

<p>COMMUNITY SERVICES BLOCK GRANT PROGRAM</p> <p>Information Memorandum</p>	<p>U.S. Department of Health and Human Services Administration for Children and Families Office of Community Services Division of State Assistance 330 C Street, SW, 5th Floor Mail Room 5425 Washington, D.C. 20201</p>
<p>Transmittal No. 145</p>	<p>Date: February 25, 2016</p>

TO: Community Services Block Grant (CSBG) State Lead Agencies.

SUBJECT: CSBG State Assessment Schedule Fiscal Year (FY) 2016

RELATED REFERENCES: Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, as amended (CSBG Act)

PURPOSE: To Inform State CSBG Lead Agencies of the CSBG State Assessment Schedule for FY 2016.

BACKGROUND:

Each year, the Division of State Assistance (DSA), within 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 2016 schedule, which is published for Federal and state planning purposes.

Fiscal Year 2016 – State Assessment Schedule¹

State	Evaluation #	Type	Approximate Date
Texas	2016-01	On-site	February 2016
New York	2016-02	On-site	March 2016
Pennsylvania	2016-03	On-site	April 2016
South Carolina ²	2016-04	On-site	May 2016
Indiana	2016-05	On-site	July 2016
Arkansas	2016-06	On-site	August 2016
Alabama	2016-07	On-site	September 2016

State assessments will follow a standard monitoring protocol addressing administrative, programmatic, and fiscal compliance with CSBG Act

¹ This schedule may be modified by OCS as additional information becomes available.

² South Carolina State Assessment is a carry-over from the OCS FY 2015 schedule.

requirements. Prior to the scheduled State Assessments, OCS personnel will request documentation and provide information regarding the scope and objectives of the assessment.

State Assessment Selection Process

As in previous years the FY2016 State Assessment selection process is based on criteria which assess 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 and states that have not been reviewed in the past 4 years are given the highest 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, Office of the Inspector General (OIG) findings for the state or its eligible entities, termination 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 Office of Management and Budget (OMB) Circular A-133 single audit requirements. This includes an analysis of all CSBG findings reported in the state, eligible entities, and sub-recipients, as applicable.

If you have questions regarding the schedule, please contact Seth Hassett, Director, Division of State Assistance (DSA), by phone (202) 401-4666 or through email at Seth.Hassett@acf.hhs.gov.

_____/s/_____
Sincerely,
Jeannie L. Chaffin
Director
Office of Community Services