

<b>COMMUNITY SERVICES BLOCK GRANT PROGRAM</b>  <b>Information Memorandum</b>	<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>
<b>Transmittal No. 105</b>	<b>Date: December 21, 2007</b>

**To:** State Community Service Block Grant (CSBG) Lead Agencies.

**From:** Director, Office of Community Services.

**Subject:** Revised Three-Year CSBG Monitoring Schedule: FFY 2008-FFY 2010.

**Purpose:** To provide a Revised CSBG Monitoring Schedule.

**Background:** On October 2, 2007 the Division of State Assistance (DSA) informed you that it would be in the best interest of DSA and our State partners to temporarily suspend state assessment monitoring visits due to circumstances revolving around what became an overly aggressive schedule. As a result of that decision, DSA convened a meeting with the goal of re-examining the schedule. After an evaluation, a revision to the monitoring timetable was determined to be necessary. This Information Memorandum provides the revised schedule.

As before, we conducted a Monitoring Selection Process to determine which States would receive the most benefit from DSA on site and desk monitoring visits during Federal Fiscal Years 2008-2010. We evaluated the States based on six criteria:

1. The DSA Agency Status List - the list is a DSA tracking mechanism of Eligible Entities who have been identified by their State as Vulnerable, In Crisis, Terminated, or having Corrected Past Problems;
2. Distance - the complexity of the State's monitoring efforts compared to the State's physical size, the total number of eligible entities in the State, and the personnel resources the State allocated to its CSBG Program;
3. Poverty - the total population of each State living at or below 100% of the poverty level (as determined by the US Census Bureau) compared to the total number of eligible entities in the State, and the personnel resources the State allocated to its CSBG Program;
4. Client populations - the total number of people serviced by the eligible entities in a State as reported to the National Association of Community Service Providers (NASPCSP) during the annual CSBG Information Survey compared to the total number of eligible entities in the State, and the personnel resources the State allocated to its CSBG Programs;
5. Evidence of past problems as reflected by OMB Circular A-133 audit reports; and

6. Timeliness - ranking of States who have been late in the submission of their CSBG State Plans or NASCSP Information Survey.

The schedule given below is the result of that process as well as input from Senior Management. We may use other sources of information in future Monitoring Selection Processes as that information becomes available.

**Schedule:**

State	Evaluation #	Type	Approximate Date
<b>Federal Fiscal Year 2008</b>			
Mississippi	2008-01	Desk	January -2008
Utah	2008-02	On-site	March - 2008
Texas	2008-03	On-site	May - 2008
Delaware	2008-04	Desk	July - 2008
Idaho	2008-05	On-site	September - 2008
Wyoming	2008-06	On-site	October - 2008
<b>Federal Fiscal Year 2009</b>			
New Hampshire	2009-01	On-site	January - 2009
Kentucky	2009-02	Desk	March - 2009
Georgia	2009-03	On-site	May - 2009
Oregon	2009-04	Desk	July - 2009
Nebraska	2009-05	On-site	September - 2009
Louisiana	2009-06	On-site	October - 2009
<b>Federal Fiscal Year 2010</b>			
South Carolina	2010-01	On-site	January -2010
Arizona	2010-02	Desk	March - 2010
Iowa	2010-03	On-site	May - 2010
Minnesota	2010-04	Desk	July - 2010
Nevada	2010-05	On-site	September - 2010
Maine	2010-06	On-site	October - 2010

Questions about this schedule should be brought directly to the attention of Peter Thompson, Director, DSA on 202-401-4608 or at [peter.thompson@acf.hhs.gov](mailto:peter.thompson@acf.hhs.gov).

Sincerely,

“/s/”

Josephine B. Robinson  
 Director  
 Office of Community Services