

# Division of Social Services

## Social Services Block Grant

### *Intended Use Plan*

The Paperwork Reduction Act of 1995 (Pub. L. 104-13). STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is identifying plans for State use of Social Services Block Grant (SSBG) Funding. The purpose of this information is to identify estimated SSBG expenditures and recipients, as well as the intended geographic location and eligibility considerations for planned services. Information will be used to gain insight on the administration of the SSBG program and to provide support to grantees related to the administration of their SSBG program. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information and is required to retain a benefit [45 C.F.R. §96.74.]. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0234 and the expiration date is \_\_\_\_\_. If you have any comments on this collection of information, please contact the Office of Community Services, Social Services Block Grant Program via email: [SSBG@acf.hhs.gov](mailto:SSBG@acf.hhs.gov).





**II. Administrative Operations**

1. Administering Agency \_\_\_\_\_

2. Location \_\_\_\_\_

3. Mission/Goals of Agency

4. Description of Financial Operations Systems

### **III. Program Planning**

#### **1. Planning for Distribution and Use of Funds**

*Describe the planning process for determining the State's use and distribution of SSBG funds.*

#### **2. Describe the Characteristics of Individuals to be Served**

*Include definitions for child, adult, and family; eligibility criteria; and income guidelines.*

#### **3. Public Inspection of Pre-Expenditure Report**

*Describe how the State made available for public inspection and comment the current Pre-Expenditure Report or revision to the report. Supporting documentation for public inspection is also required. (See V. Appendices, Appendix A: Documentation of public Hearing).*

#### IV. Program Operations

*Complete one table for each service category provided by the state during the reporting period.*

##### 1. Program Operations – Adoption Services

|   |
|---|
| <b>a. Service Category (use uniform definition) – Adoption Services</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>                                       |
| <b>d. Description of Recipients (eligibility considerations)</b>        |
| <b>e. Method of Delivery and Geographic Area</b>                        |
| <b>f. Partnering State Agency</b>                                       |
| <b>g. Subgrantee / Service Providers</b>                                |

**2. Program Operations – Case Management Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Case Management Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>               |
| <b>e. Method of Delivery and Geographic Area</b>                               |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>                                       |

**3. Program Operations – Congregate Meals**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Congregate Meals</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>                                      |
| <b>d. Description of Recipients (eligibility considerations)</b>       |
| <b>e. Method of Delivery and Geographic Area</b>                       |
| <b>f. Partnering State Agency</b>                                      |
| <b>g. Subgrantee / Service Providers</b>                               |



**4. Program Operations – Counseling Services**

|   |
|---|
| <b>a. Service Category (use uniform definition) – Counseling Services</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>          |
| <b>e. Method of Delivery and Geographic Area</b>                          |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>                                  |

**5. Program Operations – Day Care Services – Adults**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Day Care Services – Adults</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>                 |
| <b>e. Method of Delivery and Geographic Area</b>                                 |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |

**6. Program Operations – Day Care Services – Children**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Day Care Services – Children</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>                   |
| <b>e. Method of Delivery and Geographic Area</b>                                   |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |

**7. Program Operations – Education and Training Services**

|   |
|---|
| <b>a. Service Category (use uniform definition) – Education and Training Services</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>                      |
| <b>e. Method of Delivery and Geographic Area</b>                                      |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>  |

**8. Program Operations – Employment Services**

|   |
|---|
| <b>a. Service Category (use uniform definition) – Employment Services</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>          |
| <b>e. Method of Delivery and Geographic Area</b>                          |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>                                  |

**9. Program Operations – Family Planning Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Family Planning Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>               |
| <b>e. Method of Delivery and Geographic Area</b>                               |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>                                       |

**10. Program Operations – Foster Care Services for Adults**

|   |
|---|
| <b>a. Service Category (use uniform definition) – Foster Care Services for Adults</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>                      |
| <b>e. Method of Delivery and Geographic Area</b>                                      |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>  |

**11. Program Operations – Foster Care Services for Children**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Prevention and Intervention Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>                           |
| <b>e. Method of Delivery and Geographic Area</b>   |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |



**12. Program Operations – Health Related and Home Health Services**

|   |
|---|
| <b>a. Service Category (use uniform definition) – Health Related and Home Health Services</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>                              |
| <b>e. Method of Delivery and Geographic Area</b>  |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>  |

**13. Program Operations – Home Based Services**

|   |
|---|
| <b>a. Service Category (use uniform definition) – Home Based Services</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>          |
| <b>e. Method of Delivery and Geographic Area</b>                          |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>                                  |

**14. Program Operations – Home Delivered Meals**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Home Delivered Meals</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>           |
| <b>e. Method of Delivery and Geographic Area</b>                           |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>                                   |

**15. Program Operations – Housing Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Housing Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>                                      |
| <b>d. Description of Recipients (eligibility considerations)</b>       |
| <b>e. Method of Delivery and Geographic Area</b>                       |
| <b>f. Partnering State Agency</b>                                      |
| <b>g. Subgrantee / Service Providers</b>                               |

**16. Program Operations – Independent and Transitional Living Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Independent and Transitional Living Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>                                   |
| <b>e. Method of Delivery and Geographic Area</b>   |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |

**17. Program Operations – Information and Referral**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Information and Referral</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>               |
| <b>e. Method of Delivery and Geographic Area</b>                               |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>                                       |

**18. Program Operations – Legal Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Legal Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>                                    |
| <b>d. Description of Recipients (eligibility considerations)</b>     |
| <b>e. Method of Delivery and Geographic Area</b>                     |
| <b>f. Partnering State Agency</b>                                    |
| <b>g. Subgrantee / Service Providers</b>                             |

**19. Program Operations – Pregnancy and Parenting Services for Young Parents**

|  |
|--|
| <b>a. Service Category (use uniform definition) –</b> Pregnancy and Parenting Services for Young Parents |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>   |
| <b>e. Method of Delivery and Geographic Area</b>   |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |



**20. Program Operations – Prevention and Intervention Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Prevention and Intervention Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>                           |
| <b>e. Method of Delivery and Geographic Area</b>   |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |

**21. Program Operations – Protective Services for Adults**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Protective Services for Adults</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>                     |
| <b>e. Method of Delivery and Geographic Area</b>                                     |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |

**22. Program Operations – Protective Services for Children**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Protective Services for Children</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>                       |
| <b>e. Method of Delivery and Geographic Area</b>                                       |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |

**23. Program Operations – Recreational Services**

|   |
|---|
| <b>a. Service Category (use uniform definition) – Recreational Services</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>            |
| <b>e. Method of Delivery and Geographic Area</b>                            |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>                                    |

**24. Program Operations – Residential Treatment Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Residential Treatment Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>                     |
| <b>e. Method of Delivery and Geographic Area</b>                                     |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>   |

**25. Program Operations – Special Services for Persons with Developmental or Physical**

|   |
|---|
| <b>a. Service Category (use uniform definition) –</b> Special Services for Persons with Developmental or Physical |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>  |
| <b>e. Method of Delivery and Geographic Area</b>  |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>  |

**26. Program Operations – Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity**

|   |
|---|
| <b>a. Service Category (use uniform definition) –</b> Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>  |
| <b>e. Method of Delivery and Geographic Area</b>  |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>  |

**27. Program Operations – Substance Abuse Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Substance Abuse Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>  |
| <b>d. Description of Recipients (eligibility considerations)</b>               |
| <b>e. Method of Delivery and Geographic Area</b>                               |
| <b>f. Partnering State Agency</b>  |
| <b>g. Subgrantee / Service Providers</b>                                       |



**28. Program Operations – Transportation Services**

|   |
|---|
| <b>a. Service Category (use uniform definition) – Transportation Services</b> |
| <b>b. SSBG Goal</b>   |
| <b>c. Description of Services</b>   |
| <b>d. Description of Recipients (eligibility considerations)</b>              |
| <b>e. Method of Delivery and Geographic Area</b>                              |
| <b>f. Partnering State Agency</b>   |
| <b>g. Subgrantee / Service Providers</b>                                      |

**29. Program Operations – Other Services**

|  |
|--|
| <b>a. Service Category (use uniform definition) – Other Services</b> |
| <b>b. SSBG Goal</b>  |
| <b>c. Description of Services</b>                                    |
| <b>d. Description of Recipients (eligibility considerations)</b>     |
| <b>e. Method of Delivery and Geographic Area</b>                     |
| <b>f. Partnering State Agency</b>                                    |
| <b>g. Subgrantee / Service Providers</b>                             |

## **V. Appendices**

### **Appendix A: Documentation of Public Hearing**

*Attach documentation of public hearing, such as public hearing notices, websites, electronic correspondence, letters, newspaper articles, etc.*

### **Appendix B: Certifications**

*Attach signed copies of the following certifications*

1. Drug-Free Workplace Requirements
2. Environmental Tobacco Smoke
3. Lobbying
4. Debarment, Suspension and Other Responsibility Matters

### **Appendix C: Proof of Audit**

Federal regulations state that: "Each State shall, not less often than every two years, audit its expenditures from amounts received (or transferred for use) under this title...Within 30 days following the completion of each audit, the State shall submit a copy of that audit to the legislature of the State and to the Secretary." (Sec. 2006 [42 U.S.C. 1397a, Sec. 2006]).

*Provide a copy or link to the most recent audit, or a description of the audit that specifies when the audit occurred and summarizes the results of the audit.*

### **Appendix D: SF 424M**

*Scanned copy must be uploaded with application*

### **Appendix E: Federal Financial Report (FFR) For SF-425 Federal Financial Reporting (FFR) Form SF-425**

*Scanned copy must be uploaded with the Intended Use Plan*

### **Appendix F: TANF ACF-196R form**

*Scanned copy must be uploaded with the Intended Use Plan*

## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by any entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age 18, if the services are funded by federal programs either directly or through State or local governments, by Federal grant, contract loan or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded by solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on responsible entity by signing and submitting this application the applicant/ grantee further agrees that it will require the language of this certification be included in any sub awards which contain provisions for the children's services and that all sub grantees shall certify accordingly.



MUAVAEFA' ATASI JOHN E. SUISALA  
Signature

DIRECTOR  
Title

DEPARTMENT OF HUMAN SOCIAL SERVICES  
Organization

## CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

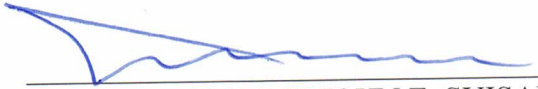
(2) If any funds that Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclosure accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this commitment providing for the United States to ensure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



MUAVAEFA'ATASI JOHN E. SUISALA  
Signature

DIRECTOR  
Title

DEPARTMENT OF HUMAN SOCIAL SERVICES  
Organization

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630 (c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

### **Certification Regarding Drug-Free Workplace Requirements (Instruction for Certification)**

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantee other than individuals, Alternate 1 applies.
4. For grantee who are individuals, Alternate 3] applies.
5. Workplace under grants, for grantee other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If grantee does not identify the workplace at the time of the application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspections. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or part of buildings) or other sited where work under the grant takes place. Categorical description may be used (e.g. All vehicles of a mass transit authority or State highway department while in operation, State employees in each local employment office, performers in concert halls or radio studios)
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplace in question (see paragraph five).
8. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantee's attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substance Act (21 U.S.C. 812) and as a further defined by regulation (21CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, disturbance, dispensing, use, or possession of any controlled substances;

*Employee* means the employee of grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employee unless their impact or involvement is insignificant to the performance of the grant; and (iii) Temporary personnel consultations who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll and of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independence contractors not on the grantee's payroll; or employee of sub recipients or subcontractors in covered workplace).

#### Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees' that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishment of an ongoing drug-free awareness program to inform employees about—
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  - (1) Abide by the terms of the statements; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless



the Federal agency has designed a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistency with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work

Place of Performance (street address, city, county, state, zip code)

P.O. BOX 997534

UTULEI, AMERICAN SAMOA 96799

Check if there are workplaces on file that are not identified here.

Alternate 11. (Grantees Who are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification numbers (s) of each affected grant.

[55 FR 21702, May 25, 1990]

  
MUAVAEFA' ATASI JOHN E. SUISALA

Signature

DIRECTOR

Title

DEPARTMENT OF HUMAN SOCIAL SERVICES

Organization

*Territory of American Samoa*

*SSBG Pre-Expenditure Report FY 2022*

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

Certificate Regarding Department, Suspension, and Other Responsibility Matters-Primary  
Covered Transactions

### Instructions for Certification

1. By signing and submitting this proposal, the perspective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the perspective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if any time the prospective primary participants learn that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in the clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which the proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility

and Voluntary Exclusion-Lower Tier Covered Transaction” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transaction, and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its participants. Each participant Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by the clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if participant in a covered transaction knowingly enters into lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by and Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal and one or more public transactions (Federal, State or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

### Instruction for Certification

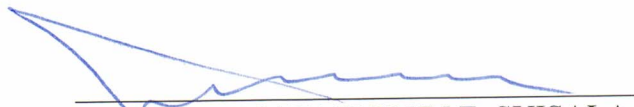
1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below,
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is alter determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction. Participant, person, primary covered transaction, principal, proposal, and voluntarily sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that [[Page 33043]] should the proposed covered transaction be entered into. It shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transaction and in all solicitations for tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required

to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility a Voluntary Exclusion—Lower Tier Covered Transaction

- (1) The prospective lower tier participant, by submission of this proposal, that neither it nor its participants is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.



MUAVAEFA'ATASI JOHN E. SUISALA  
Signature

DIRECTOR  
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