonable internal controls for monitoring and approving the Tripartite Board certifications.

#### **Additional Administrative or Fiscal Operations Findings**

The State is required to maintain a current financial procedure manual in order to meet fiscal standards set forth by Federal regulations. Financial reports are required monthly. Quarterly financial reports are due within 30 days of the end of each quarter and annual fiscal reports are required at the end of the State's fiscal year. The annual on-site compliance review conducted by the State should determine compliance to specific areas including financial compliance. Failure to comply with State and Federal reporting requirements may result in corrective action including suspension of grant awards.

According to 45 C.F.R. § 96.30(a) Fiscal and administrative operations require: (a) Fiscal control and accounting procedures. Except where otherwise required by Federal law or regulation, a State shall obligate and expend block grant funds in accordance with the laws and procedures applicable to the obligation and expenditure of its own funds. Fiscal control and accounting procedures must be sufficient to; (b) permit the tracing of funds to a level of expenditure adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of the statute authorizing the block grant.

According to the CSBG statute, the State is required to have processes in place to provide oversight of CSBG funds. OCS reviewers were able to adequately validate the following: (1) all requested documents, (2) sampling of the State's General Ledger transactions, and (3) the State's accounting reports, when requested.

The OCS reviewers' analyses of the State's records and procedures that included administrative, financial, and programmatic operations, determined that the State has demonstrated reasonable

The OCS reviewers' analyses of the State's records and procedures that included administrative, financial, and programmatic operations, determined that the State has demonstrated reasonable internal controls to administer the CSBG program. OCS reviewers determined the State's written policies and procedures are in compliance with the CSBG statute.

Through a review of the State's policies and interviews with State staff responsible for the administration of the CSBG program, OCS reviewers determined that during the FY 2008, the State did adhere to Section 678G Drug and Child Support Services and Referrals.

### **Program Operations**

The State reported demographic information on individuals who received services using CSBG funds in FY 2008. CAAs operate numerous programs designed to meet the needs identified in their respective service areas. Due to different local needs, not all CAAs provide services in all priority areas. During this SA, agency records were reviewed to assess actual services provided. The assessment instrument addressed the following areas: client services received, expenditures, staff responsibility, Board governance, by-laws, Board meeting minutes, Board manual, personnel, planning and operations, CSBG assurances, fiscal operations, T&TA grants, T&TA grant reviews, and agency postings (i.e., worker's compensation, client appeals).

Because the demographic data shows different local needs, not all eligible entities can provide extensive services in all priority areas. Supportive services and community outreach projects provided by the entities respond to low-income workers' health care.

The State and CAAs categorize their expenditures of CSBG funds according to the statutory list of program purposes. The categories are as follows:

- Securing and maintaining employment;
- Securing adequate education;
- Improving income management;
- Securing adequate housing;
- Providing emergency services;
- Improving nutrition;
- Creating linkages among anti-poverty initiatives;
- Achieving self-sufficiency; and
- Obtaining health care.

The State requires agencies receiving CSBG funds to prepare and submit an application referred to as a CAP to the State. The process requires CAAs to submit an application to the State for approval based on: 1) standard forms; 2) governing board approval; 3) information based on priority needs; and 4) information about how the entities will provide services in their communities. Table 3 shows the reported characteristics of individuals and families served throughout the State.

Based on CSBG statute, the grant agreement outlines process, the grant agreement outlines the following requirements for the State's CAAs:

- A community needs assessment;
- A description of the service delivery system for low-income individuals and families in the service area;

- A description of linkages that will be developed to fill gaps in service through information, referral, case management, and follow-up consultations;
- A description of how funding will be coordinated with other public and private resources; and
- A description of outcome measures for providing services and promoting self-sufficiency and Georgia community revitalization.

The CSBG Client Characteristics and Statistics reported by State are found in Table 3, **Appendix 1** on page 17.

The program activities associated with CSBG funds as used by the CAAs in FY 2008 are detailed below:

### **Employment Programs**

The State reported spending \$444,462 in CSBG funds to support a range of services designed to assist low-income individuals in obtaining and maintaining employment. These services may include:

- Support for TANF recipients who are preparing to transition to self-sufficiency or for former TANF recipients who need additional support to find or maintain employment;
- Support for job retention, including counseling, training, and supportive services, such as transportation, child care, and the purchase of uniforms or work clothing;
- Skills training, job application assistance, resume writing, and job placement;
- On-the-job training and opportunities for work;
- Job development, including finding employers willing to recruit through the agency, facilitating interviews, creating job banks, providing counseling to employees, and developing new employment opportunities in the community;
- Vocational training for high school students and the creation of internships and summer jobs; and
- Other specialized adult employment training.

### **Education Programs**

The State reported spending \$199,652 in CSBG funds to provide education services. These services may include:

- Adult education, including courses in English Second Language (ESL) and General Equivalency Diploma (GED) preparation with flexible scheduling for working students;
- Supplemental support to improve the educational quality of Head Start programs;
- Child care classes, providing both child development instruction and support for working parents or for home child care providers;
- Alternative opportunities for school dropouts and those at risk of dropping out;
- Scholarships for college or technical school;
- Guidance regarding adult education opportunities in the community;
- Programs to enhance academic achievement of students in grades K–12, while combating drug or alcohol use and preventing violence; and
- Computer-based courses to help train participants for the modern day workforce.

## **Housing Programs**

The State reported spending \$641,784 for CSBG funds to provide housing programs to improve the living environment of low-income individuals and families. These services may include:

- Homeownership counseling and loan assistance;
- Affordable housing development and construction;
- Counseling and advocacy about landlord/tenant relations and fair housing concerns;
- Assistance in locating affordable housing and applying for rent subsidies and other housing assistance;
- Transitional shelters and services for the homeless;
- Home repair and rehabilitation services;
- Support for management of group homes; and
- Rural housing and infrastructure development.

## **Emergency Services Programs**

The State reported spending \$733,007 in CSBG funds for emergency services and crisis intervention. These services may include:

- Emergency temporary housing;
- Rental or mortgage assistance and intervention with landlords;
- Cash assistance/short-term loans;
- Energy crisis assistance and utility shut-off prevention;
- Emergency food, clothing, and furniture;
- Crisis intervention in response to child or spousal abuse;
- Emergency heating system repair;
- Crisis intervention telephone hotlines;
- Linkages with other services and organizations to assemble a combination of short-term resources and long-term support; and
- Natural disaster response and assistance.

## **Nutrition Programs**

The State reported spending \$583,537 in CSBG funds to support nutrition programs. These services may include:

- Organizing and operating food banks;
- Supporting food banks of faith-based and civic organization partners with food supplies and/or management support;
- Counseling families on children's nutrition and food preparation;
- Distributing surplus USDA commodities and other food supplies;
- Administering the Women, Infants, and Children (WIC) nutrition program;
- Preparing and delivering meals, especially to the homebound elderly;
- Providing meals in group settings;
- Initiating self-help projects, such as community gardens, community canneries, and food buying groups to help families and individuals preserve fruit and vegetables;
- Nutrition information/referral/counseling;

- Hot meals, such as breakfasts, lunches, or dinners for congregate or home delivery meals; and
- Nutritional training in home economics, child and baby nutrition, diets, and available Federal or State programs.

### **Self-Sufficiency Programs**

The State reported spending \$829,356 in CSBG funds on self-sufficiency programs to offer a continuum of services to assist families in becoming more financially independent. These services may include:

- An assessment of the issues facing the family or family members, and the resources the family brings to address these issues;
- A written plan for becoming more financially independent and self-supporting; and
- Services that are selected to help the participant implement the plan (i.e. clothing, bus passes, emergency food assistance, career counseling, family guidance counseling, referrals to the Social Security Administration for disability benefits, assistance with locating possible jobs, assistance in finding long-term housing, etc.).

### **Health Programs**

The State reported spending \$273,373 in CSBG funds on health initiatives to address gaps in the care and coverage available in the community. These services may include:

- Recruitment of uninsured children to a State insurance group or State Children's Health Insurance Program (SCHIP);
- Recruitment of volunteer medical personnel to assist uninsured low-income families;
- Prenatal care, maternal health, and infant health screening;
- Assistance with pharmaceutical donation programs;
- Health-related information for all ages, including Medicare/Medicaid enrollment and claims filing;
- Immunization;
- Periodic screening for serious health problems, such as tuberculosis, breast cancer, HIV infection(s), and mental health disorders;
- Health screening of all children;
- Treatment for substance abuse;
- Other health services including dental care, health insurance advocacy, CPR training, education about wellness, obesity, and first-aid; and
- Transportation to health care facilities and medical appointments.

### **Income Management Programs**

The State reported spending \$297,861 in CSBG grant funds on income management programs. These services may include:

- Development of household assets, including savings;
- Assistance with budgeting techniques;
- Consumer credit counseling;
- Business development support;
- Homeownership assistance;

- Energy conservation and energy consumer education programs, including weatherization;
- Tax counseling and tax preparation assistance; and
- Assistance for the elderly with claims for medical and other benefits.

## **Linkages**

The State reported spending \$891,681 in CSBG funds on linkage initiatives that involve a variety of local activities because of the CSBG statutory mandate to mobilize and coordinate community responses to poverty. These services may include:

- Coordination among programs, facilities, and shared resources through information systems, communications systems, and shared procedures;
- Community needs assessments, followed by community planning, organization, and advocacy to meet these needs;
- Creation of coalitions for community changes, such as reducing crime or partnering businesses with low-income neighborhoods in order to plan long-term development;
- Efforts to establish links between resources, such as transportation and medical care or other needed services and programs that bring services to the participants, for example, mobile clinics or recreational programs, and management of continuum-of-care initiatives;
- The removal of the barriers such as transportation problems, that keep the low-income population from jobs or from vital everyday activities; and
- Support for other groups of low-income community residents who are working for the same goals as the CAAs.

At the local level, the CSBG program coordinates with labor programs, transportation programs, educational programs, elderly programs, energy programs, community organizations, private businesses, churches, the United Way, and various youth organizations and programs. A State's eligible entity will coordinate with other service providers and act as a focal point for information on services in their local area. The CAA identifies gaps in services and works with other providers to fill those gaps. The entity has organized meetings and participates in task forces with local service provider groups.

## **Programs for Youth and Seniors<sup>4</sup>**

The State reported spending \$223,602 in CSBG funds on the programs serving youth and spending \$71,569 on programs serving seniors. Services noted under these categories were targeted exclusively to children and youth from ages 6–17 or persons over 55 years of age. Seniors' programs help seniors to avoid or address illness, incapacity, absence of a caretaker or relative, prevent abuse and neglect, and promote wellness. These services may include:

Youth services may include:

- Recreational facilities and programs;
- Educational services;
- Health services and prevention of risky behavior;
- Delinquency prevention; and
- Employment and mentoring projects.

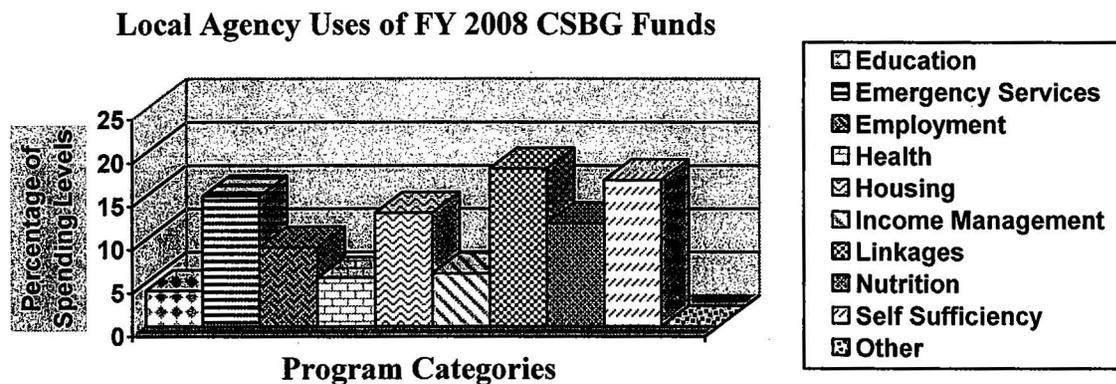
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<sup>4</sup> Programs for Youth and Seniors are recorded separately in the ROMA and therefore not listed on the local agency use of funds chart.

Senior services may include:

- Home-based services, including household or personal care activities that improve or maintain well-being;
- Assistance in locating or obtaining alternative living arrangements;
- In-home emergency services or day care;
- Group meals and recreational activities;
- Special arrangements for transportation and coordination with other resources;
- Case management and family support coordination; and
- Home delivery of meals to insure adequate nutrition.

The chart below also illustrates the proportion of CSBG local expenditures reported by the State.



### ROMA System

Beginning in FY 2001, States were required to participate in a system to measure the extent to which programs are implemented in a manner that achieves positive results for the communities served. States may participate in the model evaluation system designed by the OCS in consultation with the CSBG network called ROMA. Alternatively, States may design their own similar system. States are to report to OCS their progress on the implementation of performance measurement practices.

The 2008 Kansas State plan outlines the Accountability and Reporting requirements for its eligible entities. In Program Year 2005, KACAP, the State CSBG office, the eight subgrantees and a contractor came to an agreement on a ROMA-compliant reporting format. Subsequently, single data collection software was deployed network-wide. The software is regularly reviewed by its user group. Best practice is shared and suggestions for improvement, both to the software and the network's data collection efforts, are advanced

Through interviews with eligible entity staff, which are responsible for entering ROMA data to the State, OCS reviewers confirm the usage and activity of data collection software for collecting ROMA data.

ROMA training is provided through the National Association for Community Services Programs (NASCSPP) conferences on the State level, and through the local Community Action Partnership (CAP) conferences held for Kansas's eligible entities.

### **III. CAA Onsite Review Summaries**

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#### **Economic Opportunity Foundation**

**Economic Opportunity Foundation (EOF)**, is a private non-profit organization incorporated in 1965. EOF's mission is to mobilize necessary resources to address the causes and conditions of poverty in Wyandotte County and assist low income residents in moving forward to self-sufficiency. Through partnering with 45 local agencies, including local churches, United Way and the Duchesne Clinic, EOF brings many needed anti-poverty services to Wyandotte County, including the Early Childhood Education; Emergency Assistance; Employment Services; Case Management Services; and Surplus Commodity Distribution . In 2008 EOF's total operating budget was \$9,847,442 including \$1,240,247 in CSBG funds. During the 2008 program year EOF provided services to 3409 county residents.

#### **East Central Kansas Community Action**

**East Central Kansas Community Action (ECKAN)**, is a private non-profit organization established in 1966. ECKAN's service area includes Anderson, Coffey, Douglas, Franklin, Johnson, Miami, Morris, Lyon and Osage Counties. ECKAN administers a number of programs designed to meet the needs of the community including the Community Food and Nutrition, Family Self-Sufficiency, Federal Emergency Management Act (FEMA), weatherization, Head Start, Housing Counseling and Rental, Outreach and Referral and Section 8 Certificate/Voucher. In 2008 ECKCA provided services to 6100 residences and had an annual budget of \$ 7,614,944 million of which \$ 1,180,445 was CSBG funds.

#### **Community Action, Inc.**

Community Action, Inc. (CAI), is a private non-profit organization established in 1970. Through two satellite offices CAI provides services to Clay, Dickinson, Geary, McPherson, Ottawa, Saline, Shawnee and Wabaunsee Counties. Community Action, Inc. programs are designed to help families and individuals conserve resources, maintain optimal health care, achieve educational and employment success and live independently. These services include Community Services, Housing and Home Services, Head Start, Child and Adult Food Care, and Administrative Services. In FY 2008, Community Action, Inc. had an annual budget of \$4,343,771 including \$692,432 in CSBG funds. During the 2008 program year Community Action, Inc. provided services to 5145 residents in their service area.

### **IV. Assessment Findings and Recommendations**

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Through a review of the State policies, procedures, and documentation, OCS reviewers determined that the State was in compliance with the CSBG statute, the Terms and Conditions of the CSBG, and other applicable policies. Internal controls for eligible entities are mandated by the Kansas CSBG Manual. The State utilizes a comprehensive monitoring tool and maintains a monitoring schedule that assures all eligible entities are monitored for compliance with State and Federal statutes. Through a review of the accounting procedures, OCS reviewers determined that the State adheres to the accounting principles and financial reporting standards established by the Governmental Accounting Standards Board.

This report is considered final. If you have any questions or comments, please contact:

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Table 3

CSBG Client Characteristics and Statistics Reported by State <sup>5</sup>	
<b>Race/Ethnicity By Number of Persons:</b>	
Hispanic or Latino	5502
African American	5111
White	23476
Other	1088
Multi-race	1654
<b>Education: Years of Schooling by Number of Persons:</b>	
0-8 years	1243
9-12, non graduates	2733
High school graduate/GED	6527
12+ some postsecondary	2047
2 or 4 year college graduates	999
<b>Insured/Disabled:</b>	
No Health Insurance	9575
Disabled	4577
Surveyed About Insurance	29950
Surveyed About Disability	30053
<b>Family Structure:</b>	
Single parent/Female	3892
Single parent/Male	308
Two Parent Household	2776
Single Person	3959
Two Adults, No Children	2776
<b>Family Housing by Number of Families:</b>	
Own	2653
Rent	7666
Homeless	756
<b>Level of Family Income as Percentage of Federal Poverty Guideline by Number of Families:</b>	
Up to 50%	5240
51% to 75%	2025
76% to 100%	2119
101% to 125%	1373
126% to 150%	536
151% or more	598
<b>Age</b>	
0-5	7,407
6-11	4,841
12-17	3,451
18-23	2,254
24-44	8,245
45-54	2,973
55-69	2,464
70+	1,410
Totals	33,045
<b>Gender</b>	
Male	14,364
Female	18,853
Totals	33,217

<sup>5</sup> The CSBG Client Characteristics and Statistics was retrieved from the CSBG-IS data.