

GOVERNMENT OF THE VIRGIN ISLANDS OF UNITED STATES

DEPARTMENT OF HUMAN SERVICES



**SOCIAL SERVICES BLOCK GRANT**  
CONTINUATION GRANT PROPOSAL FISCAL YEAR 2021



**KIMBERLEY CAUSEY-GOMEZ**  
COMMISSIONER

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## INTRODUCTION

Title XX of the Social Security Act provides states with federal funds for social services. In 1981, Congress amended Title XX, making it a Social Services Block Grant (SSBG), thereby giving states consideration flexibility in the use of the federal dollars. Under the Act, states are required to make an annual report to the Secretary, Department of Health and Human Services (DHHS), on the intended use of Title XX funds. The Pre-Expenditure Report must satisfy the statutory requirements of the Act by relating:

- a. The intended use of the Title XX funds;
- b. Information on the type of activities to be supported; and
- c. Information on the categories or characteristics of persons to be served

The Pre-Expenditure Reports fulfill the statutory requirements of Title XX of the Social Security Act and regulatory requirements at 45 CFR Section 96.10 (1981).

Services will be offered to help clients reach one or more of the five federal goals which have been identified by Congress for Title XX:

The Virgin Islands Department of Human Services SSBG-funded services will be directed toward one or more of the following goals:

- I. Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency.
- II. Achieve or maintained self-sufficiency including reduction or prevention or dependency.
- III. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interests
- IV. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.
- V. Securing referral or admission for institution care when other forms of care are not appropriate or providing services to individuals in institutions.

The goals of DHS, and the federal SSBG are very much aligned, particularly in the areas of achieving or maintaining economic self-support to prevent, reduce, or eliminate dependency and preventing and remedying neglect, abuse, or exploitation of children and adults unable to protect their own interest or preserving, or reunifying families.

For the past thirty (30) years, SSBG funds have been used by the Virgin Islands Department of Human Services (DHS) to supplement, expand, and strengthen traditional services to families, children, and adult individuals in need. The services provided through the federal grant program continue to be a valuable safety net for the residents who experience some form of financial, familial, social, or health related crisis

Since the two category five (5) hurricanes Irma and Maria in September of 2017 the department has seen a tremendous need for some of the program on the SSBG. Many residents are requesting home delivered meals and home maker services. Some families are caring for their loved ones at home but need assistance while they are working.

The Kids Count Data Book suggests some startling data regarding the Virgin Islands economic recovery. The 2018 publication indicates, while data shows improvements in child health and education, more families are struggling to make ends meet, and a growing number of kids living in poverty.

With regard to older adults, the data presented herein substantiate the need for continued services and programs that address this and other vulnerable populations. This comes as a poignant concern based on two emergent issues. First, as the "baby boomer" population continues to age and the desire is to maintain persons in the community as long as possible, the need for services and related interventions are expected to increase; and second, as the life expectancy continues to increase, the need for specialized supportive services, such as meals on wheels, Alzheimer's care and home health services continues to emerge as a growing need.

## **I. State/Federal Fiscal Year covered in Pre-Expenditure Plan**

The Pre-Expenditure Plan covers the Federal Fiscal Year 2021 beginning October 1, 2020 and ending September 30, 2021.

In accordance with Section 501 of PL95-134 of the Omnibus Territories Act as amended, 48 USC 1469, the Virgin Islands Department of Human Services is submitting a continuation grant proposal to the U.S. Department of Health and Human Services for consolidation of the following grants under the Consolidated Block Grant.

The Department of Human Services, in accordance with the United States Virgin Islands Government Reorganization Act of 1987, Act No. 5265, Title II, Section 432, is the designated state agency for the consolidated grant awards.

## **SERVICE TITLES AND FY 2021 PROJECTED EXPENDITURES**

Case Management	\$416,231
Congregate Meals	\$1,260,786
Daycare-Children	\$110,390
Home-Based Support Services	\$505,794
Home Delivered Meals	\$1,500,796
Information and Referral	\$41,469
Legal Services	\$60,000
Prevention and Intervention	\$584,223
Protective Services Adults	\$34,000
Protective Services-Children	\$443,636
Social Recreation Services	\$252,500
Residential Services	\$62,513
Special Services-Disabled	\$250,435
Transportation	\$206,402
Other Services	\$633,510
General Administration, Planning & Development	\$150,000
<b>Total</b>	<b>\$6,512,685.00</b>

Federal Funding sources to be consolidated are:

Program Title	CFDA
Community Service Bloc	93.569
Development Disabilities	93.630
Low Income Home Energy	93.568
Child Abuse Prevention & Treatment	93.669
Community Based Child Abuse Prevention	93.590
Social Service Block Grant	93.667
Nutrition Services Incentive Program	93.053
Elder Abuse Prevention	93.041
Ombudsman	93.042
Support Services	93.044
Congregate Meals	93.045
Home Delivered Meals	93.045
Preventive Health	93.043
NFCSP	93.052

The Virgin Islands Department of Human Services, in accordance with the United States Virgin Islands Government Reorganization Act of 1987, Act No. 5265, Title II, Section 432, is the designated state agency for the consolidated grant awards. The EIN number for these awards are 1-90-000-0059 AL.



**Department of Human Services**  
*"Working Together to Make a Difference"*

OFFICE OF THE COMMISSIONER

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September 10, 2020

J. Janelle George, OCS Deputy Director  
Social Services Block Grant (SSBG)  
Division of Social Services (DSS)  
Office of Community Services (OCS)  
Administration for Children and Families (ACF)  
U.S. Department of Health and Human Services (DHHS)  
330 C Street, SW, 5th Floor  
Washington, DC 2020

Dear Deputy Director George:

This letter of transmittal accompanies the Virgin Islands FY 2021 Block Grant Consolidated under the authority of Title XX Social Services Block Grant (SBBG). The V.I. Department of Human Services FY 2021 Intended Use Plan and Pre-Expenditure Report were submitted via the SSBG Portal. Title XX SSBG funding is appropriated by the Virgin Islands Legislature to help meet specified social services needs for defined low income and at-risk populations. The Governor has designated the Virgin Islands Department of Human Services (DHS) to administer the Title XX Social Services Block grant on behalf of the Virgin Islands. The U.S. Department of Health and Human Services (DHHS) ACF Office of Community Services acts as the coordinator of funds from the federal government to the state agency to which Title XX SSBG funds are appropriated.

The Contact information for the Virgin Islands SBBG State Officials are:

The State Official receiving the SSBG Grant Award is:

Kimberley Causey-Gomez, Commissioner  
Virgin Islands Department of Human Services  
1303 Hospital Ground STE 1  
St. Thomas, Virgin Islands 00802  
Telephone: (340) 774-166 Fax: (340) 774-3466  
Email: [Kimberley.causey.gomez@dhs.vi.gov](mailto:Kimberley.causey.gomez@dhs.vi.gov)


The Alternate State SSBG Contact and Grant Administrator is:

Michal Rhymer-Browne, Assistant Commissioner of Human Services  
Virgin Islands Department of Human Services  
1303 Hospital Ground, STE 1  
St. Thomas, Virgin Islands, 00802  
Telephone: (340) 774-1166 Fax: (340) 774-3466  
Email: [Michal.Rhymer.Browne@dhs.vi.gov](mailto:Michal.Rhymer.Browne@dhs.vi.gov)

The Co- Grant Administrator for SSBG IS:  
Shelley Van Beverhoudt  
Department of Human Services  
1303 Hospital Ground STE 1  
St. Thomas, Virgin Islands 00802  
Telephone: (340) 774-0930 ext. 4114  
Email: [Shelley.VanBeverhoudt@dhs.vi.gov](mailto:Shelley.VanBeverhoudt@dhs.vi.gov)

If you have an question regarding this report, please contact [Shelley.VanBeverhoudt@dhs.vi.gov](mailto:Shelley.VanBeverhoudt@dhs.vi.gov)  
or Michal [Rhymer-Browne@dhs.vi.gov](mailto:Rhymer-Browne@dhs.vi.gov)

Sincerely,

  
Kimberley Causey-Gomez  
Commissioner

Cc: Michal Rhymer-Browne  
Assistant Commissioner  
Co-Grant Administrator

Carla Benjamin  
Assistant Commissioner

Charmaine Modeste-Antoine  
Chief Fiscal Officer

Shelley Van Beverhoudt  
SSBG Co-Grant Administrator



### **III. Public Inspection**

As required for Title XX Social Services Block Grant, the Virgin Islands made the Intended Use Plan and Pre- Expenditure Report available for public inspection and comment. The Virgin Islands Department of Human Services followed the procedures for posting the report for public inspection. The Legislative and Community Service placed the document on the department's Facebook site: [facebook.com/usvidhs/](https://facebook.com/usvidhs/) notifying Virgin Islanders of the posting.

Comments and feedback on this Report/Plan may be submitted to Shelly Van Beverhoudt via email at [Shelley.VanBeverhoudt@dhs.vi.gov](mailto:Shelley.VanBeverhoudt@dhs.vi.gov) or Department of Human Services, 1303 Hospital Ground Suite 1, St. Thomas, Virgin Islands 00802. Comments/Feedback are accepted until August 30, 2019, at 5pm Eastern Standard Time. A copy public notice will be included in the Final Report/Plan.

### **IV. Narrative:**

#### **A. Administrative Operations**

The Virgin Islands Department of Human Services (DHS) is second the largest department of the Government of Virgin Islands (GVI), with 722 filled positions which include (General and Federal Funds) with the task of providing services territorially through twelve (12) divisions (Disabilities and Rehabilitation Services; Child Care and Regulatory Services; Family Assistance Services; Senior Citizen Affairs; Office of Intake and Emergency Services; Residential Services; Children and Family Services; Juvenile Justice Services; Preschool Services; Fiscal Management, Maintenance, Transportation and Capital Projects and Human Resources and Labor Relations). Each division has an Administrator that reports to an Assistant Commissioner, who reports to the Commissioner. The programs are distributed between the two district St. Thomas/St. John and St. Croix.

Pursuant to Title 34 of the Virgin Islands Code (VIC) the department is designated as the State Agency to establish, administer, coordinate and supervise all publicly financed social services programs. Services are provided to the children, youths, disabled, elderly, low-income adults and families who meet the eligibility requirements of the various programs. In accordance with Title 5, Section 2536 of the Virgin Islands Code, DHS is mandated to serve as the authorized agency for the protection and care of abused and neglected children.

The department's mission is to provide social services to enhance the quality of life for individuals and families with diverse needs; and as such provide services to persons ranging in age from infants to the elderly while serving as the territory's "safety net" for the provision of social and financial services for those most in need.

The department's SSBG grant administration occurs within the Office of the Commissioner. The Assistant Commissioners, Chief Financial Officer, Director of Fiscal Affairs and SSBG Grant Administrator, coordinate the programmatic and fiscal management and monitoring across the Department. Monitoring at the individual service level is conducted throughout the Department by the service area's respective program administrator(s). DHS Office of Fiscal Management (OFM) works closely with all program managers to ensure fiscal management of the grant. Also, OFM works with all the divisions and the Department of Property and Procurement in obtaining all contracted services and other goods.

The Governor designated the Virgins Islands Department of Human Services (DHS) to administer the Title XX Social Services Block Grant on behalf of Virgin Islands. The agency is responsible for ensuring that services and expenditures are allowable and in compliance with the federal and state requirements. Towards that end, the Department has adopted five guiding principles and performance outcomes. The following guiding principles measures focus on supporting individuals:

- Treat clients with dignity and respect;
- Deliver services that are individualized, family-centered, easily accessible, and preventive, facilitating independence;
- Value and support staff as a critical connection to the client;
- Engage stakeholders, providers, and clients in a collaborative partnership that continuously seek excellence in service design and delivery;
- Align systems, actions and values toward a common vision.



The *Federal Uniform Definitions of Services* is a listing of the 29 titles of services that are required to be used for the purpose of reporting SSBG expenditures annually to the Federal Government. These services are defined in 45 CFR, Part 96, Appendix A of the Code of Federal Regulations. The 29 titles are listed below.

#### Federal Uniform Definitions of Services Titles

1. Adoption Services	17. Information and Referral
2. Case Management Services	18. Legal Services
3. Congregate Meals	19. Pregnancy and Parenting Services for Young Parents
4. Counseling Services	20. Prevention and Intervention Services
5. Day Care Services - Adults	21. Protective Services for Adults
6. Day Care Services - Children	22. Protective Services for Children
7. Education and Training Services	23. Recreational Services
8. Employment Services	24. Residential Treatment Services
9. Family Planning Services	25. Special Services for Persons with Developmental or Physical Disabilities
10. Foster Care Services for Adults	26. Special Services for Youth Involved in or At Risk of Involvement with Criminal Activity
11. Foster Care Services for Children	27. Substance Abuse Services
12. Health Related and Home Health Services	28. Transportation Services
13. Home Based Services	29. Other Services
14. Home Delivered Meals	
15. Housing Services	
16. Independent and Transitional Living Services	

The report reflects how funds were received for 2019 Title XX Block Grant program year was used and explains how social services were provided. Additionally, the report includes program goals descriptions of the services that were provided and the categories of characteristic of individual that were served. Title XX SSBG prohibits the use of funds for the following services or activities:

#### Cash payments to clients;

- Provision of room and board (other than costs during rehabilitation, room and board provided for a short time as an integral but subordinate part of a social service or temporary emergency shelter provided as a protective service);
- Purchase or improvement of land or building;
- Payment of wages of any individual as a social service;
- Provision of medical care (except for family planning and rehabilitation services) unless the medical care is an integral but subordinate part of an approved social service;
- Social services provided in and by employees of a hospital, nursing facility, or prison;
- Provision of any educational services which the state makes available to its residents;
- Child care services unless such services meet applicable standards of state and local and;
- Any item or services (other than emergency item or service) furnished by an individual or entity excluded from participation in the program, or at the medical direction or on the prescription of a physician during the period the physician is excluded from participation in the program.

As required by 45 CFR 96.74, each state must use uniform definitions of services when submitting data required in the annual report. The federal definitions are contained in Program Section of this document.

The Plan may be revised throughout the year as necessary to reflect substantial changes in the activities provided that affect the overall intent of the Plan. Any substantive revisions will be made available for public review and comment from interested persons and federal and public agencies.

Service needs and program decisions may make it necessary to add services or make changes in eligibility, geographic and service availability, or the target group to which the service may be directed. These changes may be made in the DHS' contracting process or direct service-delivery process without modifying the Plan.

## **B. Fiscal Operations**

### **1.) Description of Criteria for Distribution**

The Department of Human Services allocates funds to programs based on the initial intended usage described in this report. However, monthly financial reports are reviewed with programmatic data to determine existing areas of greater needs. Realignment of funds are subsequently made in accordance with the respective findings.

### **2.) Distribution and Use of Funds**

In accordance with those services described in this Intended Use Plan, DHS' distribution and use of funds in each general category is as follows:

- Senior Citizens Affairs
- Emergency Services - LIHEAP
- Development Disabilities Council

### **3.) Description of Financial Operations System**

DHS utilizes the Tyler Munis Enterprise Resource Planning (ERP) as the official record of the Government of the Virgin Islands (GVI). All transactions are conducted within the ERP system. Additionally, a check and balance system are in place which guarantees transparency and accountability of funding. GVI maintains Federal Audit compliance with an annual A133 Single Audit.

## **C. Program Operations**

The Virgin Islands Department of Human Services provides services in accordance to the five Statutory Goals. The activities relate to the services categories as defined in the Appendix A to Part 96 Uniforms Definition of Services.

<b>Virgin Islands Department of Human Services Activities Uniformed Definition of Services</b>	
<b>Federal Definition</b>	<b>Uniform Definition of Services # 14</b>
<b>Service Goal(s): 4</b>  <b>Service Category:</b> Home Delivered Meals	Home Delivered Meals are those services or activities designed to prepare and deliver one or more meals a day to an individual(s) residence in order to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.  <b>Description</b> Supplement nutrition meals is provided to adults to help prevent or reduce inappropriate institutionalization. Services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization services; and information and referral.  <b>Service:</b> Meals are prepared and delivered to the client's residence.  <b>Eligibility:</b> Eligibility is based on age (18+) income, financial resources, need as determined by the Client Assessment Form for the purpose of this service. defined as a "person aged 18 or older or an emancipated minor."

<p><b>Federal Definition</b>  <b>Service Goal(s): 4</b></p> <p><b>Service Category:</b>  Home Maker Services</p>	<p><b>Uniform Definition of Services # 13</b></p> <p>Home Based Services are those in-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family wellbeing. These services may be provided for reasons of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult. Major service components include homemaker services, chore services, home maintenance services, and household management services. Component services or activities may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, housecleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.</p> <p><b>Description:</b>  Attendant services are provided to individuals with physical disabilities who are mental component and able to supervise their attendance or have someone who can provide the attendants' supervision. Attendant service assists the client to be able to function independently in the community.</p> <p><b>Service:</b> The services may include the following; personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, and general household management.</p> <p><b>Eligibility:</b>  Eligibility is based on age (18+) Physician statement verifying the individual has a current medical need for assistance with personal care task and the other activities of daily living. The client must need assistance with at least one personal care task, be mentally and emotionally capable of selfdirecting attendant care and reside in the geographic area described in the agreement.</p>
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<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 5</b></p> <p><b>Name:</b> Child Care Services</p>	<p><b>Uniform Definition of Services # 6</b></p> <p>Day Care Services for children (including infants, preschooler's, and school age children) are services or activities provided in a setting that meets applicable standards of state and local law, in a center or in a home, for a portion of a 24-hour day. Component children, recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of childcare homes and facilities.</p> <p><b>Description:</b> Child Care Services are purchased for eligible children to enable their parents to work or to attend education and training. The program is supported by Title XX and Child Care Development Fund.</p> <p><b>Service:</b> Recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of childcare homes and facilities.</p> <p><b>Eligibility:</b> Eligibility is limited to children under 13 years of age with the exception of children age 13 who have disabilities.</p> <p>Child is defined as an individual who is at least three years of age; but younger than 13 of age.</p>
<p><b>Federal Definition:</b></p> <p><b>Service Goal(s): 2</b></p> <p><b>Agency Service Name:</b> Transportation Services</p>	<p><b>Uniform Definition of Services # 28</b></p> <p>Transportation Services are those services or activities that provide or arrange for the travel, including travel costs, of individuals in order to access services, or obtain medical care or employment. Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.</p> <p><b>Description:</b> Services are provided to meet the needs of individual clients, in centers that provide a protective setting during the day.</p> <p><b>Service:</b> These are the services provided: transportation, nutritional meals, activities, information and referral.</p> <p><b>Eligibility:</b> Eligibility is based on age (18 and above). Adult is defined as a person aged 18 and above.</p>
<p><b>Federal Definition:</b></p> <p><b>Service Goal(s): 2</b></p> <p><b>Agency Service Name:</b> Social Recreation</p>	<p><b>Uniform Definition of Services # 23</b></p> <p><b>Description:</b> Recreational Services are those services or activities designed to provide, or assist individuals to take advantage of, individual or group activities directed towards promoting physical, cultural, and/or social development.</p> <p><b>Service:</b> Activities included are transportation, breakfast, lunch, activities, personal needs, shopping, presentations, and wellness activities.</p> <p><b>Eligibility:</b> Services are provided to adults age 60 or older, disabilities and to persons under age 18 who have disabilities and have been declared legal adults. For purposes of this service:</p> <p>"Adult" is defined as "a person aged 18 or older.</p>

<b>Federal Definition</b>  <b>Service Goal(s): 1</b>  <b>Name:</b> Information and Referral	<b>Uniform Definition of Services #17</b>  Information and Referral Services are those services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to these community resources.  <b>Description:</b> Information and referral services are activities designed to provide information about services to public and private service providers. At times a brief assessment of client needs is required.  <b>Service:</b> An adult or youth can contact the department regarding any concerns that they may need. Assistance will be provided by referring them to an internal division or a community resource. Activities included are but not limited to any one program.  <b>Eligibility:</b> Services are provided to adults age 18 or older, disabilities and to persons under age 18 who have disabilities and have been declared legal adults. For purposes of this service: Adult is defined as a person aged 18 or older.  “Youth” is defined as “a person over 13 years old.”
<b>Federal Definition</b>  <b>Service Goal(s): 1</b>  <b>Agency Service Name:</b> Legal Services	<b>Uniform Definition of Services # 18</b>  Legal Services are those services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity, and legal separation. Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.  <b>Description:</b> Legal Services are those services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals. These services are provided through a referral to a community base program for persons with a low income.  <b>Service:</b> The services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.  <b>Eligibility:</b> Eligibility is based on age (18 and above).  Adult is defined as a person aged 18 and above.



<p><b>Federal Definition</b></p> <p><b>Service Goal(s): 4</b></p> <p><b>Agency Service Name:</b> Congregate Meals</p>	<p><b>Uniform Definition of Services # 3</b></p> <p>Congregate Meals are those services or activities designed to prepare and serve one or more meals a day to individuals in central dining areas to prevent institutionalization, malnutrition, and feelings of isolation. Component services or activities may include the cost of personnel, equipment, and food; assessment of nutritional and dietary needs; nutritional education and counseling; socialization; and other services such as transportation and information and referral.</p> <p><b>Description:</b> Service are provided to eligible adults who are functionally limited in the performance of daily activities.</p> <p><b>Service:</b> Personal Care Meal Preparation Performance of household task</p> <p><b>Eligibility:</b> Eligibility is based on age (18+) income, financial resources, need as determined by the Client Assessment Form for the purpose of this service.</p>
<p><b>Federal Definition</b></p> <p><b>Service Goal(s):2</b></p> <p><b>Agency Service Name:</b> Special Services for People With Developmental Disabilities</p>	<p><b>Uniform Definition of Services Special Services for Persons with Developmental or Physical Disabilities, or Persons with Visual or Auditory Impairments # 25</b></p> <p>Special services for persons with developmental or physical disabilities, or persons with visual or auditory impairments, are services or activities to maximize the potential of persons with disabilities, help alleviate the effects of physical, mental or emotional disabilities, and to enable these persons to live in the least restrictive environment possible. Component services or activities may include personal and family counseling; respite care; family support; recreation; transportation; aid to assist with independent functioning in the community; and training in mobility, communication skills, the use of special aids and appliances, and self-sufficiency skills. Residential and medical services may be included only as an integral, but subordinate, part of the services.</p> <p><b>Description:</b> Service are provided to eligible adults who are functionally limited in the performance of daily activities.</p> <p><b>Service:</b> The council advocates and provides training for persons with developmental disabilities and the community at large.</p> <p><b>Eligibility:</b> There is no income requirement and serve persons with a disability.</p>

<b>Federal Definition</b>  <b>Service Goal(s): 2</b>  <b>Agency Service Name:</b> Low Income Home Energy Assistance Program (LIHEAP)	<b>Uniform Definition of Services # 29</b>  Other Services are services that do not fall within the definitions of the preceding 28 services. The definition used by the State for each of these services should appear elsewhere in the annual report. Other services include:  The mission of LIHEAP is to assist low income households, particularly those with the lowest incomes that pay a high proportion of household income for home energy, primarily in meeting their immediate home energy needs.  <b>Description:</b> LIHEAP helps to keep families safe and the healthy by providing financial assistance to qualifying low-income households who require support in paying their home electricity and gas bills.  <b>Service:</b> The program provides financial assistance is paid up to \$400.00 up to low income families. The program will pay up to \$400 per bill, every other month for eligible households.  <b>Eligibility:</b> Services are provided to adults age 60 or older, disabilities and to persons under age 18 who have disabilities and have been declared legal adults.  For purposes of this service: "Adult" is defined as "a person aged 18 or older.

## V. Pre-Expenditure Reporting Form

The report was submitted into the Social Service Block Grant portal

## VI. Appendices A. APPENDIX: Documentation Related Public Notice

The required public inspection for Title XX Social Services Block Grant was achieved via the following solicitation for public comment published on the Virgin Islands Department of Human Services (VIDHS) website ([www.dhs.gov.vi](http://www.dhs.gov.vi)).

**Exhibit A - Certification Regarding Debarment, Suspension and Other Responsibility  
Matters**

**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.

  
Kimberley Causey-Gomez

09.10.2020  
Date

Commissioner  
Title

VI Department of Human Services  
Organization

## **Exhibit B - Certification Regarding Drug-Free Workplace Requirements**

### **Certification Regarding Drug-Free Workplace Requirements**

#### **Alternate 1. (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 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 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)

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.

  
Kimberley Causey-Gomez  
Commissioner

10 September 2020  
Date

VI Department of Human Services

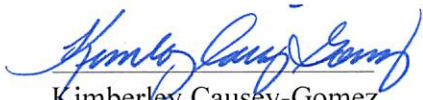


## **Exhibit C - Certification Regarding Environmental Tobacco Smoke**

### **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 sub-awards which contain provisions for the children's services and that all sub-grantees shall certify accordingly.



Kimberley Causey-Gomez,  
Commissioner  
VI Department of Human Services

10 September 2020  
Date

**Exhibit D - Certification Regarding Lobbying**  
**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 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 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.

  
Kimberley Causey-Gomez  
Commissioner

10 September 2020  
Date

VI Department of Human Services  
Organization

## NON-DISCRIMINATION

Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI")

Title VI prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. Programs that receive Federal funds cannot distinguish among individuals on the basis of race, color or national origin, either directly or indirectly, in the types, quantity, quality or timeliness of program services, aids or benefits that they provide or the manner in which they provide them.

Civil Rights Requirements - C. Civil Rights Laws Applicable to Persons with Disabilities

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 ("Section 504") prohibits discrimination on the basis of disability by recipients of Federal financial assistance. The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. ("ADA"), prohibits discrimination on the basis of disability by both public and private entities, whether or not they receive Federal financial assistance. Providers covered by Section 504 and/or the ADA may not deny benefits or services to qualified individuals with disabilities or provide lesser benefits than they provide to others

*Kimberley Causey-Gomez*

September 10, 2020

Date

Commissioner

Title

VI Department of Human Services

Organization



## CBG - CSBG ASSURANCES

1. The Virgin Islands Department of Human Services (VIDHS), the designated Lead Agency, intends to use discretionary funds made available from the remainder of the grant or allotment in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program;
2. The VIDHS will permit and cooperate with Federal investigations undertaken in accordance with the community services block grant program--as governed by SSBG terms and conditions.
3. The chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State community services block grant program activities.
4. The VIDHS will establish fiscal controls, procedures, audits and inspections.
5. The VIDHS will prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities.
6. The VIDHS will comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility.
7. The VIDHS will ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity.
8. The VIDHS will ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity.
9. The VIDHS will consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program.

  
Kimberley Causey-Gomez

Commissioner



Date



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Human Services**  
*"Working Together to Make a Difference"*

OFFICE OF THE COMMISSIONER

September 10, 2020

J. Janelle George, OCS Deputy Director  
Social Services Block Grant (SSBG)  
Division of Social Services (DSS)  
Office of Community Services (OCS)  
Administration for Children and Families (ACF)  
U.S. Department of Health and Human Services (DHHS)  
330 C Street, SW, 5th Floor  
Washington, DC 2020

Re: Single Audit Statement- Government of the U.S. Virgin Islands

Dear Deputy Director George:

Please be informed that the government's Single Audit for fiscal years, 2015, 2016, 2017 and 2018 have been completed. The reports have been filed with the Federal Clearing House as required and are available for review.

Please call me at 340-774-0930 extension 4134 for any additional information relative to this request.

Sincerely,

Charmaine Modeste Antoine

Chief Financial Officer

cc: Lynwood McDaniel, MPP, Eds  
Social Services Program Specialist  
Christina Clark, Policy Specialist