

**421—21.6(216A,PL97-35) Community action plan.** All eligible entities shall submit a community action plan for the purpose of applying for CSBG funds. Community action plans must be outcome-based and antipoverty-focused and tie directly to the eligible entity's community assessment.

**21.6(1) *Timing.*** Eligible entities shall be informed in writing by the division of the due date for the community action plan and the amount of their allocation in accordance with subrule 21.4(2).

**21.6(2) *Contents.*** Instructions for preparing the community action plan shall be provided by the division to all eligible entities. In addition to other information specified in the instructions, the community action plan must:

*a.* Document the continuous use of the full Results Oriented Management and Accountability cycle of assessment, planning, implementation, achievement of results, and evaluation for planning and administering the CSBG;

*b.* Include a budget that equals the amount of the eligible entity's allocation;

*c.* Include a description of the service delivery system targeted to low-income individuals and families in the service area;

*d.* Include a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations;

*e.* Include a description of how CSBG funds will be coordinated with other public and private resources;

*f.* Include a description of how CSBG funds will be used to support innovative community and neighborhood-based initiatives related to the purposes in rule 421—21.2(216A,PL97-35); and

*g.* Include outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.

**21.6(3) *Nondiscrimination provisions.*** Eligible entities must ensure that no person shall, on the basis of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any activity funded in whole or in part with CSBG funds.

**21.6(4) *Community assessment.*** Eligible entities must conduct a community assessment at least once every three years. The community assessment shall include data specific to poverty, qualitative and quantitative data, and key findings on the causes and conditions of poverty and the needs of the communities assessed. The results of the assessment shall be used to plan activities contained in the community action plan.

**21.6(5) *Contract.*** The division will issue the eligible entity a CSBG contract once the division accepts the community action plan. The contract shall specify required and allowable program activities, general and special conditions, program and fiscal reporting, and audit requirements.

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