

**COMMUNITY SERVICE BLOCK GRANT  
APPLICATION**

**FY 2021  
(October 1, 2020 – September 30, 2021)**

**POARCH BAND OF CREEK INDIANS  
FAMILY SERVICES DEPARTMENT**

August 28, 2020

# INFORMATION SHEET

TRIBAL ORGANIZATION: POARCH BAND OF CREEK INDIANS

ADDRESS: 5811 JACK SPRINGS ROAD

ATMORE ALABAMA 36502

TELEPHONE NUMBER: (251) 368-9136 Ext. 2600

FAX NUMBER: (251) 368-0828

EMPLOYER IDENTIFICATION OFFICIAL: 63-0705119

NAME OF PRINCIPAL OFFICIAL: STEPHANIE BRYAN

TITLE: TRIBAL CHAIR

OTHER PRINCIPAL OFFICIAL: MARTHA GOOKIN

TITLE: TRIBAL MEMBER SERVICES DIVISION DIRECTOR

PROGRAM DIRECTOR: AMANDA MONTGOMERY

TITLE: FAMILY SERVICES DIRECTOR

FINANCE CONTACT PERSON: RITA HALL

TITLE: FEDERAL ACCOUNTING CONTROLLER

## I. EXECUTIVE SUMMARY

### A. Public Inspection of Tribal Plan:

The active participation of the citizens in community affairs is solicited by the Tribe through the following methods:

1. The Poarch Creek Indians Newsletter is published monthly and is the primary vehicle through which the community receives written information on community activities and tribal programs. The notice for the public comment regarding the current Tribal plan was made available to the tribal community in the newsletter and is posted throughout the tribal complex. The grants are available for review and comment at any time within the Family Services Department. *(Please see the attached copy of the announcement.)*
2. Special community meetings are scheduled as needed throughout the year. The Tribal Chairman reports to the community, answers questions, and solicits opinions in all matters which may be of concern to them.
3. The Tribal Council is made up of the elected officials and meets twice a month unless special meetings are called. The Council conducts day-to-day business activities of the Tribe and works closely with all tribal programs. The Tribal Council reports to the General Council.
4. Various committees are functional within the Tribal infrastructure. The majority of these committees include members of the community, thereby giving those who are not tribal employees a voice in the day-to-day operations of the Tribe.



# POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502  
Tribal Offices: (251) 368-9136  
[www.poarchcreekindians-nsn.gov](http://www.poarchcreekindians-nsn.gov)

August 28, 2020

Administration for Children and Families  
Office of Community Services  
U.S. Department of Health and Human Services  
ATTENTION: Community Services Block Grant Program  
330 C Street, S.W., 5<sup>th</sup> Floor West  
Washington, DC 20201

RE: Certification of the CSBG grant information on OLDC

To Whom It May Concern:

The Poarch Band of Creek Indians is submitting the attached application and plan for direct funding under the Community Services Block Grant (CSBG) for fiscal year 2021 from October 1, 2020 through September 30, 2021.

I, Stephanie A. Bryan, Tribal Chair of the Poarch Band of Creek Indians, delegate my authority to Amanda Montgomery, Family Services Director for the Poarch Band of Creek Indians, to certify the assurances outlined in the Community Services Block Grant Tribal Assurances Reauthorization Act of 1998, as amended, and otherwise perform all necessary functions to properly administer the Community Services Block Grant program.

Thank you,

Stephanie A. Bryan  
Tribal Chair  
Poarch Band of Creek Indians

/am

## **B. Tribal Resolutions**



*Poarch Creek Indian*  
*Tribal Council Resolution*  
T.C.R. 2019-063

**RESOLUTION TO APPROVE FY 2020-2021 GRANT APPLICATION  
FOR THE COMMUNITY SERVICES BLOCK GRANT PROGRAM**

- WHEREAS,** the Poarch Band of Creek Indians (the "Tribe") is a federally recognized Indian tribe organized pursuant to 25 C.F.R. Part 83;
- WHEREAS,** the Tribal Council is authorized to transact business on behalf of the Tribe and to appropriate and distribute resources needed to conduct the necessary activities and functions of a Tribal government;
- WHEREAS,** on June 13, 2019, the Department of Health and Human Services, Administration for Children and Families, Office of Community Services published its FY 2020-2021 grant announcement for the Community Services Block Grant Program (CSBG);
- WHEREAS,** the CSBG Program provides funding to lessen poverty in communities and provide a wide range of services and activities to assist the needs of low-income individuals including the homeless, migrants and the elderly which complement the Tribe's existing programs;
- WHEREAS,** the CSBG grant application outlines the Tribe's individualized services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health;
- WHEREAS,** the Family Services Department currently administers the FY 2019 CSBG grant and has successfully demonstrated the capacity to carry out the goals and objectives under its program guidelines;
- WHEREAS,** the Tribal Member Services Division Director and the Family Services Department recommend that the Tribal Council approve the submission of a continuation grant application for FY 2020-2021; and
- WHEREAS,** the Tribal Council desires to continue the services offered through the CSBG grant opportunity.

**NOW THEREFORE BE IT RESOLVED** that the Tribal Council hereby approves the submission of a FY 2020-2021 CSBG grant application; and

**BE IT FURTHER RESOLVED** that the Tribal Council hereby authorizes the Chief Financial Officer to represent the Tribe in the execution of all documents related to the submission of the FY 2020-2021 CSBG grant application and directs the Tribal Member Services Division Director and Family Services Director to continue the administration of the grant.

**APPROVAL**

I, the Chair of the Poarch Band of Creek Indians, hereby affix my signature to this Resolution authorizing it to become official this 1<sup>st</sup> day of August, 2019.



Stephanie A. Bryan, Tribal Chair  
Poarch Band of Creek Indians

**CERTIFICATION**

I, the Secretary of the Poarch Band of Creek Indians, certify that the foregoing is a true extract from the minutes of the Tribal Council meeting of the Poarch Band of Creek Indians, comprised of nine members with 8 in attendance on the 1<sup>st</sup> day of August, 2019, and that the above is in conformity with the provisions therein adopted by a vote of 7 in favor, 0 against, and 0 abstentions.



Charlotte M. Meckel, Tribal Secretary  
Poarch Band of Creek Indians

## **C. Federal Recognition**



- Kickapoo Tribe of Oklahoma  
 Kiowa Indian Tribe of Oklahoma  
 Klamath Tribes  
 Kletsel Dehe Band of Wintun Indians (previously listed as Cortina Indian Rancheria and the Cortina Indian Rancheria of Wintun Indians of California)  
 Koi Nation of Northern California (previously listed as Lower Lake Rancheria, California)  
 Kootenai Tribe of Idaho  
 La Jolla Band of Luiseno Indians, California (previously listed as La Jolla Band of Luiseno Mission Indians of the La Jolla Reservation)  
 La Posta Band of Diegueno Mission Indians of the La Posta Indian Reservation, California  
 Lac Courte Oreilles Band of Lake Superior Chippewa Indians of Wisconsin  
 Lac du Flambeau Band of Lake Superior Chippewa Indians of the Lac du Flambeau Reservation of Wisconsin  
 Lac Vieux Desert Band of Lake Superior Chippewa Indians of Michigan  
 Las Vegas Tribe of Paiute Indians of the Las Vegas Indian Colony, Nevada  
 Little River Band of Ottawa Indians, Michigan  
 Little Shell Tribe of Chippewa Indians of Montana  
 Little Traverse Bay Bands of Odawa Indians, Michigan  
 Lone Pine Paiute-Shoshone Tribe (previously listed as Paiute-Shoshone Indians of the Lone Pine Community of the Lone Pine Reservation, California)  
 Los Coyotes Band of Cahuilla and Cupeno Indians, California (previously listed as Los Coyotes Band of Cahuilla & Cupeno Indians of the Los Coyotes Reservation)  
 Lovelock Paiute Tribe of the Lovelock Indian Colony, Nevada  
 Lower Brule Sioux Tribe of the Lower Brule Reservation, South Dakota  
 Lower Elwha Tribal Community (previously listed as Lower Elwha Tribal Community of the Lower Elwha Reservation, Washington)  
 Lower Sioux Indian Community in the State of Minnesota  
 Lummi Tribe of the Lummi Reservation  
 Lytton Rancheria of California  
 Makah Indian Tribe of the Makah Indian Reservation  
 Manchester Band of Pomo Indians of the Manchester Rancheria, California (previously listed as Manchester Band of Pomo Indians of the Manchester-Point Arena Rancheria, California)  
 Manzanita Band of Diegueno Mission Indians of the Manzanita Reservation, California  
 Mashantucket Pequot Indian Tribe (previously listed as Mashantucket Pequot Tribe of Connecticut)  
 Mashpee Wampanoag Tribe (previously listed as Mashpee Wampanoag Indian Tribal Council, Inc.)  
 Match-e-be-nash-she-wish Band of Pottawatomi Indians of Michigan  
 Mechoopda Indian Tribe of Chico Rancheria, California  
 Menominee Indian Tribe of Wisconsin  
 Mesa Grande Band of Diegueno Mission Indians of the Mesa Grande Reservation, California  
 Mescalero Apache Tribe of the Mescalero Reservation, New Mexico  
 Miami Tribe of Oklahoma  
 Miccosukee Tribe of Indians  
 Middletown Rancheria of Pomo Indians of California  
 Minnesota Chippewa Tribe, Minnesota (Six component reservations: Bois Forte Band (Nett Lake); Fond du Lac Band; Grand Portage Band; Leech Lake Band; Mille Lacs Band; White Earth Band)  
 Mississippi Band of Choctaw Indians  
 Moapa Band of Paiute Indians of the Moapa River Indian Reservation, Nevada  
 Modoc Nation (previously listed as The Modoc Tribe of Oklahoma)  
 Mohegan Tribe of Indians of Connecticut (previously listed as Mohegan Indian Tribe of Connecticut)  
 Monacan Indian Nation  
 Mooretown Rancheria of Maidu Indians of California  
 Morongo Band of Mission Indians, California (previously listed as Morongo Band of Cahuilla Mission Indians of the Morongo Reservation)  
 Muckleshoot Indian Tribe (previously listed as Muckleshoot Indian Tribe of the Muckleshoot Reservation, Washington)  
 Nansemond Indian Nation (previously listed as Nansemond Indian Tribe)  
 Narragansett Indian Tribe  
 Navajo Nation, Arizona, New Mexico & Utah  
 Nez Perce Tribe (previously listed as Nez Perce Tribe of Idaho)  
 Nisqually Indian Tribe (previously listed as Nisqually Indian Tribe of the Nisqually Reservation, Washington)  
 Nooksack Indian Tribe  
 Northern Cheyenne Tribe of the Northern Cheyenne Indian Reservation, Montana  
 Northfork Rancheria of Mono Indians of California  
 Northwestern Band of the Shoshone Nation (previously listed as Northwestern Band of Shoshoni Nation and the Northwestern Band of Shoshoni Nation of Utah (Washakie))  
 Nottawaseppi Huron Band of the Potawatomi, Michigan (previously listed as Huron Potawatomi, Inc.)  
 Oglala Sioux Tribe (previously listed as Oglala Sioux Tribe of the Pine Ridge Reservation, South Dakota)  
 Ohkay Owingeh, New Mexico (previously listed as Pueblo of San Juan)  
 Omaha Tribe of Nebraska  
 Oneida Nation (previously listed as Oneida Tribe of Indians of Wisconsin)  
 Oneida Indian Nation (previously listed as Oneida Nation of New York)  
 Onondaga Nation  
 Otoe-Missouria Tribe of Indians, Oklahoma  
 Ottawa Tribe of Oklahoma  
 Paiute Indian Tribe of Utah (Cedar Band of Paiutes, Kanosh Band of Paiutes, Koosharem Band of Paiutes, Indian Peaks Band of Paiutes, and Shivwits Band of Paiutes (previously listed as Paiute Indian Tribe of Utah (Cedar City Band of Paiutes, Kanosh Band of Paiutes, Koosharem Band of Paiutes, Indian Peaks Band of Paiutes, and Shivwits Band of Paiutes))  
 Paiute-Shoshone Tribe of the Fallon Reservation and Colony, Nevada  
 Pala Band of Mission Indians (previously listed as Pala Band of Luiseno Mission Indians of the Pala Reservation, California)  
 Pamunkey Indian Tribe  
 Pascua Yaqui Tribe of Arizona  
 Paskenta Band of Nomlaki Indians of California  
 Passamaquoddy Tribe  
 Pauma Band of Luiseno Mission Indians of the Pauma & Yuima Reservation, California  
 Pawnee Nation of Oklahoma  
 Pechanga Band of Luiseno Mission Indians of the Pechanga Reservation, California  
 Penobscot Nation (previously listed as Penobscot Tribe of Maine)  
 Peoria Tribe of Indians of Oklahoma  
 Picayune Rancheria of Chukchansi Indians of California  
 Pinoleville Pomo Nation, California (previously listed as Pinoleville Rancheria of Pomo Indians of California)  
 Pit River Tribe, California (includes XL Ranch, Big Bend, Likely, Lookout, Montgomery Creek and Roaring Creek Rancherías)  
 Poarch Band of Creeks (previously listed as Poarch Band of Creek Indians of Alabama)  
 Pokagon Band of Potawatomi Indians, Michigan and Indiana  
 Ponca Tribe of Indians of Oklahoma  
 Ponca Tribe of Nebraska  
 Port Gamble S'Klallam Tribe (previously listed as Port Gamble Band of S'Klallam Indians)  
 Potter Valley Tribe, California  
 Prairie Band Potawatomi Nation (previously listed as Prairie Band of Potawatomi Nation, Kansas)  
 Prairie Island Indian Community in the State of Minnesota

## **II. TRIBAL ASSURANCES**

### **COMMUNITY SERVICES BLOCK GRANT TRIBAL ASSURANCES**

*CSBG Reauthorization Act of 1998: P.L. 105-285*

As a part of the annual application required by subsection 676(b), the Chief Executive Officer shall certify that the Tribe/Tribal Organization agrees to –

(1) An assurance that funds made available through the grant will be used--

(A) to support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 604 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency;

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) to achieve greater participation in the affairs of the communities involved;

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

(ii) after-school child care programs; and

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform effort)  
**(676(b)(1) (A) – (C))**

- (3) An assurance that the Tribe provides information that will contain—  
(A) a description of the services delivery system;  
(B) a description of how linkages will be developed to fill identified gaps in the services, through the provisions of information, referrals, case management, and follow-up consultations;  
(C) a description of how funds made available through grants made under subsection 675C(a) will be coordinated with other public and private resources;  
(D) a description of how the Tribe will use the funds to support innovative initiatives, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting; **(676(b)(3) (A) – (D))**
- (4) An assurance that the Tribe will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low income individuals; **(676(b)(4))**
- (6) An assurance that the Tribe will ensure coordination between antipoverty programs in each community within the Tribe, and ensure, where appropriate that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such a community; **(676(b)(6))**
- (7) An assurance that the Tribe will permit and cooperate with Federal investigations undertaken in accordance with Section 678D; **(676(b)(7))**
- (12) An assurance that the Tribe will participate in the Results Oriented Management Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization; **(676(b)(12))**

An assurance that the Tribe may expend for administrative expenses an amount not to exceed the greater of: five percent of its allotment or the percentage represented by the ratio of \$55,000 to the smallest State allotment (excluding territorial allotments) for the fiscal year; **(675C(b)(2))**

An assurance that the Tribe agrees to provide that fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the Tribe or Tribal Organization under this subtitle, including monitoring the assistance under this subtitle.  
**(678D(a)(1)(A))**

An assurance that the Tribe agrees that cost and accounting standards of the Office of Management and Budget shall apply to a recipient of funds under this subtitle. (The two OMB circulars that cover cost and accounting standards are OMB A-110 and A-122.) **(678D(a)(1)(B))**

An assurance that each Tribe that expends \$300,000 or more (during the fiscal year) in all types of Federal financial assistance must conduct an audit in accordance with the Single Audit Act, P.L. 98-502 (31 U.S.C. 75 and OMB Circular A-133 Subpart B). **(678D(a)(2)(B))**

An assurance that the Tribe agrees to prohibit any activities to provide voters and perspective voters with transportation to the polls or similar assistance in connection with an election or any voter registration activity. **(678F(b)(2)(B))**

A plan containing provisions describing how the Tribe or Tribal Organization will carry out the assurances contained in Section 676(b)(1) shall be made available for public inspection by members of the Tribe in such a manner as will facilitate review of, and comment on, the plan or revision. **(676(a)(2)(B))**

Provide information describing how the Tribe will carry out the assurances. **(676(b)(13))**

\_\_\_\_\_  
Tribal Chair  
Poarch Band of Creek Indians

8/30/2020  
\_\_\_\_\_  
Date

Stephanie A. Bryan  
\_\_\_\_\_  
Print Name

## 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 grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose 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 an employee of a Member of Congress in connection with this commitment providing for the United States to insure 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 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Stephanie A. Bryan  
Signature and Date

Stephanie A. Bryan  
Printed Name

Tribal Chair/CEO

Poarch Band of Creek Indians  
Title  
Organization

**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 an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 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 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 the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

*Stephanie A. Bryan*

Signature and Date

*Stephanie A. Bryan*

Printed Name

*Tribal Chair + CEO*

Title

*Poarch Band of Creek Indians*

Organization

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

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

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective 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 out 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 prospective 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 determined 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 at any time the prospective primary participant learns 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 this 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 this 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 Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions 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 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 principals. Each participant

may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement 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 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 course of business dealings.

10. Except for transactions authorized under paragraph 6 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 may terminate this transaction for cause or default.

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#### **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 any 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, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted 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 had 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**

#### **Instructions 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 later 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 with 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 excluded, as used in this clause, have the meaning set out in the Definitions and Coverage 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, 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 with which this transaction originated.

6. The prospective lower tier participant 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 transactions and in all solicitations for lower 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 it is not proposed for debarment under 48 CFR 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 Nonprocurement 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 course of business dealings.

9. Except for transactions authorized under paragraph five 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.

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

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals 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 this certification, such prospective participant shall attach an explanation to this proposal.

Stephanie A. Bryan  
Signature and Date

Stephanie A. Bryan  
Printed Name

Tribal Chair & CEO  
Title

Doanah Band of Creek Indians  
Organization

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

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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.

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### **Certification Regarding Drug-Free Workplace Requirements (Instructions 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 the 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 grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of 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 inspection. 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 parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment 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 workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' 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 Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

***Conviction*** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

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

***Employee*** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants 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 of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### **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) Establishing 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 statement; 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 10 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 designated 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 so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent 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), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

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

Alternate II. (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 number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

Stephanie A. Bryan  
Signature and Date

Stephanie A. Bryan  
Printed Name

Tribal Chair & CEO  
Title

Peach Band of Creek Indians  
Organization

### **III. NARRATIVE**

#### **A. TRIBAL ADMINISTRATIVE STRUCTURE:**

- **MISSION AND RESPONSIBILITIES:**

Responsibility for administering the proposed grant resides with the Poarch Band of Creek Indians' Family Services Department. The Family Services Director will be responsible for the overall grant administration. Program activities will be overseen by the Family Services Director, who reports to the Tribal Member Services Division Director and then to the Chief of Staff for Poarch Band of Creek Indians.

The Family Services Department operates under the provisions of federal statutes and Tribal Codes. The Family Services Department has a positive impact on the lives of the Tribal members. This department is a functional prototype of the Alabama Department of Health and Human Services, administering programs designed to improve the quality of life of Tribal members.

The programs administered by the Family Services Department provide essential services, crisis intervention activities, and outreach services to tribal members. These programs include the Abuse Prevention Program, Adult Services Program, Child and Family Welfare Program, Community Services Program, and the Community Services Childcare Program. The Community Services Program includes grants from Low Income Home Energy Assistance Program (LIHEAP), Child Care and Development Block Grant (CCDBG), Community Services Block Grant (CSBG), and Tribal funded programs geared toward providing financial assistance for basic essential needs of low income families. In addition, this department is charged with the responsibility for the equitable administration of child welfare issues and law, the protection of Tribal member children, elders, and domestic violence victims through case management services or referrals to other state and county resources.

The Poarch Band of Creek Indian Tribal Government has experienced tremendous success in obtaining and administering federal grants since receiving federal acknowledgement in 1984. As a new government, the Poarch Creek Indians relied on assistance from the numerous Federal agencies to supplement revenue, which is normally derived from tribal enterprises.

The major source of federal grants has been the Bureau of Indian Affairs, Indian Health Service and the US Department of Housing and Urban Development. Other agencies which have made grant funds available to the Tribe include the US Department of Labor, Justice,

## Agriculture and Health and Human Services.

Unlike many municipal governments who are recipients of federal grant funds, the monies received by the Tribe have been used for highly visible projects and the delivery of essential services to the tribal members. The most visible use of these funds include the construction of the Tribal Office Complex, which includes a Health Clinic, administration buildings, a multi-purposes building, a police department, two stations within our fire department. According to the Housing Department on, one hundred eighty (180) housing units are currently available on the reservation. We have (21) units completed in Escambia County, Florida, which is a part of the Tribe's mandated service area.

The Tribe has been successful in obtaining the grant funds because of the clear and present need for the grant monies. In addition to a very strong need, the Tribe has consistently administered its grant programs in strict compliance with the applicable laws and regulations governing the use and expenditure of grant proceeds. All grant programs are audited on an annual basis by an independent auditing firm with copies of the audit report submitted to the Federal agency which approved the grant. From the audit report and on-site monitoring visits which are conducted by the Federal agency, a determination is made by the grantor agency concerning the effective and appropriate administration of the grant programs.

The use of grant funds are considered to be an interim method of financing the operations of the Tribal government until the Tribe achieves its goals of economic self-sufficiency

- **OVERALL GOALS AND OBJECTIVES:**

As a federally recognized Tribe, the Poarch Band of Creek Indians are in a better position to bring about its commitment to develop a viable community with appropriate housing and improved health opportunities. The increased need to access available services on the reservation is due to a geographic relocation of Tribal members back into the vicinity; the availability of low income rental houses on reservation; the development of HUD homes built near the reservation; and the availability of transitional housing units near the reservation. The Tribe's commitment to provide services to its members is especially critical with its social, economic, and legal needs ever-changing.

The Poarch Creek Indians has successfully administered the Community Services Block Grant Program for approximately twenty-five (25) years. These funds are used to support the following objectives:

- To provide assistance with transportation, or vehicle needs yearly;



- To provide emergency food to families each year;
- To provide emergency housing assistance families each year.
- To provide financial assistance to obtain, secure, or retain a job for individuals each year.

**B. USE OF ADMINISTRATIVE FUNDS:**

The Poarch Band of Creek Indians Family Services Department will apply all funds received through the Community Services Block Grant to client services. No funds will be utilized for administration of this grant.

**C. PROGRAM IMPLEMENTATION:**

- **Service Delivery System:**

The Family Services Department Community Services program provides daily appointments for clients presenting need for assistance. The client completes an application and provides documentation verifying their identified need and their household income. The Financial Services Coordinator conducts interviews with clients to determine their need and to obtain documentation verifying their reported need. The Financial Services Coordinator recommends payments to vendors, or recommends the use of food and gas vouchers or a hotel voucher to meet the identified crisis need of the client. The Family Services Director reviews the case file and either approves or denies the application. The client is notified within five (5) business days of the decision on their case. Generally, the client will know the resolution of their case within twenty-four (24) hours or less. If the case is approved for assistance, a funds disbursement form is turned into the Family Services Clerk for completion of a purchase order to release funds to the identified vendor. The Purchase Order must contain the authorizing signature of the Family Services Director, the Federal Accounting Controller, and the Tribal Member Services Division Director before funds are released to the vendor. The Family Services Department maintains open purchase orders, approved by the Family Services Director, the Federal Accounting Controller, and the Tribal Member Services Division Director to provide gas, food, or hotel stay if approved and necessary to meet the crisis need of the client.

- **Linkage:**

The Family Services Department houses the Community Services program, the Community Services Childcare program, the Abuse Prevention program, the Adult Services program, and the Child and Family Welfare program. If any unmet needs are identified during

the client interview in any of these programs, the client is referred internally to the appropriate program for services. The internal services within the Family Services Department includes: crisis assessments; parent training; domestic, family, and dating violence prevention and intervention services; sexual assault prevention and intervention services; ICWA services, child and family welfare services; adult welfare services; intensive crisis counseling services; intensive in-home intervention services; respite care services; case management services; and newly developing substance abuse prevention and intervention services. The Tribal complex also houses the Poarch Band of Creek Indians Health Department, Education Department, the Drug Court program, the Housing Department, the Recreation Department, the S.A.I.L. Center, Tribal Member Benefits Department, the WIA program. If unmet needs are identified during an interview with a client, and if the client is in need of any of the services offered through any other Tribal department, a referral is given to the client and to the Department to ensure the client's needs are addressed. Clients whose needs extend beyond the services available within the Tribe are referred to county and state services provided within the Tribe's six-county service area.

- **Coordination with other public and private resources:**

The Family Services Department serves on the board of the local Community Action Agency for the six (6) Alabama counties surrounding the reservation. This provides the Department with an opportunity to coordinate with other providers to ensure all Tribal members living within the six (6) Alabama counties surrounding the reservation are referred to the Tribe for available services. This also enables the Tribe and the Counties to ensure fraud is not occurring with tribal member clients receiving duplication in services.

- **Innovative Community and Neighborhood-Based Initiative:**

The Family Services Department provides referrals both internally and externally to programs designed to improve the lives of our clients. These programs include individualized parent training services; prevention programs such as NA, AA, Al-Anon; Health and Wellness programs; and to tribal programs designed to provide education and training about historical Creek culture. Funds from the Community Services Block Grant are not specifically used to provide these training events as the events are funded by Tribal government funds or are available within the community and are offered at little to no cost to the clients. Case plans with individual clients may include referrals to these services listed above and case management would follow-up to ensure compliance by the client.

#### **D. PROGRAMMATIC ASSURANCES**

**Use the funds available under this subtitle - - [676(b)]**

- (1)(A) to support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 604 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—**
- (ii) to secure and retain meaningful employment;**

Access to transportation is a major problem on the reservation as well as within the service area. The Tribe provides transportation to the doctor, grocery store, pharmacy, other social services agencies, as well as offering assistance to applicants who may be trying to secure and retain meaningful employment. CSBG funding may also be utilized to assist clients in purchasing necessary tools or equipment to enable them to work.

**Use the funds available under this subtitle - - [676(b)]**

- (1)(A) to support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 604 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—**
- (v) to obtain and maintain adequate housing and a suitable living environment;**

The Tribe will assist eligible tribal members or members of other federally recognized Tribes in obtaining adequate housing. The Family Services Department will continue to assist eligible applicants who have been evicted, or who are in the process of eviction or foreclosure on their homes, due to a sudden reduction in income or due to any temporary emergency. Emergency rent or housing payment may be made to keep the client from becoming homeless or to alleviate their homelessness.

**Use the funds available under this subtitle--[676(b)]**

- (1)(A) to support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 604 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—**
- (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;**

The Poarch Band of Creek Indians will provide Emergency Assistance through a grant to low-income Tribal members. This is a one-time emergency program designed to assist qualifying families in health services, nutritious food, housing, employment related assistance and any other emergency assistance as determined by staff of the Family Services Department. Particular emphasis will be placed on assisting a household where there is a child under the age of five (5), an elderly person, or a disabled person.

Guidelines for Emergency Assistance are as follows:

1. The applicant, spouse of applicant, or household member must be an enrolled member of the Poarch Band of Creek Indians or a member of another federally recognized Tribe.
2. Income must not exceed the 125% of Poverty Guidelines.
3. Emergency assistance can be provided on a one-time basis only, per fiscal year.
4. The maximum threshold amount a household may receive is \$500.00.
5. The amount of assistance will be determined by the type of assistance needed, up to the maximum threshold amount.
6. The types of assistance may include, but are not limited to food, housing, and health.

**Use the funds available under this subtitle--[676(b)]\***

- (1)(A) to support activities that are designed to assist low income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 604 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—**
- (vii) to achieve greater participation in the affairs of the community involved;**

The Poarch Band of Creek Indians Family Services Department will continue to facilitate positive changes, improving and/or achieving full utilization of existing programs. The department will utilize the transportation department in providing vitally needed transportation to

community affairs and events. By providing this needed transportation we can encourage greater participation in the affairs of the community.

**Use the funds available under this subtitle—[(676(b)(4))]**

**(4) An assurance that the Tribe will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low income individuals;**

The Poarch Band of Creek Indians will provide emergency assistance to low-income tribal members on a one-time emergency basis. The program may purchase food items to counteract possible starvation and malnutrition.

The Poarch Band of Creek Indians will make payments under this Title only to households at or below 125% percent of the current Office of Management Budget (OMB) Federal Poverty Level.

Countable income for CSBG shall be all gross income received from any ongoing source during the past 30 days prior to the application date. Income for all members of the applicant's household will be counted. Deductions (subtraction from gross income) will be considered for the following:

1. Medical expenses for diabetic, cardiac and hypertensive patients, as well as all medical expenses for the elderly and handicapped will be a deduction.
2. Income of children living at home, if they are in school at least part time and are not working full time.
3. Taxes, both state and federal.
4. Work Expenses- Round trip mileage, uniforms or special clothing/instruments required in the performance of job duties.
5. Medical Insurance Payments

The term household means all individuals who occupy a housing unit. A housing unit may contain more than one household only when the households occupy one or more rooms as separate housing units, e.g., boarders at group living facilities or separate apartments.

Benefit payment amounts shall be dependent on household size, type of assistance, and family income. There shall be no means test for determination of eligibility.

Verification of Social Security numbers of each person over eighteen (18) years of age is not necessary verification for determining eligibility; therefore, is consider optional information on the assistance application form. This data is collected for other grant programs; therefore,

will be collected for CSBG applications but not required as a part of the approval process.

Failure of any applicant to provide required documentation within ten (10) working days from the date of application shall result in denial of program benefits.

The Tribe's Fair Hearing Procedures describes policy, which assures that services and assistance shall be provided to the qualified Native Americans affected by this grant. A copy will be submitted upon request.

**Use the funds available under this subtitle—[(676(b)(6))]**

**(6) An assurance that the Tribe will ensure coordination between antipoverty programs in each community within the Tribe, and ensure, where appropriate that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such a community;**

The Poarch Band of Creek Indians will undertake outreach and coordination activities designed to provide program access to eligible households by such means as: newspaper articles, application forms and public service announcements. The Family Services Department which serves the elderly, handicapped and low income individuals to the maximum extent possible will refer individuals to and coordinate with other appropriate Federal, State, and local low-income related programs. These may include but are not limited to the Community Action Agency, State Welfare Office, Social Security Office, and energy programs operated by other organizations in the immediate area. The CSBG program will be coordinated with other anti-poverty programs, especially the Low Income Home Energy Assistance Program.

**E. FISCAL CONTROLS, ADMINSTRIVE, FINANCIAL ASSURANCES and CERTIFICATIONS:**

**Use the funds available under this subtitle--[676(b)(7)]**

**(7) An assurance that the Tribe will permit and cooperate with Federal investigations undertaken in accordance with Section 678D;**

The Tribe agrees to permit and cooperate with all Federal investigations in accordance with section 678D and [(676(b)(7)].

The Family Services Department maintains strict security of all the Community Services Block Grant records. Records of participants will be made available, as appropriate, upon request of the Tribal Administrator.

**Use the funds under this subtitle--[675(C)(b)(2)]**

**(2) An assurance that the Tribe may expend for administrative expenses an amount not to exceed the greater of: five percent of its allotment or the percentage represented by the ratio of \$55,000 to the smallest State allotment (excluding territorial allotments) for the fiscal year;**

The Tribe will not expend more than 5% of its funds payable under CSBG for administrative cost and any possible excess will be paid from non-federal funds.

The Poarch Band of Creek Indians will not contract with any other agency or firm to carry out any part of this program. The Tribe will administer all parts of the Community Services Block Grant. The Family Services Department and its Director oversees the implementation of policy and the day-to-day operations of the CSBG grant services. Tribal Administrator is responsible for oversight and overseeing the implementation of all policy and day-to-day operations of the Tribe.

**Use the funds available under this subtitle--[678F(b)(2)(B)]**

**(2)(B) An assurance that the Tribe agrees to prohibit any activities to provide voters and perspective voters with transportation to the polls or similar assistance in connection with an election or any voter registration activity.**

The Tribe prohibits any activities to provide voters with transportation to the polls for any election or voter registration activity.

**Use the funds available under this subtitle--[678D(a)]**

**(1)(A) An assurance that the Tribe agrees to provide that fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the Tribe or Tribal Organization under this subtitle, including monitoring the assistance under this subtitle.**

**(1)(B) An assurance that the Tribe agrees that cost and accounting standards of the Office of Management and Budget shall apply to a recipient of funds under this subtitle. (The two OMB circulars that cover cost and accounting standards are OMB A-110 and A-122.)**

**(2)(B) An assurance that each Tribe that expends \$300,000 or more (during the fiscal year) in all types of Federal financial assistance must conduct an audit in accordance with the Single Audit Act, P.L. 98-502 (31 U.S.C. 75 and OMB Circular A-133 Subpart B).**

The Poarch Band of Creek Indians assures that fiscal control and accounting procedures are established to ensure proper disbursement of Federal funds. Funds paid by the Tribe under this program, includes procedures for monitoring the assistance, provision for an annual audit of expenditures, and amounts transferred to carry out the purpose of this program. All Tribal

financial statements are audited annually.

Once a person is determined eligible for services, the Family Services Department submits a purchase order to the accounting office. The Purchase Order is signed by the Program Coordinator/Director, Finance Director, and Tribal Member Services Division Director. A close-ended purchase order system provides a clear audit trail of all transactions. This procedure provides a means to eliminate potential internal abuse. The Tribe consistently follows the modified accrual basis of accounting.

#### **F. ANNUAL REPORT: (Reporting Period: October 1, 2019 – September 30, 2020)**

Fiscal Year 2020 Community Services Block Grant funds (October 1, 2019 through September 30, 2020) were utilized as outlined in the Fiscal Year 2019-2020 plan. The funds were administered to provide emergency assistance for low income families during October 1, 2019 through September 30, 2020 as described below. The majority of tribal members reside in or near the southern most counties of Alabama--Escambia, Baldwin, Monroe, Mobile, Elmore and Escambia County, Florida.

The transportation segment of the program is mainly used in the Title III and Title VI Programs and is managed by the PCI Senior Services Department but services are accessible by the Family Services Department through referrals. The Title III and Title VI Programs offers nutritionally balanced meals and a variety of other services daily to elderly citizens. The CSBG grant funding provides food vouchers through the Family Services Department when food stamp referrals are made to the county offices. According to statistical information from the Senior Services Department on August 13, 2020 the Title III Program provides an average of 125 meals per day (70 congregate and 55 homebound). Transportation is currently provided by two vans and 1 minivan, and 1 car. During this fiscal year, transportation provided by two vans that were handicapped accessible but mini-van and car is not. Transportation needs continue in 2019, and currently the SAIL Center has in operation vehicles as follows to provide services: 1 GSA vehicle, 1 DOT vehicle, 1 tribally-owned car, and one DOT 19-passenger van (with accommodations for two wheelchairs, 16 passengers and the driver). The vans provide transportation to and from the center daily, to doctor appointments, shopping, etc. Presently, approximately 70 elders actively participate in the program. The Tribe is process of adding additional transportation services through the Health Department, specifically to transport tribal



members to access other medical services.

Meals are provided to home bound elders who cannot come to the center to eat. Other services provided by the transportation component of the program are: all tribal members have access to transportation to doctor appointments, pharmacist, other social services agencies and other purposes as needed in reference to transportation.

The following is the captured units of services provided over the past fiscal year.

Commodity Distribution	0
Recreation	3,640
Telephone Reassurance	18,200
Transportation	16,526
Socialization	14,721
Out Reach	12,416
Shopping	
Homebound Meals	55 per day
Congregate Meals	70 per day

Another component of the Community Services Block Grant is Emergency Assistance. Emergency Assistance is one-time assistance and is designed to assist qualifying families in acquiring food, housing, employment and miscellaneous assistance. The department does referrals to state agencies for the Food Stamp Program (SNAP).