

Citizen Access - Community Service Block Grant only

(1) Documents Available for Inspection. The following documents shall be made available for inspection by a member of the public upon request:

- (a) Funding application submitted to the Department for CSBG funds;
- (b) The CAA or other eligible entity's current Articles of Incorporation, by-laws, board membership list, and Community Action Plan;
- (c) All contracts (including, but not limited to, contracts for funding, consulting, and goods and services) pertaining to CSBG funds;
- (d) All final reports (including audits) submitted to the Department on projects funded with CSBG funds;
- (e) Minutes of the meetings of the board of directors and its committees; and
- (f) Position title, salary range, and job description for all CSBG-funded positions.

(2) Document Availability and Fees. Any such document(s) shall be made available to a member of the public, upon his or her request, at a reasonable time as agreed by the CAA or other eligible entity and by the person requesting the information. If such person wishes copies of the documents and it is feasible to provide such copies, the CAA or other eligible entity may charge a reasonable fee, not to exceed actual costs, for the copying of such documents.

For more information, contact Karen Frederick, CEO, Community Teamwork, Inc.:
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