



Rules of
Department of Social Services
Division 40—Family Support Division
Chapter 24—Community Programs

Title	Page
13 CSR 40-24.080 Formula for the Distribution of Community Service Block Grant Funds to Community Action Agencies	3
13 CSR 40-24.090 Supplemental Funding Formula for Community Action Agencies to Administer the CSBG Program.....	3
13 CSR 40-24.100 Use of Community Service Block Grant Discretionary Funds.....	4



**Title 13—DEPARTMENT OF
SOCIAL SERVICES**

**Division 40—Family Support Division
Chapter 24—Community Programs**

**13 CSR 40-24.080 Formula for the
Distribution of Community Service Block
Grant Funds to Community Action Agencies**

PURPOSE: This rule outlines how the Family Support Division (division) will distribute Community Service Block Grant (CSBG) mandatory funds to Community Action Agencies (CAA).

(1) Definitions.

(A) “Community Action Agency” or “CAA” means a private, not-for-profit agency within the state of Missouri designated by the governor of the state of Missouri as an eligible entity as defined by 42 U.S.C. section 9909.

(B) “CSBG” means Community Service Block Grant program established by 42 U.S.C. section 9901 et seq and section 660.370 et seq, RSMo.

(C) “Mandatory funds” means at least ninety percent (90%) of the total amount of CSBG funds required to be allocated to CAAs from the CSBG grant annually awarded to the state of Missouri by the United States Department of Health and Human Services, Office of Community Support, for the administration of the CSBG program.

(2) The division shall allocate the mandatory funds on the basis of federal fiscal years beginning October 1 as follows:

(A) A portion of the mandatory funds shall be distributed such that each CAA shall receive a base amount of two hundred thousand dollars (\$200,000);

(B) The portion of mandatory funds remaining after deducting the sum of the base amount awarded to CAAs shall be distributed based on the CAA’s poverty population relative to the state’s total poverty population utilizing the following formula:

$$\frac{((\text{Total mandatory funds}) - (\$200,000 \times \# \text{ of CAAs})) \times (\text{poverty population of the CAA} / \text{total state poverty population})}{\text{CAA poverty population allocation}}$$

1. Total state poverty population shall be the total poverty population according to the most recent data published annually by the American Community Survey of the United States Census Bureau.

2. The poverty population of the designated geographic area served by a CAA shall be the total poverty population within the area as determined by the most recent data published by the American Community Survey of the United States Census Bureau.

(3) Allocations of mandatory funds to CAAs shall be based on the most recent information on availability and amounts of CSBG funding to be awarded to Missouri by the U.S. Department of Health and Human Services, Office of Community Services as of the date that the Family Support Division issues the award. Any and all distributions to CAAs are contingent on the availability of CSBG funds for that fiscal year. The division may increase or decrease the funds awarded to a CAA during the grant term depending on the availability of CSBG funds awarded to the state of Missouri by the United States Department of Health and Human Services, Office of Community Services, for the administration of the CSBG program. Any increase or decrease in the amount awarded to a CAA shall be based upon the formula set forth in subsection (2)(B) of this rule.

(4) The division shall issue a Notice of Award to the CAA. The Notice of Award shall specify the amount of the grant and the basis for the Family Support Division’s Calculation. The Notice of Award shall be issued electronically.

(5) If a CAA has its CSBG funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year then that CAA may request a hearing on the record to the director of the Family Support Division pursuant to 42 U.S.C. section 9908(b)(8). The request for hearing shall be in writing and served on the director of the Family Support Division no later than thirty (30) days from the date of the Notice of Award. The request for hearing shall specify in detail the legal and factual basis for the CAA’s request for hearing and shall include any factual documentation in support of the CAA’s position. The hearing shall be held before the director of the Family Support Division or his/her designee. The final decision of the director shall be subject to review by the secretary of the U.S. Department of Health and Human Services as provided in 42 U.S.C. section 9915(b).

*AUTHORITY: section 660.376, RSMo 2000. * Original rule filed Oct. 31, 2013, effective June 30, 2014.*

**Original authority: 660.376, RSMo 1984.*

**13 CSR 40-24.090 Supplemental Funding
Formula for Community Action Agencies to
Administer the CSBG Program**

PURPOSE: This rule outlines how the Family Support Division (division) will supplement

Community Service Block Grant (CSBG) funds for those Community Action Agencies (CAAs) that will be receiving less than the proportional share the CAA received in federal fiscal year 2013.

(1) The definitions set forth in 13 CSR 40-24.080 shall apply to this rule.

(2) Beginning in federal fiscal year 2014, the division shall distribute Community Service Block Grant (CSBG) mandatory funds to all Community Action Agencies (CAAs) based on the funding formula set forth in 13 CSR 40-24.080. Over a period of five (5) years, the division shall provide supplemental funding for any CAA that will be receiving less than the proportional share the CAA received in federal fiscal year 2013 as a result of the funding formula set forth in 13 CSR 40-24.080 as follows:

(A) For federal fiscal year 2014, the division shall distribute supplemental funding equal to eighty percent (80%) of the difference between the proportional share the CAA received in federal fiscal year 2013 and the CSBG mandatory funding it received in federal fiscal year 2014.

(B) For federal fiscal year 2015, the division shall distribute supplemental funding equal to sixty percent (60%) of the difference between the proportional share the CAA received in federal fiscal year 2013 and the CSBG mandatory funding it received in federal fiscal year 2014.

(C) For federal fiscal year 2016, the division shall distribute supplemental funding equal to forty percent (40%) of the difference between the proportional share the CAA received in federal fiscal year 2013 and the CSBG mandatory funding it received in federal fiscal year 2014.

(D) For federal fiscal year 2017, the division shall distribute supplemental funding equal to twenty percent (20%) of the difference between the proportional share the CAA received in federal fiscal year 2013 and the CSBG mandatory funding it received in federal fiscal year 2014.

(E) For federal fiscal year 2018 thereafter, the division shall cease providing supplemental funding to those CAAs that will be receiving less than the proportional share the CAA received in federal fiscal year 2013 and all CAAs shall receive funding based entirely on the funding formula set forth in 13 CSR 40-24.080.

(3) The division may distribute CSBG discretionary grant funds, as defined in 13 CSR 40-24.080, to comply with the requirements of this rule.



(4) Any and all distributions to CAAs are contingent on the amount of the CSBG grant annually awarded to the state of Missouri by the United States Department of Health and Human Services, Office of Community Services.

(5) Supplemental funding is contingent on sufficient funds that are appropriated by the legislature for such purpose.

AUTHORITY: section 660.376, RSMo 2000. Original rule filed Oct. 31, 2013, effective June 30, 2014.*

**Original authority: 660.376, RSMo 1984.*

13 CSR 40-24.100 Use of Community Service Block Grant Discretionary Funds

PURPOSE: This rule outlines how the Family Support Division (division) will use discretionary funds that are awarded to the Family Support Division by the U.S. Department of Health and Human Services for the administration of the Community Service Block Grant (CSBG) program.

(1) The definitions set forth in 13 CSR 40-24.080 shall apply to this rule.

(A) "Discretionary grant funds" means no more than ten percent (10%) of the total amount of the CSBG grant annually awarded to the state of Missouri by the United States Department of Health and Human Services, Office of Community Support, for the administration of the CSBG program that may be reserved and/or distributed at the discretion of the division.

(2) The division shall use discretionary grant funds for purposes outlined in 42 U.S.C. section 9907(b). The division may use no more than five percent (5%) of the total annual amount of CSBG funds awarded to the state of Missouri by the United States Department of Health and Human Services, Office of Community Services, for administrative expenses, including monitoring activities. Any unused CSBG funds may be used by the division for other discretionary uses pursuant to this section.

(3) Subject to the availability of discretionary grant funds, discretionary grant funds may be used for the following purposes consistent with those identified in 42 U.S.C. section 9907(b):

(A) Address a priority need identified by the division related to the causes and conditions of poverty or a specific target popula-

tion impacted by these same causes and conditions;

(B) Training and technical assistance to increase the capacity and sustainability of eligible entities and/or discretionary funded providers, as well as improve the quality of their services;

(C) Responses to natural or man-made disasters; and

(D) Evidence-based, innovative, and/or demonstration projects that improve the causes and conditions of poverty for low-income individuals, families, and communities, including specific target populations, and support efforts that reduce poverty; revitalize low-income communities; and empower low-income families and individuals to become fully self-sufficient.

(4) Any non-profit entity or local unit of government seeking funding from the discretionary grant funds from the division may contact the division to inquire regarding the availability of discretionary funds. In order to be considered for funding for the following fiscal year, non-profit entities or local units of government must submit applications from July 15 to August 15. An exception to the application time frame may be made due to extenuating circumstances as determined by the division. The application must contain the following:

(A) Description of need including information regarding the proposed use of funds including demographic and other relevant data to support need;

(B) Proposed target population;

(C) Organization and governance including information on the applicant's organization and governance structure, a description of the agency's history, vision and mission, services provided, and number and roles of current staff. The applicant must provide information on the applicant's board of directors, by-laws, and a list of current board members;

(D) Coordination of services including a description of how the applicant will ensure services support or complement, but not duplicate, services being provided by other related agencies;

1. The applicant must provide a description of any proposed coalition(s), partnerships, organizations, cooperating entities, consultants, or any other entities or individuals with which the applicant may be contracting or collaborating. The applicant must include a letter of commitment from entities that have identified roles in the use of CSBG discretionary funds;

(E) Implementation plan that addresses the program or project goal(s), action steps, person(s) responsible for the completion of the

goals, timeline for completion, and evaluation measures;

(F) Personnel information including the educational background and work experience of project and management staff. The applicant must include an organizational chart showing the lines of personnel authority. The organizational chart shall include:

1. The relationship of project staff to management and support staff;

2. The names of employees and their titles; and

3. The existence of sub-contractors;

(G) Management including a description of how services of the grant agreement will be managed, controlled, and supervised in order to ensure satisfactory grant agreement performance; and

(H) Itemized budget and budget narrative.

(5) In addition to providing the information set forth in section (6), a non-profit entity submitting an application to receive discretionary grant funds must provide the following information and documentation:

(A) Certified copy of the non-profit entity's articles of incorporation;

(B) Certified documents showing that the organization is in good standing;

(C) A copy of the most recent audit showing that the non-profit entity is compliant with the American Institute of Certified Public Accountants Standards;

(D) Documentation establishing that the non-profit entity is designated as a non-profit organization by the *Internal Revenue Service* under 26 U.S.C. section 501(c)(3); and

(E) Any other documents that the division may request from time-to-time to establish the continued good standing of the organization.

(6) A non-profit entity or local unit of government shall fully cooperate with the division including providing all records, documents, and information requested during the application process and at any time upon granting funding to the non-profit entity or local government.

(7) Upon review of the application, the division shall issue a determination to the entity. The determination is subject to the division's discretion.

(8) Any previous discretionary funded non-profit entity or local unit of government is not entitled to discretionary funding awards and must reapply annually.

(9) Any unused discretionary grant funds may be carried over into the following federal fiscal year to be used for purposes consistent



with this section and for the purposes for which the funds were awarded.

AUTHORITY: section 660.376, RSMo 2000.
Original rule filed Oct. 31, 2013, effective June 30, 2014.*

**Original authority: 660.376, RSMo 1984.*