

<b>COMMUNITY SERVICES BLOCK GRANT PROGRAM</b>  Information Memorandum	<b>U.S. Department of Health and Human Services Administration for Children and Families Office of Community Services Division of State Assistance 370 L'Enfant Promenade, S.W. Washington, D.C. 20447</b>
Transmittal No. 134	Date: May 5, 2014

<b>TO:</b>	State Community Services Block Grant (CSBG) Lead Agencies.
<b>SUBJECT:</b>	CSBG State Assessment Schedule: Fiscal Year (FY) 2014.
<b>RELATED REFERENCES:</b>	Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, as amended (The CSBG Act)
<b>PURPOSE:</b>	To Inform State CSBG Lead Agencies of the CSBG State Assessment Schedule for FY 2014.

Each year, the Office of Community Services (OCS) conducts standard State assessment reviews as required under Section 678B(c) of the CSBG Act. Below is the proposed schedule, which is published for Federal and State planning purposes.

#### **Fiscal Year 2014 – State Assessment Schedule**

<b>State</b>	<b>Evaluation #</b>	<b>Type</b>	<b>Approximate Date</b>
Oklahoma**	2014-01	On-site	March 2014
California	2014-02	On-site	June 2014
Illinois	2014-03	On-site	July 2014
Ohio	2014-04	On-site	August 2014
Hawaii	2014-05	On-site	September 2014

\*\* The Oklahoma State Assessment was a carry-over from the OCS FY 2013 schedule.

**Note:** This schedule may be modified by OCS as additional information becomes available.

State assessments will follow a standard monitoring protocol addressing administrative, programmatic, and fiscal compliance with CSBG Act requirements. The standard monitoring checklist for the comprehensive State assessment review is available on the OCS web site:

[http://www.acf.hhs.gov/sites/default/files/ocs/im\\_no\\_102\\_csbq\\_monitoring\\_checklist.pdf](http://www.acf.hhs.gov/sites/default/files/ocs/im_no_102_csbq_monitoring_checklist.pdf)

In prior years, OCS issued triennial plans listing the State assessments for a period of three years. In August 25, 2010, OCS published a State assessment schedule for FY 2011 through FY 2013 (CSBG Information Memorandum #117). This year, we are providing the State assessment schedule for a single fiscal year. The current risk assessment and monitoring protocol is undergoing a comprehensive review. The

resulting new risk protocols will allow for timely scheduling of State assessments in the future.

### **State Assessment Selection Process**

For 2014, the OCS State assessment selection process is based on four criteria, which rank and prioritize data and information from the State and eligible entities to determine which States would receive the most benefit from a State assessment review. Within each of the criteria are factors specific to statutory and Federal requirements governing the administration and accountability of CSBG funds.

The following criteria were considered:

- **Criteria 1:** States that have never been reviewed by OCS or significant time has elapsed since the State was last reviewed. States that have never been reviewed are given a high priority score.
- **Criteria 2:** Analysis of routinely available program monitoring information. These may include unresolved findings noted in previous State assessment reports, turnover in State CSBG staff, negative OIG findings for the State or its eligible entities, revocation of Federal funding for other programs at eligible entities, and complaints received by DSA.
- **Criteria 3:** CSBG funding allocation per State.
- **Criteria 4:** Analysis of past findings as reported in accordance with OMB Circular A-133 single audit requirements. This includes a trend analysis of all CSBG findings reported in the State, eligible entities, and sub-recipients if applicable.

### **Follow-Up State Assessments**

In addition to the scheduled FY 2014 State assessments, OCS plans to conduct some limited scope follow-up on previously completed State assessments. These follow-ups may be conducted on-site or from our offices. OCS will contact States at least 30 days prior to any on-site, follow-up monitoring visits. Criteria for selection of a follow-up review may include the nature and severity of the issues reported, the current year risk assessment, and other issues or improvements that have developed or become known since the previous assessment.

If you have questions regarding the schedule, please contact David Barrie, Chief, Financial Operations Branch, Division of State Assistance (DSA), on (202) 401-3589 or at David.Barrie@acf.hhs.gov.

/s/

---

Sincerely,  
Jeannie L. Chaffin  
Director  
Office of Community Services