

COMMUNITY SERVICES BLOCK GRANT PROGRAM Information Memorandum	U.S. Department of Health and Human Services Administration for Children and Families Office of Community Services Division of Community Assistance 330 C Street, SW, 5th Floor Washington, D.C. 20201
Transmittal No. 155	Date: March 22, 2018

TO:	State Community Services Block Grant (CSBG) Lead Agencies
SUBJECT:	CSBG State Assessment Schedule: Fiscal Year (FY) 2018
RELATED REFERENCES:	Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, as amended (The CSBG Act)
PURPOSE:	To Inform State CSBG Lead Agencies of the CSBG State Assessment Schedule for FY 2018.

Each year, the Division of Community Assistance (DCA), 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 FY 2018 schedule, which is published for federal and state planning purposes.

Fiscal Year 2018 – State Assessment Schedule

State	Evaluation #	Type	Approximate Date
Kansas	2018-01	On-Site	March 2018
Wyoming	2018-02	On-Site	May 2018
Missouri	2018-03	On-Site	June 2018
Maine	2018-04	On-Site	July 2018
New Jersey	2018-05	On-Site	August 2018
Massachusetts	2018-06	On-Site	September 2018

State assessments will follow a standard monitoring protocol addressing administrative, programmatic, and fiscal compliance with CSBG Act requirements. Prior to the scheduled state assessments, OCS personnel will request documentation and provide information regarding the scope and objective of the assessment.

State Assessment Selection Process

As in previous years, the FY 2018 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 an 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 Office of the Inspector General (OIG) findings for the state or its eligible entities, revocation of federal funding for other programs at eligible entities, and complaints received by DCA.
- **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.

If you have questions regarding the schedule, please contact David Barrie, Financial Operations Branch Chief, Division of Community Assistance, via phone (202) 401-3589 or email David.Barrie@acf.hhs.gov.

Sincerely,

_____/s/_____
J. Janelle George
Acting Director
Office of Community Services

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