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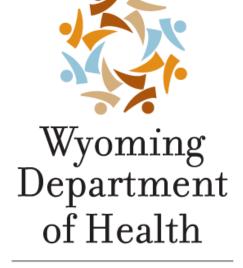
July 1, 2009 -September 30, 2010

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CFDA # 93.710

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Commit to your health.

Community Services Block Grant **American Recovery and Reinvestment Act**

Wyoming "Recovery Act" State Management Plan

July 1, 2009 – September 30, 2010

"Poverty is need. It is lack of opportunity... it is also helplessness to cope with hostile or uncaring or exploitive institutions. It is lack of dignity. And it is vulnerability to injustice... poverty is personal."

R. Sergeant Shriver April 12, 1965

Wyoming Department of Health Rural and Frontier Health Division Community Services Programs 6101 Yellowstone Rd., Ste. 510 Cheyenne, WY 82002

> Jim Rolf, Manager (307) 777-8652 jim.rolf@health.wyo.gov FAX: (307) 777-8545

Community Services Block Grant American Recovery and Reinvestment Act Wyoming State Plan

TABLE OF CONTENTS

OVERVIEW	1
FEDERAL STATUTORY AUTHORITY	1
STATE STATUTORY AUTHORITY	2
ASSURANCES AND FEDERAL CERTIFICATIONS	2
FEDERAL AND CSBG RECOVERY ACT ASSURANCES	2
STATE REGULATIONS	3
PUBLIC REVIEW AND COMMENT/STATE LEVEL	3
PUBLIC HEARING	4
LEGISLATIVE HEARING	4
PUBLIC REVIEW AND COMMENT/LOCAL LEVEL	4
PURPOSE	4
MISSION STATEMENT	4
VISION STATEMENT	5
GOALS	5
OBJECTIVES	5
ELIGIBLE ENTITIES	6
ELIGIBLE POPULATION	8
USE OF FUNDS	8
FUNDING LIMITATIONS	9
RECAPTURE AND REDISTRIBUTION OF UNOBLIGATED FUNDS	9
DISTRIBUTION AND ALLOCATION OF FUNDS	
DISTRIBUTION FORMULA AND CRITERIA	. 10
COUNTY POVERTY FACTORS/FUND ALLOCATION	. 10

RECOVERY ACT FUND ALLOCATION	13
SERVICE DELIVERY SYSTEM	13
RECOVERY ACT PROJECTS AND SERVICES	13
SPECIFIC ACTIVITIES	15
CONDITIONS TO BE ADDRESSED	17
SERVICE PROVIDERS	18
GEOGRAPHIC AREAS DISTRIBUTION	19
WIND RIVER RESERVATION	19
COORDINATION, LINKAGES, AND NETWORKING	19
COORDINATION AND PARTNERSHIPS	21
COORDINATION BETWEEN ANTIPOVERTY PROGRAMS	21
COORDINATION/WORKFORCE INVESTMENT ACT	22
INNOVATIVE COMMUNITY AND NEIGHBORHOOD INITIATIVES	22
HOMELESS PROGRAMS	23
HUNGER/FEEDING PROGRAMS	24
FAITH-BASED ORGANIZATIONS COLLABORATION	24
COMMUNITY NEEDS ASSESSMENTS	26
LOCAL (GRANTEE) SYSTEMS OVERVIEW	26
(STATE) REVIEW OF LOCAL APPLICATIONS	27
CONTRACTUAL PROCESS	28
FUNDING AWARD PROCEDURES	28
AMENDMENTS/WAIVERS	28
STRATEGIC PLANNING	29
ROMA	30
WYOROMA	31
RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY (ROMA) FE MANDATE	
<u> </u>	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

EVALUATION
MONITORING/PERFORMANCE
MONITORING/FISCAL
FINANCIAL AND PERFORMANCE REPORTING36
COMPLIANCE WITH REPORTING REQUIREMENTS 36
FISCAL CONTROLS, AUDITS, AND WITHHOLDING37
CONFIDENTIALITY
CORRECTIVE ACTION/SANCTIONS/TERMINATION AND REDUCTION OF FUNDING
APPEALS/HEARING PROCESS FOR CLIENTS OR APPLICANTS 40
APPEALS/HEARING PROCESS FOR GRANTEES OR SUBGRANTEES 40
OVERVIEW OF EXHIBITS40
OVERVIEW OF ATTACHMENTS (CSBG RECOVERY ACT OPERATIONS MANUAL) 40
EXHIBITS41

OVERVIEW

This document is both an application and State Management Plan for the Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Program to the United States Department of Health and Human Services (HHS), Office of Community Services (OCS) for the time frame of July 1, 2009 – September 30, 2010. It has been prepared and submitted by the Wyoming Department of Health (WDH), Rural and Frontier Health Division (RFHD), Community Services Programs (CSP). This Plan describes the manner in which funds will be expended, how the program will be administered, how all of the federal assurances, certifications, and other requirements will be carried out, and other appropriate and pertinent information. The second part of the Plan is the CSBG Recovery Act Operations Manual, which presents highly detailed information relative to the CSBG Recovery Act and its processes and systems, technical assistance materials for grantees and prospective grantees, pertinent forms and documents, and other appropriate information.

The American Recovery and Reinvestment Act of 2009 (P.L. 111-5) is an economic stimulus package enacted by the 111th United States Congress and signed into law by President Barack Obama on February 17, 2009. The Act of Congress was based largely on proposals made by President Obama and is intended to provide a stimulus to the U.S. economy in the wake of the economic downturn.

FEDERAL STATUTORY AUTHORITY

On February 17, 2009, President Barack Obama signed into law the American Recovery and Reinvestment Act (Recovery Act) of 2009. This legislation authorized "...supplemental appropriations for job preservation and creation, infrastructure investment, energy efficiency and science, assistance to the unemployed, and State and local fiscal stabilization...." [Public Law 111-5] The Recovery Act provides for \$1 billion in additional funds to the Community Services Block Grant program to expend by September 30, 2010.

The specific language from the Recovery Act related to the Community Services Block Grant states:

\$1,000,000,000 for carrying out activities under sections 674 through 679 of the Community Services Block Grant Act, of which no part shall be subject to section 674(b)(3) of such Act: *Provided*, That notwithstanding section 675C(a)(1) and 675C(b) of such Act 1 percent of the funds made available to each State from this additional amount shall be used for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs: *Provided further*, That all funds remaining available to a State from this additional amount after application of the previous proviso shall be distributed to eligible entities as defined in section 673(1) of such Act: *Provided further*, That for services furnished under such Act during fiscal years 2009 and 2010, States may apply the last sentence of section 673(2) of such Act by substituting "200 percent" for "125 percent."

States and local entities that provide services with CSBG funds including migrant and seasonal farm worker organizations ("eligible entities") are encouraged to focus their efforts on creating sustainable economic resources in communities. States should help to ensure that eligible entities: 1) provide a wide range of innovative employment-related services and activities tailored to the specific needs of their community; 2) use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families and communities; and 3) make meaningful and measurable progress toward the reform

goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

Under the CSBG program, eligible entities use funds to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act funds.

STATE STATUTORY AUTHORITY

Dave Freudenthal, Governor of the State of Wyoming, signed a letter delegating authority to Brent D. Sherard, M.D., M.P.H., F.A.C.P., Director and State Health Officer of the Wyoming Department of Health (WDH), to execute funding agreements and certification, provide assurances of compliance to the Secretary, and to perform similar acts relevant to the administration of the CSBG Recovery Act Program. The Community Services Programs (CSP) within the Rural and Frontier Health Division (RFHD) will be responsible for administering the American Recovery and Reinvestment Act of 2009.

CSP will closely monitor and evaluate program activities of its eligible entities as well as subcontractors to ensure that contracted services and activities are provided efficiently, effectively, and with the intent of the CSBG Recovery Act and the State Plan.

CSP will expect substantial responsibility by eligible entities' governance boards, both public and private sectors, commensurate with the authority provided for the establishment of local priorities that achieve the objectives of the CSBG Recovery Act Program. This process will be a large factor in ensuring that local priorities will guide such process.

ASSURANCES AND FEDERAL CERTIFICATIONS

The State of Wyoming agreed to HHS, OCS that its CSBG Program will meet the requirement of the Recovery Act. Wyoming's Department of Health Director and State Health Officer, Brent D. Sherard, M.D., M.P.H., F.A.C.P., has formally signed a letter of federal assurances and certifications to HHS, OCS for the State of Wyoming's CSBG Recovery Act Program. These assurances and certifications (as applicable) will also be a formal requirement for local-level CSBG Recovery Act eligible entities (grantees), and subcontractors, and will serve to establish the overall mission, goals, and objectives of local-level CSBG Recovery Act activities. The State's affirmation that the assurances and certifications' requirements are complied with and carried out will be through the contractual process as well as through monitoring of both State and local-level activities. A copy of the local-level certifications that must be submitted to CSP is included in this Plan in the "Exhibits" Section.

FEDERAL AND CSBG RECOVERY ACT ASSURANCES

As part of the plan required by Section 676 of the Community Services Block Grant Act, as amended, (The Act), CSP hereby agrees to the Assurances in Section 676 of the Act, unless otherwise stated in the American Recovery and Reinvestment Act ("Recovery Act") of 2009.

CSP further agrees to the following, as required under the Recovery Act:

- (1) To submit a plan to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in the Recovery Act.
- (2) To distribute not less than 99 percent of the Recovery Act allocations made available to the State by the Secretary to make grants to "eligible entities" as defined by Section 673(1) of the CSBG Act for the stated purposes of the Recovery Act.
- (3) To make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding carryover of unobligated funds as stated in the Appropriations Act. (H.R. 3061)
- (4) To spend no more than 1 percent of the State allotment received under the Recovery Act for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.
- (5) To fulfill supplemental reporting requirements for CSBG Recovery Act funds.
- (6) To provide information describing how the State will carry out activities and services supported by Recovery Act funds.

STATE REGULATIONS

The Wyoming Community Services Programs (CSP) will not develop regulations, policies, procedures or other requirements beyond those absolutely essential and necessary to successfully carry out the provisions of the CSBG Recovery Act and the State Plan. Policies and procedures will be issued to local eligible entities and their subcontractors as needed. Such policies will be designed to assist local programs in meeting federal and State requirements. Further, CSP will assure that any federal and/or State regulations adopted affecting local CSBG Recovery Act programs during the grant period are provided to its eligible entities and subcontractors.

PUBLIC REVIEW AND COMMENT/STATE LEVEL

CSP will make this State Plan available for public inspection within the State in such a manner as will facilitate review of, and comment on, the Plan. Copies will be distributed to appropriate people and organizations, i.e., previous eligible entities, prospective eligible entities, subcontractors (service providers), State and local agencies, both in the public and the private sectors, State libraries, and others as appropriate. Comments on the proposed State Plan will be accepted and considered, be they written or verbal, but strong encouragement for written comments is emphasized. Such comments will be seriously considered before finalization of the State Plan. Newspaper ads will be prepared that encourage solicitation and comment on implementation of the Plan.

Wyoming has a large number of private sector citizens who are traditionally involved in many aspects of human services programs through advisory councils, governing boards, task forces, commissions, and other such groups. Generally, these people are very active in terms of spreading the word about proposed programs and in involving their fellow townspeople.

The State fully intends to ensure that public participation remains at a high level. Essentially, these efforts consist of frequent media coverage, word-of-mouth, mail-outs, presentations, public hearings, legislative hearings, and on-site visits with local programs.

PUBLIC HEARING

Legal notices of local public hearings are placed in thirty (30) state newspapers prior to implementing the Community Services Block Grant (CSBG) American Recovery and Reinvestment Act (ARRA) Programs. Press releases, which present more detail than the legal notices, are released to newspapers, TV stations, and radio stations as applicable.

LEGISLATIVE HEARING

Legislative hearings are conducted as authorized by legislative committees, to provide information to, and receive guidance from, the State Legislature's Joint Labor Health and Social Services Interim Committee. The most recent CSBG legislative hearing was held January 14, 2009.

PUBLIC REVIEW AND COMMENT/LOCAL LEVEL

Eligible entities will be required to conduct public hearings in their local geographical areas relative to the use of local CSBG Recovery Act funds for the purpose of soliciting general citizenry input. Such hearings will be advertised in the respective newspapers for at least ten days prior to the scheduled hearing. In addition, strong encouragement is directed to the local eligible entities for advertising the local hearings through other means, i.e., notices posted at appropriate places and facilities.

Local applications to the State CSP for CSBG Recovery Act funding provide formal documentation of both the notification of hearings and the proceedings of such hearings. The position of CSP is that this requirement is one of the most crucial in its requirements to local eligible entities and service providers.

PURPOSE

The purpose of Wyoming's CSBG Recovery Act Program is to provide assistance to local communities, through a combination of local governments, community action agencies, and neighborhood-based organizations, both in the public and private sectors. Under the regular CSBG program, eligible entities funds provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act fund.

MISSION STATEMENT

The Mission of Wyoming's CSBG Recovery Act Program is to use all available local, State, federal, and private resources to provide a range of services and activities to solve problems and remove obstacles caused by poverty conditions, thereby enabling low-income families and individuals to attain the skills, knowledge, and opportunities that they need to become economically self-sufficient. Such emphasis on self-sufficiency will also foster family stability, and overall community revitalization.

VISION STATEMENT

For CSP to continue to be a highly effective organization and an active member of the national, State, and local community services network, both public and private sectors, and dedicated to promoting self-sufficiency and family stability for low-income people, as well as promoting and revitalizing healthy communities.

GOALS

The goals of Wyoming's CSBG Recovery Act Program are to help ensure that eligible entities:

- (1) provide a wide range of innovative employment-related services and activities tailored to the specific needs of their community;
- use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families and communities; and
- (3) make meaningful and measurable progress toward the reform goals of the Recovery Act with special attention to creating and sustaining economic growth and employment opportunities.

OBJECTIVES

Objectives established to accomplish the purpose, mission and goals of the Program are:

- (1) to strengthen community capabilities for planning and coordinating the use of a broad range of federal, State, local, and other resources (including the private sector), related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions:
- (2) the organization of a range of services and activities related to the needs of low-income individuals and families, so that these services and activities may have a measurable and potentially major impact on the causes of poverty in Wyoming's communities and ultimately help low-income people to achieve self-sufficiency;
- (3) to improve and expand the use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown;
- (4) to maximize participation of residents of low-income communities and members of the groups served by programs assisted through the CSBG Recovery Act Program to empower such residents and members to respond to the unique problems and needs within their communities; and
- (5) to broaden and strengthen the resource base of programs directed to elimination of poverty so as to secure a more active role in the provision of services for:
 - (a) private, religious, charitable, and neighborhood or community-based organizations; and
 - (b) individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.

ELIGIBLE ENTITIES

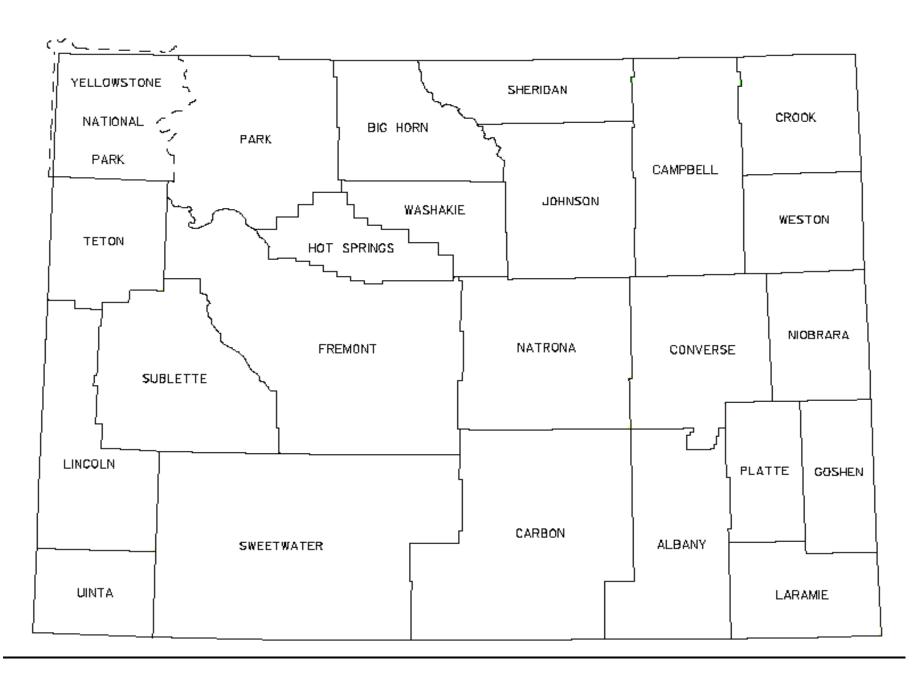
Only organizations that are formally designated as eligible entities by CSP will be contracted with by CSP for administration of local CSBG Recovery Act programs State-wide. CSP will rule on local requests for eligible entity status based on the requirements of the CSBG Recovery Act with regard to eligible entities.

The following have been designated as eligible entities in the State of Wyoming:

Eligible Entity	<u>Status</u>	Geographic Area(s) Served
CSBG Tripartite Board of Albany County	Public	Albany County
Campbell County CARE Board	Public	Campbell County
Carbon County Community Action Committee	Public	Carbon County
Converse County Human Resources Council	Private	Converse County
Crook County Council of County Services	Private	Crook County
Fremont County Action Committee	Private	Fremont County
Johnson County Community Resource Center*	Private	Johnson County
Community Action of Laramie County, Inc.*	Private	Laramie County
Community Action Partnership of Natrona County*	Public	Natrona County
(Northern) Arapaho Human Services Commission	Public	Wind River Reservation
Northwest Community Action Programs of Wyoming, Inc.*	Private	Goshen, Hot Springs, Lincoln, Niobrara,
		Sublette & Weston Counties
Yellowstone Country Assistance Network*	Public	Park County
Platte County Tripartite Board	Public	Platte County
Sheridan County Tripartite Board	Public	Sheridan County
Sweetwater County Tripartite Board	Public	Sweetwater County
Human Services Tripartite Board of Uinta County	Public	Uinta County
Washakie and Big Horn Counties Tripartite Board	Public	Washakie/Big Horn Counties

^{(*} Community Action Agency)

Teton County was uncovered for FFY 2009 CSBG projects and will remain uncovered during CSBG Recovery Act.



ELIGIBLE POPULATION

The State, its grantees (eligible entities), and subcontractors that currently receive CSBG funding will be eligible for the CSBG Recovery Act funds under the same formula used for allocating regular CSBG appropriations. The Recovery Act authorizes the State, and its eligible entities, to set the income limit for eligibility to administer CSBG services at up to 200% of the Federal poverty level. By increasing the eligibility guidelines, this allows individuals who normally do not fall into the poverty guidelines to receive assistance during these difficult economic times.

CSP will use the most current poverty line definition as promulgated by the Office of Management and Budget (OMB), based on the most recent data available from the U.S. Bureau of the Census and published in the U.S. Federal Register. The latest annual update of the HHS Poverty Guidelines (Federal Register, Vol. 74, No. 14, January 23, 2009) is included in the CSBG Recovery Act Operations Manual, which is an attachment to this Plan. Below is a table of the various federal poverty rates for tripartite boards to use when determining the most appropriate rate for their county or reservation.

Size of Family	100% FPL*	125% FPL*	150% FPL*	175% FPL*	200% FPL*
1	\$10,830	\$13,538	\$16,245	\$18,953	\$21,660
2	\$14,570	\$18,213	\$21,855	\$25,498	\$29,140
3	\$18,310	\$22,888	\$27,465	\$32,043	\$36,620
4	\$22,050	\$27,563	\$33,075	\$38,588	\$44,100
5	\$25,790	\$32,238	\$38,685	\$45,133	\$51,580
6	\$29,530	\$36,913	\$44,295	\$51,678	\$59,060
7	\$33,270	\$41,588	\$49,905	\$58,223	\$66,540
8	\$37,010	\$46,263	\$55,515	\$64,768	\$74,020

*FPL = Federal Poverty Level

USE OF FUNDS

As with regularly appropriated CBSG funds, Recovery Act Funds may be used for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. However, consistent with the intent of the Recovery Act, eligible entities are expected to focus assistance provided with Recovery Act Funds on activities geared towards the preservation and creation of jobs to promote economic recovery and the provision of assistance to those most impacted by the recession. Short-term and long-term services and activities should be directed towards innovative projects that help targeted populations to achieve economic self-sufficiency for the long-term.

The Recovery Act does not prohibit eligible entities from using a portion of Recovery Act Funds for administrative costs associated with delivery of new community services and activities funded by those funds. Under an efficiency measure approved by the Office of Management and Budget, a goal for the CSBG program is to reduce total amount of sub-grantee CSBG administrative funds expended each year as a percentage of total community funds. Therefore, eligible entities are strongly encouraged to minimize their expenditure of Recovery Act Funds for administrative expenses.

In General:

Not less than 99% of the funds made available to the State, as defined under section 673(1), will be used to make grants for the purposes described in sections 674 - 679 of the CSBG Act to eligible entities.

Benefits Enrollment Coordination Activities Authority:

1% of the funds made available to the State, are required to be used for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.

FUNDING LIMITATIONS

Under the regular CSBG program, eligible entities use funds to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act fund. In recognition of the intent of Recovery Act funds, CSP encourages eligible entities to support employment-related services and activities that create and sustain economic growth.

It is important to note that unlike the regular CSBG program, the Recovery Act does not allow for State expenditures on administrative costs and statewide discretionary activities. The Act does, however, require States to reserve one percent of their grant for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs. Eligible entities have the flexibility to administer these benefit enrollment activities in a manner that best meets the needs of individuals, families and their communities.

RECAPTURE AND REDISTRIBUTION OF UNOBLIGATED FUNDS

The State may recapture and redistribute funds distributed to an eligible entity that are unobligated by July 31, 2010 if such unobligated funds exceed 50% of the amount so distributed to such eligible entity for the CSBG Recovery Act.

In redistributing the funds captured, the State will redistribute such funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the CSBG Recovery Act.

At the end of the grant period, any unobligated or unexpended funds must be returned to CSP immediately to be forwarded to HHS. The remaining balance of Recovery Act funds are not to be retained or used for other grants (45 CFR 92.50(d)(2)).

DISTRIBUTION AND ALLOCATION OF FUNDS

Wyoming will receive CSBG Recovery Act funds, as a separate allotment, under the same formula used for grants allocated under the regular annual CSBG appropriations. The Recovery Act requires CSP to distribute ninety-nine percent (99%) of this allocation to eligible entities for the provision of local CSBG Recovery Act activities and services. One percent (1%) is allocated for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and Local benefit programs.

DISTRIBUTION FORMULA AND CRITERIA

The formula does not use "general population" figures for each local jurisdiction because it was felt that those figures would not necessarily reflect the true needs of the low-income population. Philosophically, funding by the "general population" assumes that the degrees and frequencies of needs, as well as the general characteristics of the low-income population, is the same in all geographical areas; which is a bad assumption. As a consequence, CSP' funding distribution formula relates only to low-income data and information. The formula embodies the concept of equity throughout the State based on the perceived need in each jurisdiction (i.e., its twenty-three (23) counties and the Wind River Reservation).

As is shown in Table 1, the most recent low-income data available is used from a number of sources, (1) U.S. Census and Retrieval Service (low-income census counts); (2) Wyoming Department of Employment (unemployed people); (3) Wyoming Department of Family Services (people on Food Stamps/ people on Title XIX (Medicaid)/People on "Personal Opportunities With Employment Responsibilities" (POWER), which is Wyoming's version of the federal "Temporary Assistance for Needy Families" (TANF)/applications received for financial and social assistance) and (4) U.S. Social Security Administration (people on Social Security Insurance).

The base of the current formula is:

- the number of low-income people (as defined by the 100% Poverty Guidelines) within each geographic jurisdiction (counties), or simply, the percent (by county) of the total State low-income population;
- 2) the number of unemployed people in each county, and percent of the State's unemployed;
- 3) the number of people receiving Food Stamps in each county, and percent of the State's Food Stamp total;
- 4) the number of people on Title XIX (Medicaid) in each county, and the percent of the State's total;
- the number of people on "Personal Opportunities With Employment Responsibilities" (POWER)), which is Wyoming's version of the federal "Temporary Assistance for Needy Families" (TANF) in each county, and the percent of the State's total;
- 6) the number of applications received for financial and/or social services assistance by the Department of Family Services in each county, and the percent of the State's total; and
- 7) the number of people receiving Social Security Insurance (all categories) in each county, and the percent of the State's total.

These seven factors, or variables, are then averaged into a "County Poverty Factor", which translates to each county's percent of the funds available in that county for CSBG activities and services.

Ten percent (10%) is allocated for Wind River Reservation programs. This allocation is necessary inasmuch as using the standard funding formula would also do a disservice to the Indian population. Because of the (relatively) small number of Indian people, compared to the overall State population, if the funding distribution formula were used for their allocation (as with counties) the tribes would receive such small amounts that the CSBG would not be of much benefit to the Indian population.

COUNTY POVERTY FACTORS/FUND ALLOCATION

Table 1 on the following page reflects the most recent data available used to establish the County Poverty Factors, which essentially translate into fund allocations for the respective jurisdictional areas (i.e., counties).

Table 2, following, reflects the funds allocated, by geographic area, in light of the absence of eligible entity status in Teton County.

Table 1
COMMUNITY SERVICES BLOCK GRANT (CSBG) AMERICAN RECOVERY AND REINVESTMENT ACT PROGRAM COUNTY POVERTY FACTORS/FUND ALLOCATION

Geographic Area	Low- Income People	% of WY	People w/o Jobs	% of WY	People on Food Stamps	% of WY	People on Medicaid	% of WY	People on Power TANF	% of WY	Apps. revd for Asst.	% of WY	People on S.S.I.	% of WY	Poverty Rating	% of CSBG Funds	Allocation in Dollars	1% Benefit Cord/Enrl Dollars
Albany	4,839	10.1	471	5.5	1,278	4.9	13,162	4.5	4	2.9	2,828	6.1	242	4.2	5.4	5.44	244,739	2,447
Big Horn	1,090	2.3	208	2.4	484	1.8	6,646	2.3	1	0.7	641	1.4	168	2.9	2.0	1.97	88,783	888
Campbell	2,387	5.0	514	6.0	1,063	4.0	17,292	5.9	1	0.7	2,560	5.5	226	3.9	4.4	4.44	199,774	1,998
Carbon	1,484	3.1	247	2.9	217	0.8	8,864	3.0	8	5.8	1,484	3.2	141	2.4	3.0	3.03	136,407	1,364
Converse	1,202	2.5	207	2.4	508	1.9	7,512	2.6	15	10.8	1,105	2.4	137	2.4	3.6	3.57	160,441	1,604
Crook	463	1.0	88	1.0	124	0.5	2,971	1.0	0	0.0	249	0.5	30	0.5	0.6	0.65	29,167	292
Fremont	4,662	9.7	673	7.9	2,504	9.5	27,303	9.4	12	8.6	4,473	9.6	814	14.0	9.8	9.82	441,696	4,417
Goshen	1,717	3.6	189	2.2	1,356	5.2	7,798	2.7	12	8.6	1,629	3.5	201	3.5	4.2	4.17	187,742	1,877
Hot Sprgs	485	1.0	76	0.9	481	1.8	3,409	1.2	0	0.0	535	1.2	97	1.7	1.1	1.10	49,595	496
Johnson	643	1.3	105	1.2	267	1.0	3,898	1.3	0	0.0	459	1.0	38	0.7	0.9	0.94	42,180	422
Laramie	6,805	14.1	1,530	17.9	4,778	18.2	47,191	16.2	29	20.9	9,510	20.4	1,163	20.0	18.2	18.25	821,208	8,212
Lincoln	1,271	2.6	248	2.9	349	1.3	7,945	2.7	0	0.0	773	1.7	108	1.9	1.9	1.87	84,364	844
Natrona	6,970	14.5	1,135	13.3	5,588	21.2	46,547	16.0	43	30.9	7,565	16.3	1,045	17.9	18.6	18.60	836,834	8,368
Niobrara	273	0.6	39	0.5	137	0.5	1,735	0.6	0	0.0	236	0.5	23	0.4	0.4	0.43	19,568	196
Park	3,009	6.2	477	5.6	1,711	6.5	15,356	5.3	0	0.0	2,477	5.3	257	4.4	4.8	4.77	214,491	2,145
Platte	991	2.1	177	2.1	544	2.1	5,984	2.1	0	0.0	797	1.7	93	1.6	1.7	1.65	74,377	744
Sheridan	2,353	4.9	435	5.1	2,172	8.3	15,314	5.3	0	0.0	2,547	5.5	281	4.8	4.8	4.83	217,352	2,174
Sublette	414	0.9	92	1.1	40	0.2	2,823	1.0	0	0.0	201	0.4	23	0.4	0.6	0.56	24,999	250
Sweetwater	2,835	5.9	571	6.7	840	3.2	20,989	7.2	0	0.0	2,762	5.9	311	5.3	4.9	4.90	220,328	2,203
Teton	965	2.0	471	5.5	268	1.0	6,458	2.2	3	2.2	412	0.9	45	0.8	2.1	2.08	93,760	938
Uinta	1,935	4.0	339	4.0	1,119	4.3	12,435	4.3	7	5.0	1,917	4.1	243	4.2	4.3	4.26	191,915	1,919
Washakie	776	1.6	137	1.6	303	1.2	5,010	1.7	4	2.9	821	1.8	77	1.3	1.7	1.72	77,514	775
Weston	578	1.2	96	1.1	182	0.7	4,196	1.4	0	0.0	540	1.2	60	1.0	1.0	0.95	42,764	428
TOTALS	48,147	100	8,525	100	26,313	100	290,838	100	139	100	46,521	100	5,823	100	100	100	4,500,000	45,000
STATISTIC SOURCE	U.S CENS RETRIEV SERVICE	AL	WYOMII DEPT OF EMPLOY	7	WYOMIN DEPT OF FAMILY SERVICES		WYOMING OF FAMIL' SERVICES		WYOMIN DEPT OF FAMILY SERVICE	7	WYOMIN DEPT OF FAMII SERVICE	LY	U.S. SOC SECURIT ADMIN.		NOTE : See following page for Adjusted Allocation figures.		asted	
TIME	As of		As of		As of		06/2008		As of		As of		As of					

^{*} Personal Opportunities with Employment Responsibilities (State)

NOTE: The allocations in column 11 (Allocation in Dollars) have been revised because Teton County may not be participating in the CSBG Recovery Act program. These counties' allocations have been reallocated to the other participating counties, based on their respective "Poverty Rating" (column 9). See "Revised Table 1 (next page) for updated allocations.

3/2008

PERIOD

12/2008

06/2008

06/2008

06/2008

12/2007

^{**} Temporary Assistance for Needy Families (Federal)

Table 2
COMMUNITY SERVICES BLOCK GRANT (CSBG) AMERICAN RECOVERY AND REINVESTMENT ACT PROGRAM COUNTY POVERTY FACTORS/FUND ALLOCATION

Geographic Area	Low- Income People	% of WY	People w/o Jobs	% of WY	People on Food Stamps	% of WY	People on Medicaid	% of WY	People on Power TANF	% of WY	Apps. revd for Asst.	% of WY	People on S.S.I.	% of WY	Poverty Rating	% of CSBG Funds	Allocation in Dollars	1% Benefit Cord/Enrl Dollars
Albany	4,839	10.3	471	5.8	1,278	4.9	13,162	4.6	4	2.9	2,828	6.1	242	4.2	5.6	5.56	250,084	2,501
Big Horn	1,090	2.3	208	2.6	484	1.9	6,646	2.3	1	0.7	641	1.4	168	2.9	2.0	2.02	90,779	908
Campbell	2,387	5.1	514	6.4	1,063	4.1	17,292	6.1	1	0.7	2,560	5.6	226	3.9	4.5	4.54	204,440	2,044
Carbon	1,484	3.1	247	3.1	217	0.8	8,864	3.1	8	5.9	1,484	3.2	141	2.4	3.1	3.10	139,521	1,395
Converse	1,202	2.5	207	2.6	508	2.0	7,512	2.6	15	11.0	1,105	2.4	137	2.4	3.6	3.64	163,972	1,640
Crook	463	1.0	88	1.1	124	0.5	2,971	1.0	0	0.0	249	0.5	30	0.5	0.7	0.66	29,919	299
Fremont	4,662	9.9	673	8.4	2,504	9.6	27,303	9.6	12	8.8	4,473	9.7	814	14.1	10.0	10.01	450,414	4,504
Goshen	1,717	3.6	189	2.3	1,356	5.2	7,798	2.7	12	8.8	1,629	3.5	201	3.5	4.3	4.25	191,375	1,914
Hot Sprgs	485	1.0	76	0.9	481	1.8	3,409	1.2	0	0.0	535	1.2	97	1.7	1.1	1.12	50,504	505
Johnson	643	1.4	105	1.3	267	1.0	3,898	1.4	0	0.0	459	1.0	38	0.7	1.0	0.96	43,171	432
Laramie	6,805	14.4	1,530	19.0	4,778	18.3	47,191	16.6	29	21.3	9,510	20.6	1,163	20.1	18.6	18.63	838,516	8,385
Lincoln	1,271	2.7	248	3.1	349	1.3	7,945	2.8	0	0.0	773	1.7	108	1.9	1.9	1.92	86,480	865
Natrona	6,970	14.8	1,135	14.1	5,588	21.5	46,547	16.4	43	31.6	7,565	16.4	1,045	18.1	19.0	18.97	853,703	8,537
Niobrara	273	0.6	39	0.5	137	0.5	1,735	0.6	0	0.0	236	0.5	23	0.4	0.4	0.44	19,985	200
Park	3,009	6.4	477	5.9	1,711	6.6	15,356	5.4	0	0.0	2,477	5.4	257	4.4	4.9	4.87	219,144	2,191
Platte	991	2.1	177	2.2	544	2.1	5,984	2.1	0	0.0	797	1.7	93	1.6	1.7	1.69	76,044	760
Sheridan	2,353	5.0	435	5.4	2,172	8.3	15,314	5.4	0	0.0	2,547	5.5	281	4.9	4.9	4.93	221,784	2,218
Sublette	414	0.9	92	1.1	40	0.2	2,823	1.0	0	0.0	201	0.4	23	0.4	0.6	0.57	25,714	257
Sweetwater	2,835	6.0	571	7.1	840	3.2	20,989	7.4	0	0.0	2,762	6.0	311	5.4	5.0	5.01	225,493	2,255
Teton																		
Uinta	1,935	4.1	339	4.2	1,119	4.3	12,435	4.4	7	5.1	1,917	4.2	243	4.2	4.4	4.36	196,004	1,960
Washakie	776	1.6	137	1.7	303	1.2	5,010	1.8	4	2.9	821	1.8	77	1.3	1.8	1.76	79,233	792
Weston	578	1.2	96	1.2	182	0.7	4,196	1.5	0	0.0	540	1.2	60	1.0	1.0	0.97	43,720	437
TOTALS	47,182	100	8,054	100	26,045	100	284,380	100	136	100	46,109	100	5,778	100	100	100	4,500,000	45,000
STATISTIC SOURCE	STATISTIC U.S CENSUS &		WYOMIN DEPT OF EMPLOY T	DEPT OF		WYOMING DEPT OF FAMILY SERVICES		DEPT OF FAMILY	WYOMING DEPT OF FAMILY SERVICES		WYOMING DEPT OF FAMILY SERVICES		TIAL ΓΥ					
TIME PERIOD	As of 12/2008		As of 3/2008		As of 06/2008		As of 06/2008		As of 06/2008		As of 06/2008		As of 12/2007					

^{*} Personal Opportunities with Employment Responsibilities (State)

^{**} Temporary Assistance for Needy Families (Federal)

RECOVERY ACT FUND ALLOCATION

Formula Funding for Counties: \$4,500,000

(\$45,000 allocated for Benefits Enrollment Coordination)

Wind River Reservation: \$ 500,000

(\$5,000 allocated for Benefits Enrollment Coordination)

TOTAL: \$5,000,000

SERVICE DELIVERY SYSTEM

A description of the State of Wyoming's CSBG Recovery Act service delivery system is essentially comprised of (1) recovery act projects and services to be performed and provided; (2) the service providers utilized, i.e., eligible entities and subcontractors; and (3) the geographic areas of the State for CSBG activities.

RECOVERY ACT PROJECTS AND SERVICES

Activities and services provided in Wyoming's CSBG Recovery Act Program will reflect the diversity of the needs of low-income individuals and families. Such needs will be determined primarily by the low-income people themselves through (1) their input from their representation on eligible entity tripartite governance boards, (2) local and State level public hearings, (3) the best and most recent available poverty data and information, (4) data and information derived from local needs assessments which will be conducted in each geographical area, and (5) input from local and State level human services providers, along with other information from knowledgeable individuals and organizations relative to the poor.

It is <u>strongly</u> intended that the funds provided to CSBG Recovery Act eligible entities and subcontractors be used to increase the levels of services and activities, or to increase the types of services and activities provided to the poor, including elderly, and <u>not</u> be used to replace previous appropriations of local funds for these purposes. Clearly, the State will not allow the supplanting of other funds with CSBG Recovery Act funds.

Funds made available through the CSBG Recovery Act will only be used:

- (A) to support activities that are designed to assist low-income individuals and families, including people receiving assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), the Personal Opportunities With Employment Responsibilities (POWER) Program, which is Wyoming's version of the federal Temporary Assistance for Needy Families (TANF) Program, homeless individuals and families, migrant or seasonal farm workers, and elderly low-income individuals, to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency, including self-sufficiency for those in transition from the TANF/POWER (welfare reform) program;

- (ii) secure and retain meaningful employment;
- (iii) attain an adequate education, with particular attention toward improving literacy skills of the low-income families, which may include family literacy initiatives;
- (iv) make better use of available income;
- (v) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent needs; and
- (vi) achieve greater participation in communities' affairs, including development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to:
 - develop methodologies and document best practices for replication of successful grassroots intervention in other areas;
 - strengthen and improve relationships with local law enforcement agencies, which may include activities such as neighborhood or community policing efforts;
- (B) to address the needs of youth in low-income communities through youth development programs which support the primary family role, give priority to prevention of youth crime and problems, promote increased community coordination and collaboration in meeting youth needs, and support development expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as:
 - (i) violence-free zones;
 - (ii) after-school childcare programs; and
- (C) to make more effective use of, and coordinate with, other programs related to the purposes of the CSBG Recovery Act (including POWER/TANF and State Welfare reform) efforts.

CSBG Recovery Act eligible entities and subcontractors will implement this section of the CSBG Recovery Act through many diverse programs and activities based upon the respective local needs and resources with regard to the low-income population.

As required, the State and eligible entities will track Recovery Act funds and activities so that they are clearly distinguishable from non-Recovery Act funds. Funds must be accounted for separately from regular appropriated funds, will have a separate CFDA number, and require two separate audits.

CSP will monitor compliance with CSBG Recovery Act assurances using a process designed to document program accomplishments along with planned outputs. The planned work programs will outline problems, goals, target populations, strategies, and projected outcomes. The program performance and fiscal reports will detail achievements, expenditures by categories, people assisted by service categories, client characteristics, and a vast array of other appropriate and pertinent information. Such reports will be submitted to CSP on a monthly basis, in addition to an annual report from each eligible entity and their subcontractors.

In terms of the range of services and activities, the CSBG Recovery Act will be an extremely vital part of the human service system in Wyoming. Benefit Enrollment Coordination funds will be used for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs, i.e. outreach, coordination services, advertising, and case management. These, when combined with direct client service activities, provide a comprehensive, multi-faceted approach to identifying and resolving problems and issues, and to eliminating conditions of poverty. The CSBG Recovery Act service delivery network is responsible for a very wide range of activities, consistent with the CSBG Recovery Act.

SPECIFIC ACTIVITIES

The CSBG Recovery Act delineates assurances which govern the use of CSBG Recovery Act funds. The State of Wyoming has identified and prioritized specific problem areas as those for which services and activities are provided, and for which specific information is documented and reported. Eligible entities and their subcontractors develop specific strategies to resolve those problems.

Information and referral, advocacy, counseling, and application of assistance are strategies which ensure effective delivery of services designed to meet a wide spectrum of needs. These strategies provide essential assistance, as a prelude to solving specific problems. The following is a list of some of the programs or projects operated by local CSBG Recovery Act eligible entities and their subcontractors in each of the 676(b)(1) assurance area.

Removal of Obstacles to Self-Sufficiency: People in poverty situations are often at the complete mercy of the confusing and complex systems that are designed to meet their needs, but often do not (for a variety of reasons, most particularly the lack of having an advocate to emphasize self-sufficiency through the removal of the myriad of barriers or obstacles to them). The intent of the State and its CSBG Recovery Act programs are to strive for self-sufficiency, as opposed to a "quick fix." However, oftentimes in crisis intervention situations, a "quick fix" must occur before self-sufficiency activities are to take place. CSP has emphasized the need to assist those in transition from welfare reform, and will operate a joint project with the State Department of Family Services for that express purpose.

Secure and Retain Meaningful Employment: The State and its grantees clearly recognize the obvious connection between meaningful employment and the elimination of poverty. Grantees work closely with many private and public organizations to this end. Specific employment activities include information and referral and follow-up, job counseling, job development and placement, summer youth jobs, work experience, employment generating projects, skill training, job banks, elderly jobs programs, disabled jobs programs, advocacy or brokerage, self-sufficiency programs, case management, and others.

Attain an Adequate Education: Similar to "employment", the relationship between education and elimination of poverty is evident, and is clearly recognized by the State and its grantees. Specific educational activities include information and referral and follow-up, counseling and guidance, public education and public information about poverty and related conditions, support of Head Start programs, daycare and parenting, alternative educational measures, literacy, bilingual, early childhood development, and others.

Better Use of Available Income: It is very clear that low-income people must make the best possible use of all resources that are available to them. This is why sound information and referral systems, with good follow-up capabilities are so important in assisting people with multi-problems. Some specific activities in this category include household and financial counseling, income tax counseling, energy conservation activities, public information relative to services available through all public and private means, weatherization services, alternative energy services, advocacy and brokerage, auto and home repair, consumer education and counseling, family planning, food cooperatives, farmer's markets, community gardens, and others.

Obtain and Maintain Adequate Housing: The lack of adequate and affordable housing for low-income people over the past decade has been staggering. To this end, the State of Wyoming utilizes various activities for dealing with this substantial problem. Some of those activities include information and referral and follow-up, homeowner counseling, loan assistance, landlord-tenant issues, rental and mortgage assistance, home repair, rehabilitation and weatherization, utility assistance, energy conservation activities, direct shelter activities, homeless prevention activities, and others.

Obtain Emergency Assistance: Problems encountered by low-income people need immediate resolution. This is particularly true with crisis intervention situations, i.e., the lack of food, clothing, shelter, or urgent medical needs. Emergency assistance category has been the largest in Wyoming's CSBG program in terms of the numbers of people served, and funds expended. Specific activities include immediate medical care, food, clothing, shelter, cash assistance, loans, crisis intervention of various kinds, donations of food, fuel, gas, car or home repair, utility assistance, and others. CSBG Recovery Act emergency assistance is provided only as "last resort", whereby a person is not eligible for any other public or private service. The largest expenditures and the largest number of people served in the emergency assistance category have been medical services.

Greater Community Participation: When low-income people have no forum from which to be heard, the task of eliminating poverty becomes that much more difficult. Because of the lack of technical knowledge of governmental systems, and oftentimes a lack of self-esteem, low-income people do not participate and/or contribute to the local decision-making processes concerning issues that directly affect them and their families. Some activities designed to increase such participation in community affairs include encouraging more low-income people to become members of advisory councils, task forces, boards, and other such groups, recreational and educational activities designed for social contact and information gathering, community forums, media releases, newsletters, peer programs, VISTA Volunteers, youth development, community organizing and others. Low-income people will be heavily involved in the CSBG Recovery Act network through their active participation in the tripartite governance boards, which will be used by all CSBG Recovery Act recipients.

Counteract Conditions of Starvation and Malnutrition: Health needs of anyone are crucial ones, and this is particularly true with low-income people because of their lack of resources. This becomes more crucial when those health needs relate to the lack of nutrition. Nutrition and feeding programs have escalated drastically in Wyoming's CSBG program over the years. Some of the specific Recovery Act activities designed to help in this area are information and referral and follow-up, nutritional counseling, surplus food distribution,

congregate feeding, food banks, hot meals projects, transportation to meals projects, garden projects, food processing, food basket programs, nutritional education, home-delivered meals, soup kitchens, community gardens, and others.

CONDITIONS TO BE ADDRESSED

Conditions to be addressed are as a result of needs assessments conducted by grantees. The conditions listed below are not all inclusive, but are indicative of the conditions that will be addressed. They are arranged to correspond with the three categories of CSBG Recovery Act national Goals: (1) individuals/families; (2) community; and (3) agency.

<u>Conditions Relating to Individuals/Families</u> (Assurance #1): Poverty; Discrimination; Lack of meaningful jobs that pay good wages and benefits; Lack of support for those transitioning off welfare; Dependency on social services organizations; Limited opportunities for economic self-sufficiency for pregnant and parenting teens; Inadequate client knowledge of and access to services; Inadequate knowledge and skills to deal effectively with issues affecting safety, sanitation, and quality of life; Insufficient development and coordination of support for parents and families necessary to increase stability and self-reliance; Lack of insurance coverage.

<u>Health</u>: Inadequate, inaccessible, unaffordable health care; Increases in incidences of alcohol and/or drug abuse; Barriers to the testing for, and treatment of, and curbing the spread of infectious diseases; Adolescent pregnancy; Inadequate parenting skills; Pregnant youth who are at-risk; Affordable dental care for Medicaid population, particularly children; Lack of bilingual health providers; Independent living options for youth and adults; Increase in the incidence of child abuse; Increase in cases of elder abuse; Juvenile delinquency prevention; Lack of early intervention and diagnoses of disabilities in low-income children; Increase in domestic violence.

Employment (Assurance 1(2): Insufficient full-time jobs with adequate wages and benefits; Inadequate employment services systems; Insufficient on-the-job training opportunities; Loss of jobs due to layoffs and reductions; Disasters; High unemployment rate; Lack of job opportunities due to State economy; Inadequate comprehensive job skills training, including survival skills, specialized training, and training for teens; Need for higher paying jobs; Training programs to prepare low-income people for jobs; Non-traditional employment opportunities.

Education (Assurance 1(3): High school dropout rate; Unprepared for workforce; Literacy and language problems; Lack of appropriate literacy and alternative education; Schools need earlier delinquency prevention; Lack of early childhood education; Inadequate education for young children; lack of adequate systems for homeless families.

<u>Income Use</u> (Assurance 1(4): Limited knowledge about budgeting; Limited resources to purchase safety restraints or devices (i.e., bike helmets, etc.)

<u>Housing</u> Assurance 1(5): High cost of housing and utilities; Lack of available and/or affordable housing; Lack of permanent and safe housing; Increase in number of people who are homeless; Insufficient knowledge and resources for home ownership.

<u>Greater Participation</u> Assurance 1(6): Limited family counseling; Limited activities to prevent homelessness; Limited career exploration opportunities; Limited employment opportunities for seniors; Lack of adequate support systems for the elderly; Lack of access to affordable legal services; Lack of cultural enrichment; Lack of substance abuse and/or alcohol prevention; lack of recreational programs for at-risk before, after, and on holidays; Lack of transportation to Medicaid, human services, training, and work sites; Increases in the number of grandparents who are primary care givers; isolation of the elderly.

<u>Greater Participation and Linkages</u> (Assurance 1(7): Community innovation methods to deal with lack of jobs; Need to increase networking and collaboration; Lack of public transportation; Limited resources to address racism and discrimination; lack of awareness of the services of community action agencies, and related organizations; Strained relations with minority community and increased acts of discrimination; inaccessibility of services; Lack of involvement of low-income people on policy-making boards of organizations; Unresponsive community governments; Lack of safe, and adequate, daycare.

Conditions Relating to Agency(s) (Assurances 5, 6, 9): Inadequate data collection and analysis; Insufficient family development/case management capacity; Lack of central intake system; Limited funds for facility maintenance and expansion; Inadequate staffing, particularly in outreach; Facilities not conducive to centralized services; Lack of computers where necessary; Turf and control problems with other organizations; Significant staff turnover; Lack of orientation for new staff and new board members; Lack of staff development and training; CSBG Recovery Act computer program does not track outcomes and/or case management information; Lack of program evaluation; Obsolete management documents systems; Need more Head Start classrooms; Need training for home-based daycare businesses; Increased demand for services; Funding inadequate to meet increased demand for services; Tools to manage outcomes; Diversification of funding resources; Inadequate resources for program development and expansion; Development of managerial plan that will increase operational efficiency; Lack of formal, uncoordinated planning with other services providers, and within the agency; Under-utilization of agency and community resources; Inadequate partnerships with employers to target and generate jobs for low-income people; Barriers to providing quality client services; Inadequate knowledge of staff views regarding issues of diversity (ethnic/racial/cultural); Limited involvement of the governing board; Inadequate training for governing boards and councils; Weak interaction between area advisory councils and the board; Achieve and maintain full board membership; Greater participation in community efforts and activities; Community needs to be involved in the activity of the agency; Improved outreach and marketing; Increased need for fundraising to support program activities; Non-traditional means of obtaining resources.

SERVICE PROVIDERS

Providers of CSBG Recovery Act services and activities will be eligible entities, through direct assistance to clients, and/or service providers (or subcontractors). It is anticipated that around one hundred seventy-five (175) service providers (subcontractors) will be participants in the local CSBG programs. The service providers will be monitored by both CSP and the respective eligible entity on a local level.

GEOGRAPHIC AREAS DISTRIBUTION

The intent of CSP is to have State-wide coverage of CSBG Recovery Act activities and services. The basic philosophy of CSP is that even one unserved or underserved area is one too many. Every possible effort will be made by CSP and its local networks to provide such State-wide coverage.

WIND RIVER RESERVATION

The Wind River Reservation, primarily inhabited by the Northern Arapaho and the Shoshone Indian Tribes, represents an area that is chronically economically depressed. It is characterized by an astoundingly high rate of unemployment, and unusually high needs for services in the areas of health, alcohol and drug abuse, education, quality of housing, economic development, sanitation, and related areas. CSP will provide CSBG Recovery Act funds to the Northern Arapaho Tripartite Board through a formal application process.

COORDINATION, LINKAGES, AND NETWORKING

CSP participates actively in a diverse array of State level and local-level groups in the planning, coordination, implementation, monitoring, and evaluation of human services programs in Wyoming. Such groups include boards, commissions, task forces, advisory councils, and other configurations with the ultimate goal of self-sufficiency for low-income people.

All CSBG Recovery Act eligible entities are responsible for the selection and implementation of programs that will have maximum community impact, consistent with the purposes of the CSBG Recovery Act. Community organization and resource mobilization are integral and invaluable parts of local CSBG Recovery Act operations. Eligible entity applications, reports, and other feedback demonstrate eligible entities' and subcontractor's abilities to draw from a diverse variety of funding sources to build comprehensive programs and to manage an array of resources that will serve the needs of the community.

A detailed description of coordination, linkages, and networking for each eligible entity is a requirement for CSBG Recovery Act funds, and must be included as part of its community action plan which must accompany the application to CSP.

Most Wyoming counties have established groups, which serve the purpose of planning, implementing, monitoring, and evaluating their local CSBG Recovery Act programs. Coordination, linkages, and networking are necessary factors in establishing effective local CSBG Recovery Act programs for these groups.

Local CSBG Recovery Act programs will virtually work with all of the other human services programs. CSBG has played a very key role in the resolution of poverty and associated problems in communities. Local CSBG programs routinely perform information and referral services on a daily basis, as well as receiving referrals from other entities.

As alluded to previously, CSP reviews eligible entities' applications for funding with emphasis on the local community action plan for assessment of coordination, linkages, networking, and non-duplication of efforts. Local community action plans must show evidence of coordination and linkages with related public and private sector activities, and evidence that CSBG Recovery Act

funded activities will not duplicate other efforts. In short, activities may supplement other efforts, but they cannot supplant.

CSP fully expects local eligible entities and their subcontractors to continue meaningful participation of public, private, and low-income sectors in the planning and operations of local CSBG Recovery Act programs. Through the analysis of the local problem identification and the description of the service delivery system identified in the local community action plans, the existing resources are to be identified and maximized for the most efficient and cost effective delivery of services for low-income people. The coordination and linkages necessary to achieve this will be the responsibility of the local CSBG Recovery Act eligible entities and their subcontractors and will be documented for each program or project.

In their application to CSP, eligible entities must provide signed assurances to the State, and how they intend to implement each assurance. These are essentially the assurances that the State provides to HHS/OCS, that are applicable to local eligible entities.

Coordination effort objectives at both the State and local levels are (1) to establish effective linkages with other programs, both public and private sectors, (2) to reduce the possibility of duplication, and (3) promote and maximize resource mobilization.

Wyoming is very fortunate to have dedicated local service providers that routinely coordinate and link up in a meaningful fashion on behalf of their constituencies. Because of economic issues, budget cuts, and as a result, the needs of low-income people escalating, this has become a very crucial issue. CSP has had very little problem with regard to local coordination and networking issues.

Further information regarding coordination, linkages, and networking is contained in the State's response to federal assurance 676 (b)(5), with particular emphasis on the local workforce investment systems under the Workforce Investment Act of 1998.

While direct client assistance is the primary component of Wyoming's CSBG Recovery Act program, advocacy, community organizing, and resource mobilization is an integral part of it. This very crucial link is the primary difference between the CSBG and other human services programs.

In Wyoming, this category has traditionally been the largest in terms of people served and funds expended, just below the emergency assistance category. Some of the specific activities are information and referral and follow-up, local needs assessments, community outreach, human services directories, advocacy, and the general overall State emphasis of improving the coordination and networking of all public and private organizations. Some of the major programs that will be working exceptionally close with CSBG Recovery Act programs are Public Health Nursing Services, Department of Family Services, Vocational Rehabilitation, weatherization programs, low-income energy assistance programs, aging programs, food stamps, JTPA (Job Training and Partnership Act) programs, community college programs, developmental disabilities programs, mental health programs, community development programs, day care programs, foster grandparent programs, volunteer feeding programs, county agricultural programs, ministerial association programs, community alternative programs, emergency shelter programs, homeless self-sufficiency programs, a variety of Indian programs and others, including welfare reform efforts.

The State ensures that the assurances with regard to activities and services, and the uses of the funds will be carried out through (1) contractual agreements with eligible entities, (2) monthly performance and fiscal reports (desk monitoring and analysis), and (3) through on-site monitoring.

COORDINATION AND PARTNERSHIPS

Detailed descriptions of coordination/linkages, networking and partnerships has previously been presented in the "Coordination/Linkages/Networks" Section of this Plan, as well as in the State's responses to Assurance 676(b)(5) and 676(b)(6).

The state intends to carry out all of the requirements relating to coordination, linkages, networking and partnerships contained in the Program Overview section on "Coordination/Linkages/ Networking" as well as through the interrelated assurances 676(b)(5), 676(b)(6), and 676(b)(9).

COORDINATION BETWEEN ANTIPOVERTY PROGRAMS

The State ensures that coordination between antipoverty programs in each community in the State, and also ensures that emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) are conducted in such communities. This will be verified through local applications, desk monitoring (monthly reports), and on-site monitoring.

Further detail regarding coordination between poverty programs is found in the "Coordination/Linkages/Networking" Section of this Plan, in addition to the State's response to Assurance 676(b)(5) which also is interrelated with 676(b)(6).

The CSBG Program Manager is also designated by the Governor as the State Homeless Coordinator. These duties are obviously closely intertwined with the purposes of the CSBG Recovery Act. Further, the CSP staff are members of many public and private sector groups (both formalized and informal) that relate to the purposes of CSBG Recovery Act. Further, as stated in other sections of this Plan, the improvement of coordination and networking on both the State and local level is a top priority with CSP.

CSP review of CSBG Recovery Act grantee applications includes assessment of the following:

- (1) Coordination and Non-duplication of Efforts
 - (a) Evidence of coordination and linkages with related public and private activities, and evidence that CSBG Recovery Act funded activities will not duplicate other agencies; however, activities can supplement efforts, but not supplant.

CSP fully expects local grantees to continue meaningful participation of public, private, and low-income sectors in the planning and operations of programs under the CSBG Recovery Act. Through the analysis of the local problem identification and the description of the service delivery system identified in local community action plans, the existing resources are to be identified and maximized for the most efficient and cost effective delivery of services to low-income people. The coordination necessary to achieve this will be the responsibility of the local grantees and will be documented for each project.

- (2) Coordination effort objectives at both the State and local level are as follows:
 - (a) To establish effective linkages with other state and local programs, both public and private sectors;
 - (b) To reduce the possibility of duplication;
 - (c) Promote and maximize resource mobilization.

In as much as most all eligible entities also receive funding from other diverse sources, the prospect of achieving the above goals is greatly enhanced.

COORDINATION/WORKFORCE INVESTMENT ACT

Governor Jim Geringer signed Executive Order 1995-15 on November 16, 1995, which established the Wyoming Workforce Development Council. Duties of the Council include (1) overseeing the creation of a strategic plan for the development of Wyoming's workforce which assists individuals to become more economically self-sufficient and improves their and their family's quality of life; (2) building a system of public/private partnerships including participation from business, industry, labor, education, communities and parents which will further the progress of meeting the goals established in the workforce development plan; (3) assessing the adequacy of existing workforce development activities and services being provided in Wyoming and make recommendations to the Governor, State Legislature, or other governing bodies regarding the need for such services, the effectiveness of such services and changes which could improve services provided; (4) developing a performance measurement system which will provide for a consistent and fair evaluation regarding the effectiveness of service deliverers, programs, activities, and services with regard to workforce development; and (5) making recommendations with regard to the coordination of workforce development activities and services which eliminate duplication and increase efficiency among entities providing such services.

Membership of the Council includes CSP, Department of Family Services (DFS), Department of Employment (DOE), Department of Education (DE) Community College Commission (CCC), Department of Commerce (DOC), Vocational Rehabilitation (VR), State Librarian, representatives of industries having a major impact on the State's economy and employment, representatives of labor, representatives of local government, representatives of local education, and others.

The Workforce Investment Act of 1998, Sec. 111(a) states that "the Governor of a State shall establish a State workforce investment board to assist in the development of the State Plan..." In Wyoming, Governor Geringer has made the decision that the Workforce Development Council will act as the State workforce investment board. The Council is charged with the responsibility of drafting Wyoming's State Plan, or Unified Plan.

INNOVATIVE COMMUNITY AND NEIGHBORHOOD INITIATIVES

CSP will strongly encourage local eligible entities and their subcontractors to initiate innovative community and neighborhood-based initiatives related to the purposes of the CSBG Recovery Act, which may include fatherhood initiatives, where necessary, and other initiatives with the goals of strengthening families and encouraging effective parenting.

A description of how local CSBG Recovery Act programs will perform these initiatives must be included in their local applications to CSP, and through their respective community action plans. Eligible entities must also describe how they will implement their signed assurances with regard to these initiatives.

HOMELESS PROGRAMS

Even though Wyoming has not undergone the crisis proportions of homelessness suffered by large urban areas, the incidences of it have escalated drastically since the early 80s. This is primarily due to the ever-sagging Wyoming economy brought on primarily by the international and national energy situation, the demolition of older, low-cost hotels and boarding homes, and the serious lack of affordable housing for its citizens. It is also believed that the nationwide shortage of affordable housing has compounded Wyoming's problems. Furthermore, the southern part of the State has traditionally been heavy traffic for homeless persons simply because of its location -- a crossroads for travel across the length and breadth of the nation (which dates back to the days of the pioneers). Today, the city of Cheyenne is traversed by two major transcontinental highways, as well as routes of other commercial carriers. This central location makes the transient homeless issue particularly apparent in Cheyenne. Further, many local Wyoming residents are homeless, or in the stage of becoming homeless, primarily due to Wyoming's economy.

As alluded to above, about 90% of homeless people to whom services are provided in Cheyenne are transient. Homeless people provided services in Casper (about 180 miles north) tend to be about 80% local and 20% transient. Still further north in Riverton (about 130 miles) the homeless population tends to be 95% local and 5% transient.

Wyoming's homeless tend to fall into three categories; (1) people who suffered fairly recent economic setbacks, and/or eviction or imminent eviction from their homes; (2) people who have experienced severe personal crises, i.e., divorce, domestic violence, incarceration, hospitalization, being stranded; and (3) people who are chronically mentally ill and/or have problems strongly associated with alcohol or drugs.

The CSBG Recovery Act Program will work very closely with all homeless/shelter programs. These programs simply could not work in Wyoming without the help of the CSBG network. Homeless program funding in Wyoming is extremely minimal.

CSP, in addition to administering the CSBG is responsible for administering the Emergency Shelter Grants (ESG) Program; a categorical program for homeless individuals and families, which is funded by U.S. Housing and Urban Development (HUD). This program is very closely intertwined and coordinated with the CSBG. CSBG eligible entities and subcontractors are the grantees for Wyoming's local ESG program which helps immensely in the necessary coordination between it and the CSBG.

The CSBG also provides supplemental funding for Wyoming's two counties that operate the HealthCare for the Homeless (HCH) Program. CSP has sponsored two homeless surveys and accompanying needs assessments for the homeless population within the past five years. The CSBG Recovery Act network was the primary key in making these surveys/needs assessments meaningful and informative.

HUNGER/FEEDING PROGRAMS

Hunger is clearly one of the most visible and key elements of poverty. Many people are unable to eat adequately or nutritiously because of the lack of resources. The amount of CSBG funds for feeding and nutrition programs in Wyoming has risen each year since its inception in 1982. Each year, more local grantees are choosing to use more funds for these types of programs. The "emergency assistance" category is generally the most used in Wyoming's CSBG program. Within that, "health services" are the most used, both in terms of funds spent and people served. Peoples' health will clearly be a top priority in Wyoming's CSBG Recovery Act program, and the provision of nutrition and food services will clearly be the most crucial.

The CSBG Program was the key facilitator for the State-wide "Hunger/Nutrition Survey and Needs Assessment" which was completed in late 1998. Many diverse public and private sector programs and organizations are involved in the project. The goals were to (a) establish an on-going State-wide hunger coalition, (b) conduct a State-wide hunger/nutrition needs assessment (respondents being low-income people, agencies and organizations); (c) develop a report of the needs assessment findings with recommendations; and (d) develop a State-wide hunger/nutrition resource directory for use by the general citizenry (with emphasis on the low-income population) and a diverse array of public and private sector programs and organizations. The data was compiled by the Northwest Community Action Programs of Wyoming, Inc. (NOWCAP).

FAITH-BASED ORGANIZATIONS COLLABORATION

The CSBG Act requires religious organizations to be considered for CSBG Recovery Act funding on the same basis as any other non-governmental organization, so long as the program is implemented in a manner consistent with the Establishment Clause of the First Amendment to the U.S. Constitution. Neither the federal government nor the State or local governments receiving funds under the CSBG Recovery Act shall discriminate against an organization that provides assistance under, or applies to provide assistance under, the CSBG Recovery Act on the basis that the organization has a religious character. A religious organization that provides assistance under the CSBG Recovery Act shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs.

The religious program may not support religious activity or compel participants to adopt or participate in religious teachings or practices. A religious organization may not use CSBG Recovery Act funds for sectarian worship, instruction, or proselytization. It may, however, retain its religious character and not be forced by any government to alter its form of governance (other than creating a Tripartite Board) or remove religious art, icons, scripture, or other symbols.

Religious organizations may now be designated as new eligible entities in unserved areas, but only if all the requirements applicable to other private non-profit organizations, such as a Tripartite Board, location in the geographic area to be served, ability to provide a broad range of services designed to eliminate poverty and foster self-sufficiency, and demonstrated effectiveness in meeting CSBG Recovery Act goals and purposes, are met.

No funds provided directly to a religious organization to provide assistance under the CSBG Recovery Act shall be expended for sectarian worship, instruction, or proselytization.

Any religious organization providing assistance under the CSBG Recovery Act shall be subject to the same regulations as other non-governmental organizations in terms of fiscal accountability, in accordance with generally accepted accounting principles for the use of CSBG Recovery Act funds. The religious organization must segregate government funds provided under the CSBG Recovery Act into a separate account. Only the CSBG Recovery Act government funds shall be subject to audit by federal, State, or local governments.

If an eligible entity or other organization (such as subcontractors, or consulting groups, referred to in the CSBG Recovery Act as "intermediate organizations"), acting under a contract, or grant or other agreement, with the federal State, or local governments, is given the authority under the contract or agreement to select non-governmental organizations to provide assistance under the CSBG Recovery Act, the intermediate organization shall have the same duties as the federal, State, and local governments.

For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other non-governmental organizations, religious organizations to provide the assistance under the program, so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment of the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall discriminate against an organization that provides assistance under, or applies to provide assistance under, this subtitle, on the basis that the organization has a religious character.

A religious organization that provides assistance under a program described in Section 679, subsection (a) of the Act shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs.

Neither the Federal Government nor a State or a local government shall require a religious organization--

- (A) to alter its form of internal governance, except (for purposes of administration of the Community Services Block Grant program) as provided in section 676B; or
- (B) to remove religious art, icons, scripture, or other symbols; in order to be eligible to provide assistance under a program described in subsection (a).

A religious organization's exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) regarding employment practices shall not be affected by its participation in, or receipt of funds from, program described in subsection (a).

CSP will continue to solicit from, and encourage participation by, appropriate religious organizations in the State (i.e., the Wyoming Church Coalition and other such groups) for the potential of becoming CSBG Recovery Act eligible entities. Historically, the state has worked for a number of years with religious organizations as service providers, including several Salvation Army unities, Cooperative Organizations Ministry for Emergency Assistance (COMEA) in Cheyenne, Mother Seton House and the Central Wyoming Rescue Mission in Casper, and several Inter-Faith organizations.

COMMUNITY NEEDS ASSESSMENTS

The CSBG Recovery Act requires the State to "secure from each eligible entity in the State, as a condition to receipt of funding by the entity, a Community Action Plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community-needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs."

The State ensures that it will comply with this assurance through the application, contractual, and monitoring process. Needs assessments are but one component of the Community Action Plans. Such Community Action Plans including their key component, the needs assessments, are a requirement for CSBG Recovery Act funding. They must be included in the eligible entities' respective Community Action Plans, and submitted to CSP for approval. As well as the needs assessments data, there will be a full description of the type of needs assessment performed, the methodology, and other pertinent relative information. No contract for CSBG Recovery Act funds from the State to a respective eligible entity will be established unless the needs assessment requirements are fully met. Such assessments will be analyzed by CSP commensurate with respective eligible entities' application and plans for CSBG Recovery Act activities to assure that CSBG Recovery Act program activities and services designs were based upon results from the respective needs assessments. Further, needs assessment assurance will be reviewed at on-site monitoring visits.

CSP requires that a new needs assessment be performed every three (3) years, with an update being acceptable for the following two years. It is possible, if unique situations and conditions occur in a respective community, that a totally new needs assessment be established at any given time. Further, the requirement for a totally new needs assessment every three years does not preclude local eligible entities from establishing a new (as opposed to an updated) needs assessment more frequently.

LOCAL (GRANTEE) SYSTEMS OVERVIEW

The following is a brief vignette of the local grantee (or eligible entity) and subgrantee (subcontractor) system and requirements. This section is not all-inclusive, inasmuch as local CSBG Recovery Act requirements are pervasive throughout this Plan and its attachment, the CSBG Recovery Act Operations Manual. In short, the system that will serve as the basis for local CSBG Recovery Act operations has three primary components, (1) planning phase, (2) application phase, and (3) an operations and contract management phase.

Prospective grantees will be required to carry out specific planning activities. Briefly, these will consist of efforts to rank community problems in terms of their relative severity, based on a needs assessment; to analyze resources available to address such problems; to set priorities; and to identify both problem causes and strategies that could potentially be used to address the causes or problems. A summary of these activities will be included as part of the local application process to CSP.

All prospective grantees will be expected to submit application phase materials also. These will describe program purposes, goals, objectives, activities, strategies, and other information associated with the *WyoROMA* Process. This will also include information that will be used in later monitoring and evaluation efforts.

The contract management phase (or component) will consist of those requirements and activities necessary to ensure that all CSBG Recovery Act expenditures meet accounting and management standards, in addition to those requirements that relate to efficiency and effectiveness of program performance.

Local grantees will be held responsible for ensuring that they will monitor their subgrantees both through desk monitoring (fiscal and performance reports) and on-site monitoring. Local grantees will be responsible for preparing and submitting the appropriate monthly fiscal and performance reports to CSP by the 10th working day of each month, for the transactions and activities for the previous month. The reporting system will be closely monitored by CSP to ensure reports are correct and timely. It is the responsibility of the grantees (eligible entities) to establish Management Information Systems (MIS) procedures to assure that their subgrantees provide reports to them in a timely and accurate manner so that respective grantees' reports will be timely and accurate for CSP.

A description of how local CSBG Recovery Act programs will perform these initiatives must be included in their local applications to CSP, and through their respective community action plans. Eligible entities must also describe how they will implement their signed assurances with regard to these initiatives.

Lastly, grantees and subgrantees must maintain their eligibility to receive CSBG Recovery Act funds, and must be in compliance with all applicable laws, regulations, requirements, and contractual agreements. This will apply whether the organization is directly receiving CSBG Recovery Act funds from CSP (a grantee or eligible entity), or whether they are involved in a subcontractual agreement with another grantee (a subgrantee, or subcontractor). CSP reserves the right to examine all aspects of CSBG Recovery Act and related operations of grantees and subgrantees at any time to ensure that this is the case.

(STATE) REVIEW OF LOCAL APPLICATIONS

Because of the fact that eligible entities' funding applications or proposals are not competitive with each other, the approval process by CSP will be a relatively simple one. If the applications are received with the established time limits and they fully comply with the provisions of the CSBG Recovery Act and the State Plan, they will be approved by CSP. Extensions may be granted for applications if formally requested by prospective grantees.

Applications must address adequately all of the criteria and requirements outlined in the State Plan. However, it is the position of CSP that voluminous applications that contain primarily rhetorical information, and/or "filler" are totally unnecessary. Simplicity, clarity, and common sense should prevail in the preparation of applications.

If initial applications are not satisfactory, prospective grantees will still have an opportunity for corrective action, as set forth by CSP.

CONTRACTUAL PROCESS

A standard sponsor contract form (or legal agreement) serves as the basis for the allocation of all CSBG Recovery Act funds. This form and its appropriate attachments, (1) the CSBG Recovery Act State Plan, and (2) the respective grantee application and local plan, constitute a binding contract between CSP and a respective grantee (or eligible entity) once it is approved and signed by officials for both parties, and by the State Attorney General's Office.

Contracts between the State and its grantees are binding on both parties in all respects. However, grantees will be allowed limited flexibility in regard to making minor adjustments in program goals and activities, or making minor adjustments or revisions in program activities without having to seek a formal contract amendment or waiver. Detailed information regarding amendments or waiver is found in the "Amendments/Waivers" Section of this Plan.

The CSBG Recovery Act contracting process will occur after the approval of local applications. Further, any funds that become available through redistribution or reallocation will also utilize the formal CSBG Recovery Act contractual process.

FUNDING AWARD PROCEDURES

CSP will enter into a formal contractual agreement with its grantees as soon as is practical after funding decisions are announced. Once the contract is signed by all parties (including the State Attorney General's Office) this contract will be binding on both parties, and the fund transaction process (voucher system) will begin.

Contingent upon receipt of CSBG Recovery Act funds from the HHS/OCS, CSP will provide initial financial support one month in advance for sponsors. Subsequent funding will be provided, based on estimates of funding requirements contained in respective grantee's financial reports, and other appropriate information and data.

After the initial payment, CSP must have respective grantee's past monthly financial <u>and</u> performance report before any further payments will be made.

Funds must be expended by the ending date of the contract period agreed upon by the State and the grantee.

AMENDMENTS/WAIVERS

Contracts between the State and its grantees will be binding on both parties in all respects. However, grantees will be allowed limited flexibility in regard to making adjustments in program goals and activities. Specifically, if a grantee or subgrantee feels the need to significantly change its local program, a written request must be made to CSP for disposition. As an example, funds that need to be transferred between budget line-items must be approved in writing.

Any advice needed by local grantees or subgrantees as to whether or not its proposed amendments or waivers are "major" or "minor" in nature should be brought to the attention of CSP; who will then advise the respective grantee or subgrantee as to the proper procedure, formal or informal, for approval of the amendment or waiver request.

STRATEGIC PLANNING

The State of Wyoming developed, and will continue to utilize as its primary management tool, a strategic planning process as authorized by Wyoming Statute (WS 28-1-115). Within that strategic plan, the Department of Health established a Mission to be responsive to the health needs of the public, and to use the resources entrusted to us wisely, and to be accountable for our actions; and a Strategic Goal to promote, protect, and enhance the health and well-being of all Wyoming citizens.

As an entity of the Department of Health, Community Services Programs was assigned a strategy to "Provide a program to identify and help eliminate poverty-related problems by using available local, State, federal, and private resources;" toward meeting a departmental objective to "Establish, maintain and promote the development of a comprehensive range of quality services and supports throughout Wyoming which stress independence, dignity and security."

As part of the Strategic Planning Process, and to assist local participants in developing Goals, Objectives, Strategies, Outcomes, and Outputs, the Community Services Programs have developed a set of definitions, which follow:

Goals:

A **goal** is the general end toward which efforts are directed, and addresses the primary issue or problem to be solved. It is both qualitative and quantifiable, but need not be quantified (measurable).

Objectives: An **objective** is a clear target for specific action. It is linked directly to the goal and is quantified (measurable) as a time-based statement of intent, emphasizing the results to be achieved by that action at the end of a specific time.

Results:

A **result** is an indicator of the actual impact or effect of an action on a stated condition or problem. It is a tool to assess the effectiveness of an action and/or the public benefit to be derived from that action. It is typically expressed as a percentage, rate, or ratio.

Measures: A **measure** is a tool for counting the services and good produced through an action. The number of people receiving a service and the number of services delivered are often used as measures.

Strategies: A **Strategy** is a method for achieving goals and objectives. It is used to demonstrate the process for transforming activities into measures (achievements) and ultimately into priorities (results) that cause the objectives, and ultimately the goals, of a program to be accomplished. It reflects cost/benefits and best use of financial and other resources, or the chronology of activities.

Generally speaking, for purposes of consistency, goal and objective statements begin with the word "To." Every program must have at least one goal and one objective, but may have more than one or may have multiple objectives that address a single goal.

ROMA

Through the Results-Oriented Management and Accountability (ROMA) System presented by the U.S. Department of Health and Human Services (HHS), Office of Community Services (OCS); the following definitions were developed by The Rensselaerville Institute:

Outcome Statement: An inspiring statement that defines the broad end state

sought in customer terms (i.e., self-sufficiency, graduates

and gets a job with career potential, etc.)

Performance Target: Defines success for your program in terms of what the

customer will actually achieve (get & keep employment for

1 year).

Milestones: Specifies actions, the steps, the small changes along the way

most customers will need to take to reach performance

target.

Generally speaking, the Statement includes the word "all" and the Performance Target identifies what portion of that total will be achieved.

ROMA National Goals and Measures

In addition, the National CSBG Recovery Act Task Force on Monitoring and Assessment has proposed six (6) National Goals, each with attendant ROMA Outcome measures. While the State is required to report on its activities and services using these goals, the goals are flexible enough to allow local agencies to pursue objectives that meet their unique local conditions.

Those six goals are:

SELF-SUFFICIENCY

GOAL 1. Low-income people become more self-sufficient (*Client and Family*);

COMMUNITY REVITALIZATION

- GOAL 2. The conditions in which low-income people live are improved (*Community*);
- GOAL 3. Low-income people own a stake in their community (*Community*);
- GOAL 4. Partnerships among supporters and providers of services to low-income people are achieved (*Agency*);
- GOAL 5. Agencies increase their capacity to achieve results (Agency); and

FAMILY STABILITY

GOAL 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems (*Client and Family*).

WyoROMA

CSP developed for CSBG, and will continue to utilize as a management tool for all CSBG Recovery Act participants, a system that coordinates the components of both the Wyoming Strategic Plan and the CSBG ROMA. Using that system, local participants of the Wyoming CSBG Recovery Act Program will report in a manner compatible to both designs and that can be reported out to both the executive and legislative branch of Wyoming state government in Strategic Planning terms; and to the federal CSBG Recovery Act in ROMA terms. That management system is known as *WyoROMA*.

WyoROMA components are listed on the following pages and National Indicator forms are located in the Operations Manual (ivory pages).

Wyoming Community Services Programs have set the following as evaluation units for the State Strategic Plan:

Goal: To make a measurable impact on poverty by using all available local, State, private

and federal resources to provide services and activities to remove obstacles and solve problems, thereby enabling low-income families and individuals to become self-

sufficient.

Objective: That 15% of eligible clients served by local CSBG Recovery Act-funded programs

will be moved toward self-sufficiency.

Results: To provide guidance, funding assistance, and oversight to local communities who

have the ability to offer services to the state's low-income population in a cost-

beneficial manner.

Measures: Outputs for measuring the achievement of Wyoming's CSBG Recovery Act Program

include the following:

• 750 low-income persons will be provided with employment and/or training-related assistance:

- 1,500 low-income persons will be provided non-emergency housing-related assistance;
- 20,000 low-income persons will be provided with emergency assistance; and
- 10,000 low-income persons will be provided non-emergency food/nutrition assistance.

Strategy: To provide guidance, funding assistance, and oversight to local communities who

have the ability to offer services to the State's low-income population in a cost-

beneficial manner.

Because the activities that will cause impact against State-wide CSBG Recovery Act goals, objectives, and performance targets are conducted within local communities under the auspices of local governments; success of the program depends on a close working relationship between community personnel and the CSP.

Because a successful management system must be dynamic (that is, it must be flexible enough to allow for internal changes and modifications without damage to the entire system), it is essential that oversight agencies recognize the importance of local control of community programs. Wyoming has long been an advocate of problem solving through coordinative efforts of State and local entities; and our sparse population allows a close working relationship with service providers and decision makers within local communities.

General direction is provided by CSP to guide local communities in regard to fiscal accountability, performance efficiency, and program effectiveness. Within those guidelines, the service providers carry both authority and responsibility for fiscal and performance results. By definition (at it's most basic level) accountability answers the question, "Did we do the job right?"; efficiency answers "Did we do the job well?"; and effectiveness answers "Did we do the right job?"

Within that concept of accountability, efficiency, and effectiveness; decisions made and actions taken by the state relative to services provided through the use of CSBG Recovery Act funds must reflect the following:

- Both targeted and non-targeted community residents will be extensively involved in all major program decisions;
- Use of funds must assure that neither sponsors nor participants are dependent on long-term availability of those funds;
- Funds will be directed toward problem solving and capacity building within local communities, focusing on both target and non-target populations;
- Current and prospective program sponsors will be provided the necessary materials, training, and guidance for proper utilization of funds;
- Program activities will complement and be coordinated among Wyoming Indian and non-Indian organizations;
- No major amendments will be made to the CSBG Recovery Act State Plan without prior consultation by the State with current and prospective program sponsors;
- State policies relating to the expenditure of CSBG Recovery Act funds will be limited to those that are essential to meet the requirements of the Act and the State Plan or to ensure that proper management standards are met;
- No major CSBG Recovery Act-related policy decisions will be made by the State without consulting with local governments, interested citizens, and other eligible entities and appropriate persons and organizations; all of whom will be provided opportunity for review of and comment on pertinent documents and materials;
- CSBG Recovery Act funded activities will be State-wide in nature with funding made available to all geographic areas of Wyoming based on poverty factors and need for services in each area;
- CSBG Recovery Act activities will be determined by local authority, providing that those activities are completely within the intent of the Act;
- Fiscal and program activities conducted within participating communities will meet the highest practical quality standards; and
- All CSBG Recovery Act funded activities will be consistent in all aspects with the provisions and the intent of the Act, the State Plan, and local Work Plans approved by the State.

RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY (ROMA) FEDERAL MANDATE

This federal assurance mandates that the State and all eligible entities in the State will participate in the Results Oriented Management and Accountability (ROMA) System or another performance measure system for which the Secretary of the HHS facilitated development pursuant to Section 678E(b) of the Act.

Outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization are included in the "ROMA/WyoROMA" Section of this Plan. Such measures will measure performance toward meeting the national goals of the CSBG:

- Goal 1: Low-income people become more self-sufficient (self sufficiency)
- <u>Goal 2:</u> The conditions in which low-income people live are improved (community revitalization)
- Goal 3: Low-income people own a stake in their community
- <u>Goal 4:</u> Partnerships among supporters and providers of services to low-income people are achieved
- <u>Goal 5:</u> Agencies increase their capacity to achieve results
- <u>Goal 6:</u> Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems (family stability)

CSP and all eligible entities are participating in *WyoROMA*. CSP developed this system as a management tool for all CSBG participants, both eligible entities/contractors, and subcontractors. Much detail is found in the State Plan and the CSBG Recovery Act Operations Manual which accompanies the State Plan about the *WyoROMA* system. It is a performance measurement system that is used by the State and its eligible entities to measure their performance in carrying out the CSBG Recovery Act requirements and in achieving the goals of their community action plans. (See Operations Manual for Agency Level Forms).

<u>All eligible entities and subcontractors</u> are required by the State Plan to submit their applications for funding and their monthly progress reports in the *WyoROMA* format.

This system allows participants in the Wyoming CSBG Recovery Act Program to plan, conduct, evaluate, and report on activities in a fashion that will meet the requirements of both strategic planning and federal ROMA.

EVALUATION

The evaluation function will be conducted essentially like the monitoring process except that formal written evaluation of programs will be established at designated times. They will be conducted annually, at a minimum.

Basically, the state level evaluation system will be one of measuring actual outcomes and performance measurements (or targets) against planned outcomes of goals and objectives, and measurements, impact of programs on the community, compliance with all applicable requirements, and other appropriate measurements.

The key to the evaluation process will be through its correlation with *WyoROMA* practices and systems.

MONITORING/PERFORMANCE

The State lead agency responsible for conducting CSBG Recovery Act reviews of eligible entities (including subcontractors, or service providers) is CSP. CSP may involve people from other State agencies if the need arises, as appropriate.

These monitors will be in addition to the CSBG Program reviews and will solely be regarding the Recovery Act program performance. CSP will comply with the federal requirements regarding reviews; however, CSP may perform on-site reviews on a more frequent basis if individual program circumstances warrant "special" reviews.

The following is a monitoring schedule of on-site reviews that are to be conducted for the CSBG Recovery Act eligible entities in calendar year 2009:

- CSBG Tripartite Board of Albany County
- Campbell County CARE Board
- Carbon County Committee Action Committee
- Community Action of Laramie County, Inc.
- Community Action Partnership of Natrona County, Inc.
- Converse County Human Resources Council
- Fremont County Action Committee
- Northern Arapaho Human Services Commission
- Sheridan County Tripartite Board

The CSBG Recovery Act requires the State to monitor eligible entities and their subcontractors (service providers) in order to determine whether they meet the performance goals, administrative standards, financial management requirements, and other federal and State requirements. The State must, at a minimum, conduct:

- a full on-site review of each eligible entity will be conducted at least once during a three (3) year period;
- a full on-site review of each newly designated eligible entity immediately after the completion of the first year in which such entity receives funds through CSBG;
- follow-up reviews, including prompt return visits to eligible entities and their subcontractors, that fail to meet the goals, standards, and requirements established by the State (to be conducted as necessary);

• other reviews as appropriate, including reviews of eligible entities and their subcontractors that have had other federal, State or local grants terminated for cause (to be conducted as necessary);

Further, even if an entity's grant has not been terminated, but if it appears that there are significant management, programmatical, or financial problems, CSP may perform a "special" review, as appropriate.

In addition, as in the prior versions of the Act, the HHS/OCS must conduct evaluations and investigations of the use of CSBG Recovery Act funds each year. HHS must submit to the State a report of the evaluation and recommendations for improvements, as necessary. The State must then submit to HHS a plan of action in response to the recommendations, as appropriate. The evaluation results must then be included in the annual report by HHS to the U.S. Congress.

In addition to provision of routine or requested training and technical assistance, monitoring activities include (but are not limited to) the following:

- verification of grantee contract compliance;
- observation of grantee service provision and types of assistance provided;
- provision of training and technical assistance in direct services and administrative areas by the eligible entity for its staff persons and for its subcontractors;
- attendance at regularly-scheduled governing board meetings, to observe board functioning and operation to verify consistency with the provisions of proper Tripartite Board practices and procedures;
- review of governing board files to verify board composition and to review minutes for verification of proper board practices;
- review of client and related program files to ensure appropriate paper trails, with emphasis on case management;
- one-on-one contact with eligible entities and subcontractors (to the extent practicable) staff persons for the purpose of soliciting input with regard to program performance and other areas;
- one-on-one contact with current program clients and/or ex-clients (to the extent practicable) for the purpose of soliciting input as to opinions about program effectiveness, and related areas;
- confirmation of each eligible entity's (and subcontractor's) last audit, and the period covered;
- conversations with staff members of eligible entities and subcontractors for the purpose of ascertaining what kinds of training and technical assistance is needed;
- on-going (meaning daily) contact with eligible entities and subcontractors by telephone, in writing, or at information-sharing meetings;
- collection of data and information from eligible entities and subcontractors (i.e., monthly performance and fiscal reports) in addition to other information either requested or voluntarily submitted to CSP;
- review of annual grant applications to assure compliance with federal and State assurances, and all applicable requirements of the CSBG Recovery Act.

MONITORING/FISCAL

The fiscal monitoring system is essentially the same as the "Performance Monitoring" system. It would not be remiss to address only one and not the other inasmuch as they are totally interrelated. Information from both areas is needed in order to assess program compliance with requirements and standards.

Eligible entities' and subcontractors' monthly reports are essentially in two categories, (1) program performance, and (2) fiscal, or financially-oriented. They are submitted by the 10^{th} of each month, with data and information for the previous month. Both fiscal and performance reports also contain "year-to-date" data, statistics and information as well as the previous month's data.

Fiscal report and data are also reviewed and controlled by the Wyoming Department of Health (WDH) Budget and Fiscal Unit, in addition to CSP. The State Auditor's Office also has the responsibility of overseeing all State fiscal processes, be they State Government, or public funds that are allocated to State contractors.

FINANCIAL AND PERFORMANCE REPORTING

Each eligible entity must submit monthly financial and performance reports for the CSBG Recovery Act funding to CSP using the web-based cmReporter. The data collected must be maintained, tracked, and reported to CSP separately from the CSBG data. cmReporter was recently developed and implemented to accommodate the new federal requirements and simplify the reporting process. cmReporter guarantees accuracy, allows monthly reports to be reviewed and accepted or rejected quickly, and has the capability to compile various reports. Ultimately, this allows CSP the opportunity to monitor each program closely and immediately address any issues.

In the "Performance" portion of the monthly and annual reports, demographic client characteristics (i.e., gender, age, race, education, family structure, income and sources, housing status, and other) must be collected as a requirement of HHS. Essentially, this information is used to represent Wyoming statistics.

Financial and Performance reporting forms (to be submitted monthly) and instructions, as well as, Information Survey Systems and National Performance Indicator forms (to be submitted annually) are located in the "CSBG Recovery Act Operations Manual" portion of this document (Ivory pages).

COMPLIANCE WITH REPORTING REQUIREMENTS

As part of local grantees' (eligible entities) applications for funding, it is required that each application address specifically how their local fiscal and program performance reporting system will function (particularly with regard to subcontractor service delivery organizations) and how that relates to the composite eligible entity monthly reports required by WDH/CSP.

Detailed explanations of CSP's fiscal and performance reporting forms along with the National Performance Indicator forms, are included in the CSBG Recovery Act Operations Manual which is an attachment to this Plan (Ivory pages).

FISCAL CONTROLS, AUDITS, AND WITHHOLDING

The CSBG Recovery Act's provisions concerning fiscal control, procedures, audits, inspections, and withholding are substantially the same as before, but have been reorganized into a single section. The State is required to:

- establish fiscal control and fund accounting procedures necessary to assure the proper disbursal of and accounting for federal funds paid to the State, including procedures for monitoring the funds provided to the State;
- ensure that cost and accounting standards of the Office of Management and the Budget (OMB) apply to CSBG fund recipients (both eligible entities/contractors, and subcontractors);
- prepare an audit at least yearly, which is an audit of the expenditures of the State of amounts received under the CSBG Act, and amounts transferred to carry out the purposes of the CSBG Act;
- make appropriate books, documents, papers, and records available to the HHS/OCS and the Comptroller General of the U.S., or any of their duly authorized representatives, for examination, copying, or mechanical reproduction on or off the premises of the appropriate entity upon a reasonable request for the items.

Each audit required shall be conducted by an entity independent of any agency administering activities or services carried out under the CSBG Act and shall be conducted in accordance with generally accepted accounting principles. Audits shall be conducted in the manner and to the extent provided in chapter 75 of title 31, U.S. Code (commonly known as the "Single Audit Act Amendments of 1996").

Within thirty (30) days after the completion of each such audit in the State, the State shall submit a copy of such audit to any eligible entity that was the subject of the audit at no charge, to the Wyoming State Legislature, and the HHS/OCS.

The State shall repay to the federal government amounts found not to have been expended in accordance with the CSBG Recovery Act or the HHS/OCS may offset such amounts against any other amount to which the State is or may become entitled under the CSBG Recovery Act.

The HHS/OCS must respond in an expeditious and speedy manner to complaints of a substantial or serious nature that the State has failed to use funds in accordance with the provisions of the CSBG Recovery Act, including the assurances provided by the State. A complaint of a failure to meet any one of the assurances provided by the State is considered a serious complaint.

If the HHS/OCS determines that there is a pattern of complaints of failures described in the previous paragraph, they shall conduct an investigation of the use of funds received under the CSBG Act in order to ensure compliance with the provisions of the Act.

The State will permit and cooperate with federal investigations undertaken in accordance with 678D of the Act (Assurance 676(b)(7)). In the event of an investigation, the State of Wyoming will make available to federal investigators all required records and documents, as required by State-local (eligible entities and subcontractors) as appropriate.

WDH has chosen to include the audit of all of its block grants, including the CSBG, as part of its annual Department wide audit. With the issuance of Circular A-133, OMB Circular A-128, "Audits of State and Local Governments", issued April 1985 was rescinded and, as a result, Department audits will be covered by the revision to OMB Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations."

The following audit standards apply to all funds flowed through the WDH to grantees (eligible entities) and subcontractors.

Audit Standards

Service providers who receive \$500,000 or more in federal assistance annually must comply with the requirements set forth in OMB Circular A-133, regardless of the amount of State assistance also received. The ceiling of \$500,000 means federal funds from <u>all</u> sources, not just the CSBG.

Service providers who receive \$500,000 or more in State assistance but less than \$500,000 in federal assistance annually must have an audit for financial purposes in accordance with Government Auditing Standards (commonly known as "The Yellow Book").

Federal funds <u>cannot</u> be used to pay the costs of any audit wherein the total federal assistance received is less than \$500,000. For the required audit of State assistance in excess of \$100,000, State funds should be used to pay for such audit.

Any service provider who annually receives less than \$100,000 in State assistance and less than \$500,000 in federal assistance is exempt from these audit requirements.

Copies of required audits shall be submitted to the Wyoming Department of Audit, and the appropriate granting authority (i.e., the Wyoming Department of Health).

CONFIDENTIALITY

Information gathered on people (i.e., applicants and/or clients on either a State level or local-level) will be treated as strictly confidential. Access will be limited strictly to those with legitimate need to administer and operate the CSBG Program; i.e. program staff, CSP staff, and/or other applicable local, State, or federal government reviewers, or any public or private sector designee of CSP.

CORRECTIVE ACTION/SANCTIONS/TERMINATION AND REDUCTION OF FUNDING

The CSBG Recovery Act has a process for identification and correction of an eligible entity's deficiencies. This process will be followed before initiation of funding termination or reduction proceedings that are based on non-compliance with State requirements, including performance objectives, agreements (contracts) or the State Plan. This process should be of substantial help in correcting problems before they become so severe as to cause a loss of funding, or worse.

The trigger for the process is a final decision by CSP, based on a review conducted as described in the preceding paragraph, that the entity fails to:

- comply with the terms of an agreement (contract) or the Recovery Act State Plan;
- provide CSBG Recovery Act services; or

- meet the State's appropriate standards, goals, or other requirements, including performance objectives.

If such is the case, CSP will:

- inform the entity (or entities, as appropriate) of the deficiency or deficiencies to be corrected;
- require the entity to correct the deficiency;
- offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to HHS/OCS a report describing the training and technical assistance offered; or if CSP determines that such training and technical assistance are not appropriate, it will prepare and submit to HHS/OCS a report stating the reasons for the determination.

CSP may, at its discretion, taking into account the seriousness of the deficiency and the time reasonably required to correct it, allow the entity or entities to develop and implement, within sixty (60) days of being informed of the deficiency, a plan to correct the deficiency within a reasonable period of time.

CSP will, not later than thirty (30) days after receiving from an eligible entity a proposed quality improvement plan (corrective action plan), either approve such proposed plan or specify the reasons why the proposed plan cannot be approved.

If the entity does not correct the deficiency, CSP will, after providing adequate notice and an opportunity for a hearing (through the CSBG Hearing/ Appeal Process of the State Plan), initiate proceedings to terminate the designation of, or reduce the funding, as appropriate.

Before terminating or reducing the funding, CSP must determine that "cause" exists and, if the entity so requests, submit the decision to HHS/OCS for review. The HHS/OCS must complete the review within ninety (90) days of receiving necessary materials from the State; otherwise the State's determination becomes final. For purposes of both funding reductions and termination, "cause" exists where an entity has not complied with a State requirement or the terms of an agreement (contract) or the State Plan. Official definition of "cause" follows.

For purposes of making a determination in accordance with the CSBG Act with respect to:

- (1) a funding reduction, the term "cause" includes--
 - (A) a State-wide redistribution of funds provided through the CSBG to respond to-
 - (i) the results of the most recently available census or other appropriate data;
 - (ii) the designation of a new eligible entity; or
 - (iii) severe economic dislocation; or
 - (B) the failure of an eligible entity to comply with the terms of an agreement or the State Plan, or to meet a state requirement, as described in section 678C(a) of the CSBG Act ("Corrective Action; Termination and Reduction of Funding"); and

(2) a termination, the term "cause" includes the failure of an eligible entity to comply with the terms of an agreement or the State Plan, or to meet a State requirement, as also described in section 678C(a) of the CSBG Act ("Corrective Action; Termination and Reduction of Funding").

If CSP terminates or reduces funding without providing the required hearing or HHS/OCS review, HHS/OCS may directly fund the eligible entity until the violation is corrected if appropriate.

CSP ensures compliance with this assurance through consultation, advice, and direction from the State Assistant Attorney General who is designated as the liaison with the CSBG through the Office of the Attorneys General. In addition, CSP will utilize its CSBG "Appeal/Hearing Process" commensurate with the requirements of Section 678(c)) of the CSBG Recovery Act.

APPEALS/HEARING PROCESS FOR CLIENTS OR APPLICANTS

Any substantive decision by CSP, its eligible entities or subcontractors which an applicant for program services, or a program client believes to be unfair or unreasonable, and having a major adverse impact upon the applicant or client, may be appealed to CSP by the affected applicant or client. Procedures for such process are included in the CSBG Recovery Act Operations Manual, which is an attachment to this Plan.

APPEALS/HEARING PROCESS FOR GRANTEES OR SUBGRANTEES

Any substantive decision by CSP which a state grantee or subgrantee believes to be unfair or unreasonable, and having a major impact on its local program may be appealed to CSP by the affected agency or organization. Procedures for such process are included in the CSBG Recovery Act Operations Manual, which is an attachment to this Plan.

If such appeal is of the magnitude of major corrective action, possible sanctions, termination, or reduction of funding, this process will be utilized along with the process outlined in the "Corrective Action/Sanctions/ Termination and Reduction of Funding" Section of this Plan, consistent with federal requirements.

OVERVIEW OF EXHIBITS

The following Section contains exhibits that are crucial to this Recovery Act State Plan.

OVERVIEW OF ATTACHMENTS (CSBG Recovery Act Operations Manual)

This Section follows the "Exhibits" Section, and is designed to assist grantees/service providers with information about CSBG Recovery Act Planning, with emphasis on **Comprehensive** or **Strategic Planning** and the "Community Action Plan" as required; along with day-to-day program operations information and other applicable information.

EXHIBITS

- A Governor's Delegation of Authority Letter
- B State Assurances and Certifications Letter
- C State Public Notice
- D Federal Certification: Environmental Tobacco Smoke
- E Federal Certification: Drug-Free Workplace
- F Federal Certification: Regarding Lobbying
- G Federal Certification: Debarment and Suspension
- H Federal Certification: Nondiscrimination
- I OMB Cost and Accounting Standards

EXHIBIT D

CERTIFICATION

Public Law 103-227, Part C, Environmental Tobacco Smoke

P.L. 103-227, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

Jim Rolf	Manager, Community Services Programs		
Typed or Printed Name	Title		
Signature	Date		

(COPY OF ACT ATTACHED AFTER CERTIFICATION SIGNATURE PAGE)

PART C--ENVIRONMENTAL TOBACCO SMOKE

SEC. 1041. SHORT TITLE.

This part may be cited as the 'Pro-Children Act of 1994'.

SEC. 1042. DEFINITIONS.

As used in this part:

- (1) **CHILDREN** The term 'children' means individuals who have not attained the age of 18.
- (2) **CHILDREN'S SERVICES** The term `children's services' means the provision on a routine or regular basis of health, day care, education, or library services–
 - (A) that are funded, after the date of the enactment of this Act, directly by the Federal Government or through State or local governments, by Federal grant, loan, loan guarantee, or contract programs-
 - (i) administered by either the Secretary of Health and Human Services or the Secretary of Education (other than services provided and funded solely under titles XVIII and XIX of the Social Security Act); or
 - (ii) administered by the Secretary of Agriculture in the case of a clinic (as defined in 7 CFR 246.2) under section 17(b)(6) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(6)), or
 - (B) that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds, as determined by the appropriate Secretary in any enforcement action under this title, except that nothing in clause (ii) of subparagraph (A) is intended to include facilities (other than clinics) where coupons are redeemed under the Child Nutrition Act of 1966.
- (3) **PERSON-** The term `person' means any State or local subdivision thereof, agency of such State or subdivision, corporation, or partnership that owns or operates or otherwise controls and provides children's services or any individual who owns or operates or otherwise controls and provides such services.
- (4) **INDOOR FACILITY** The term `indoor facility' means a building that is enclosed.
- (5) **SECRETARY** The term `Secretary' means the Secretary of Health and Human Services.

SEC. 1043. NONSMOKING POLICY FOR CHILDREN'S SERVICES.

(a) **PROHIBITION**- After the date of the enactment of this Act, no person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or

library services to children.

- (b) **ADDITIONAL PROHIBITION** After the date of the enactment of this Act, no person shall permit smoking within any indoor facility (or portion thereof) owned or leased or contracted for by such person for the provision by such person of regular or routine health care or day care or early childhood development (Head Start) services to children or for the use of the employees of such person who provides such services, except that this subsection shall not apply to-
 - (1) any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol; and
 - (2) any private residence.

(c) FEDERAL AGENCIES-

- (1) **KINDERGARTEN, ELEMENTARY, OR SECONDARY EDUCATION OR LIBRARY SERVICES** After the date of the enactment of this Act, no Federal agency shall permit smoking within any indoor facility in the United States operated by such agency, directly or by contract, to provide routine or regular kindergarten, elementary, or secondary education or library services to children.
- (2) **HEALTH OR DAY CARE OR EARLY CHILDHOOD DEVELOPMENT SERVICES** After the date of the enactment of this Act, no Federal agency shall permit smoking within any indoor facility (or portion thereof) operated by such agency, directly or by contract, to provide routine or regular health or day care or early childhood development (Head Start) services to children, except that this paragraph shall not apply to-
 - (A) any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol; and
 - (B) any private residence.
- (3) **APPLICATION OF PROVISIONS-** The provisions of paragraph (2) shall also apply to the provision of such routine or regular kindergarten, elementary or secondary education or library services in the facilities described in paragraph (2) not subject to paragraph (1).
- (d) **NOTICE** The prohibitions in subsections (a) through (c) shall be incorporated by publication of a notice in the Federal Register by the Secretary (in consultation with the heads of other affected agencies) and by such agency heads in funding arrangements involving the provision of children's services administered by such heads. Such prohibitions shall be effective 90 days after such notice is published, or 270 days after the date of the enactment of this Act, whichever occurs first.

(e) **SPECIAL WAIVER-**

- (1) **IN GENERAL** On receipt of an application, the head of the Federal agency may grant a special waiver to a person described in subsection (a) who employs individuals who are members of a labor organization and provide children's services pursuant to a collective bargaining agreement that-
 - (A) took effect before the date of enactment of this Act; and
 - (B) includes provisions relating to smoking privileges that are in violation of the requirements of this section.
- (2) **TERMINATION OF WAIVER-** A special waiver granted under this subsection shall terminate on the earlier of-
 - (A) the first expiration date (after the date of enactment of this Act) of the collective bargaining agreement containing the provisions relating to smoking privileges; or
 - (B) the date that is 1 year after the date of the enactment of this Act.

(f) **CIVIL PENALTIES**-

- (1) **IN GENERAL** Any failure to comply with a prohibition in this section shall be a violation of this section and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation, or may be subject to an administrative compliance order, or both, as determined by the Secretary. Each day a violation continues shall constitute a separate violation. In the case of any civil penalty under this section, the total amount shall not exceed the amount of Federal funds received by such person for the fiscal year in which the continuing violations occurred. For the purpose of the prohibition in subsection (c), the term `person' shall mean the head of the applicable Federal agency or the contractor of such agency providing the services to children.
- (2) **ADMINISTRATIVE PROCEEDING-** A civil penalty may be assessed in a written notice, or an administrative compliance order may be issued, by the Secretary only after an opportunity for a hearing in accordance with section 554 of title 5, United States Code. Before making such assessment or issuing such order, or both, the Secretary shall give written notice thereof to such person by certified mail with return receipt and provide therein an opportunity to request in writing not later than 30 days after the date of receipt of such notice such hearing. The notice shall reasonably describe the violation and be accompanied with the procedures for such hearing and a simple form to request such hearing if such person desires to use such form. If a hearing is requested, the Secretary shall establish by such certified notice the time and place for such hearing which should be located, to the greatest extent possible, at a location convenient to such person. The Secretary (or the Secretary's designee) and

such person may consult to arrange a suitable date and location where appropriate.

- (3) **CIRCUMSTANCES AFFECTING PENALTY OR ORDER** In determining the amount of the civil penalty or the nature of the administrative compliance order, the Secretary shall take into account, as appropriate–
 - (A) the nature, circumstances, extent, and gravity of the violation;
 - (B) with respect to the violator, any good faith efforts to comply, the importance of achieving early and permanent compliance, the ability to pay or comply, the effect of the penalty or order on the ability to continue operation, any prior history of the same kind of violation, the degree of culpability, and any demonstration of willingness to comply with the prohibitions of this section in a timely manner; and
 - (C) such other matters as justice may require.
- (4) **MODIFICATION** The Secretary may, as appropriate, compromise, modify, or remit, with or without conditions, any civil penalty or administrative compliance order. In the case of a civil penalty, the amount, as finally determined by the Secretary or agreed upon in compromise, may be deducted from any sums that the United States or its agencies or instrumentalities owes to the person against whom the penalty is assessed.
- (5) **PETITION FOR REVIEW** Any person aggrieved by a penalty assessed or an order issued, or both, by the Secretary under this section may file a petition for judicial review thereof with the United States Court of Appeals for the District of Columbia Circuit or for any other circuit in which the person resides or transacts business. Such person shall provide a copy thereof to the Secretary or the Secretary's designee. The petition shall be filed within 30 days after the Secretary's assessment or order, or both, are final and have been provided to such person by certified mail. The Secretary shall promptly provide to the court a certified copy of the transcript of any hearing held under this section and a copy of the notice or order.
- (6) **FAILURE TO COMPLY** If a person fails to pay an assessment of a civil penalty or comply with an order, after either or both are final under this section, or after a court under paragraph (5) has entered a final judgment in favor of the Secretary, the Attorney General, at the request of the Secretary, shall recover the amount of the civil penalty (plus interest at then currently prevailing rates from the day either or both are final) or enforce the order in an action brought in the appropriate district court of the United States. In such action, the validity and appropriateness of the penalty or order or the amount of the penalty shall not be subject to review.

SEC. 1044. PREEMPTION.

Nothing in this part is intended to preempt any provision of law of a State or political subdivision of a State that is more restrictive than a provision of this part.

EXHIBIT E

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Page 1 of 4		

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 pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (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 authorize 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 not 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 workplace 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 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).
 - (1) 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)
State of Wyoming

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.

Signature	Date
Title: Manager	
Organization: Wyoming Department of Health, Community	Services Programs

EXHIBIT F

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 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 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, of 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 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 failure.

Signature	
Manager	
Title	
Community Services Programs	
Organization	
Date	

EXHIBIT G

<u>Certifications Regarding Debarment, Suspension, and Other</u> Responsibility Matters - Primary Covered Transactions

Instructions for Certifications

- 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. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or 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 HHS determined that the prospective primary participant knowingly rendered an erroneous certification. In addition to other remedies available to the Federal Government, HHS may terminate this transaction for cause or default.
- 4. The prospective primary participant shall provide immediate written notice to the HHS agency to whom 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: 45 CFR Part 76.
- 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 debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by HHS.
- 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

 Lower Tier Covered Transactions", provided by HHS, 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 it is not 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 Nonprocurement List (of excluded parties).

- 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 debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, HHS may terminate this transaction for cause or default.

<u>Certification Regarding Debarment, Suspension, and Other</u> 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 from covered transactions by any Federal department or agency;
 - (b) have not, within a 3-year period preceding this proposal, been convicted of or had a civil judgement 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 public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted 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 3-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.

Grant No. CSBG Rec	covery Act Program	
 Jim Rolf	, Manager	
(Name an	d Title)	
(Signature)	(Date)	

EXHIBIT H

NONDISCRIMINATION CERTIFICATION

Pursuant to P.L. 97-35, Section 677(a), as amended, I certify that no person shall, on the ground of race, color, national origin, sex, age, handicap or disability, 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 funds made available under this subtitle. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 50 of The Rehabilitation Act of 1973 shall also apply to any such program activity.

Jim Rolf	Manager, Community Services Programs
Typed or Printed Name	Title
Signature	Date

EXHIBIT I

OMB COST AND ACCOUNTING STANDARDS CERTIFICATION

Pursuant to the Community Services Block Grant Act (P.L. 97-35, as amended), the Community Services Block Grant Program agrees to provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) will apply to all CSBG funds utilized by this organization.

Jim Rolf	Manager, Community Services Pro	grams
Typed or Printed Name	Title	
Signature	Date	

CSBG RECOVERY ACT OPERATIONS MANUAL

The CSBG Recovery Act Operations Manual provides further information about the State of Wyoming's CSBG programs, systems, and related information. Its primary use is for grantees and prospective grantees, with the emphasis being on program planning, the application phase, program operations and contract management.

TABLE OF CONTENTS

Local-level Assurances

Local-level Certification: Environmental Tobacco Smoke

Local-level Certification: Drug-free Workplace

Local-level Certification: Lobbying

Local-level Certification: Debarment and Suspension

Local-level Certification: Nondiscrimination

Local-level Certification: OMB Cost & Accounting Standards

Audits

HHS (Health and Human Services) Poverty Guidelines

CSBG Community Action Plan

Community Needs Assessment

Community Resource Inventories

Comparing Resources to Identified Needs

Identifying Unmet Needs & Setting Priorities Among Them

Community Needs Assessment Questionnaire

The Planning Process

Budget Summary Form

Salaries and Wages Form

Budget Narrative Form

Financial & Performance Reporting Forms/Instructions(WyoROMA)

Monthly Expenditures & Cash Reconciliation Report

WyoROMA Reporting Criteria

Applicant or Client Appeal/Hearing Process & Form

Program (Recipient) Appeal/Hearing Process & Form

RFP (Request for Proposal) Process and Form

Local Application (Grantee) Checklist

COMMUNITY SERVICES BLOCK GRANT (CSBG) ASSURANCES

Governing Boards

Statement of Governing Board Assurances

Pursuant to the Community Services Block Grant Act, Title VI, Subtitle B of the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35); Human Services Amendments of 1994, P.O. 103-252; the FFY 1996 CSBG Appropriation Legislation (P.L. 104-134); C.F.R. Title 45, Part 96; Coats Human Services Reauthorization Act of 1998 (P.L. 105-285), and the U.S. Department of Health and Human Services Block Grant Regulations; and as part of the annual application required by Section 676 of the Community Services Block Grant Act, as amended (42 U.S.C. 9901 et. Seq.) (The Act); the governing board hereby agrees, to the extent applicable, to:

- (1) Use the funds available through this grant or allotment:
 - (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. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a Board program carried out under part A of title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to:
 - (A) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (B) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
 - (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 medication, 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 (including State welfare reform efforts). ['676(b)(1)]
- (2) To describe how the Board intends to use discretionary funds made available in accordance with the Community Services Block Grant Program, including a description of how the Board will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant Program; ['676(b)(2)].
- (3) To provide information provided by service providers in the Community, including:
 - (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families within the community.
 - (b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
 - (c) a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
 - (d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]
- (4) To ensure that service providers in the Community 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)]
- (5) That the Board and the service providers in the Community will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and the Board and it's Community Services Block Grant service providers will coordinate the provision of employment and training activities in the communities with entities providing activities through State-wide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]
- (6) To ensure coordination between antipoverty programs in the community, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]
- (7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]
- (8) That the Board and service providers in the Community will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the Board, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]
- (9) That the Board will establish procedures under which a low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]

- (10) That the Board will prepare, as a condition to receipt of funding a Community Action Plan (which shall be submitted to CSP) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]
- (11) That the Board and all of it's Community Services Block Grant service providers in the Community will, for FFY 2001, participate in the Results Oriented Management and Accountability System (*WyoROMA*) pursuant to Section 678E(b) of the Act ['676(b)(12)]
- (12) To provide information describing how the Board will carry out these assurances. ['676(b)(13)] (How each assurance will be carried out or implemented).

I hereby certify that the		
will comply with all the provisions liste	ed above as items (1) through (12).	
	(Printed Name & Title)	
(3)		(D)
(Signature)		(Date)

CERTIFICATION

(Page 1 of 5)

Public Law 103-227, Part C, Environmental Tobacco Smoke

P.L. 103-227, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the federal programs either directly or through states, or local government by federal grant, contract, loan or loan guarantee.

By signing and submitting this assurance the grantee certifies that it will comply with the requirement of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

Typed or Printed Name	Title
Signature	Date

(COPY OF ACT ATTACHED AFTER CERTIFICATION SIGNATURE PAGE)

PART C--ENVIRONMENTAL TOBACCO SMOKE

SEC. 1041. SHORT TITLE.

This part may be cited as the 'Pro-Children Act of 1994'.

SEC. 1042. DEFINITIONS.

As used in this part:

- (1) **CHILDREN-** The term `children' means individuals who have not attained the age of 18.
- (2) **CHILDREN'S SERVICES** The term `children's services' means the provision on a routine or regular basis of health, day care, education, or library services-
 - (A) that are funded, after the date of the enactment of this Act, directly by the Federal Government or through State or local governments, by Federal grant, loan, loan guarantee, or contract programs-
 - (i) administered by either the Secretary of Health and Human Services or the Secretary of Education (other than services provided and funded solely under titles XVIII and XIX of the Social Security Act); or
 - (ii) administered by the Secretary of Agriculture in the case of a clinic (as defined in 7 CFR 246.2) under section 17(b)(6) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(6)), or
 - (B) that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds, as determined by the appropriate Secretary in any enforcement action under this title, except that nothing in clause (ii) of subparagraph (A) is intended to include facilities (other than clinics) where coupons are redeemed under the Child Nutrition Act of 1966.
- (3) **PERSON** The term `person' means any State or local subdivision thereof, agency of such State or subdivision, corporation, or partnership that owns or operates or otherwise controls and provides children's services or any individual who owns or operates or otherwise controls and provides such services.
- (4) **INDOOR FACILITY-** The term `indoor facility' means a building that is enclosed.
- (5) **SECRETARY-** The term `Secretary' means the Secretary of Health and Human Services.

SEC. 1043. NONSMOKING POLICY FOR CHILDREN'S SERVICES.

- (a) **PROHIBITION** After the date of the enactment of this Act, no person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.
- (b) **ADDITIONAL PROHIBITION** After the date of the enactment of this Act, no person shall permit smoking within any indoor facility (or portion thereof) owned or leased or

contracted for by such person for the provision by such person of regular or routine health care or day care or early childhood development (Head Start) services to children or for the use of the employees of such person who provides such services, except that this subsection shall not apply to—

- (1) any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol; and
- (2) any private residence.

(c) **FEDERAL AGENCIES**-

- (1) KINDERGARTEN, ELEMENTARY, OR SECONDARY EDUCATION OR LIBRARY SERVICES- After the date of the enactment of this Act, no Federal agency shall permit smoking within any indoor facility in the United States operated by such agency, directly or by contract, to provide routine or regular kindergarten, elementary, or secondary education or library services to children.
- (2) **HEALTH OR DAY CARE OR EARLY CHILDHOOD DEVELOPMENT SERVICES** After the date of the enactment of this Act, no Federal agency shall permit smoking within any indoor facility (or portion thereof) operated by such agency, directly or by contract, to provide routine or regular health or day care or early childhood development (Head Start) services to children, except that this paragraph shall not apply to-
 - (A) any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol; and
 - (B) any private residence.
- (3) **APPLICATION OF PROVISIONS** The provisions of paragraph (2) shall also apply to the provision of such routine or regular kindergarten, elementary or secondary education or library services in the facilities described in paragraph (2) not subject to paragraph (1).
- (d) **NOTICE** The prohibitions in subsections (a) through (c) shall be incorporated by publication of a notice in the Federal Register by the Secretary (in consultation with the heads of other affected agencies) and by such agency heads in funding arrangements involving the provision of children's services administered by such heads. Such prohibitions shall be effective 90 days after such notice is published, or 270 days after the date of the enactment of this Act, whichever occurs first.

(e) **SPECIAL WAIVER-**

- (1) **IN GENERAL** On receipt of an application, the head of the Federal agency may grant a special waiver to a person described in subsection (a) who employs individuals who are members of a labor organization and provide children's services pursuant to a collective bargaining agreement that—
 - (A) took effect before the date of enactment of this Act; and
 - (B) includes provisions relating to smoking privileges that are in violation of the

requirements of this section.

- (2) **TERMINATION OF WAIVER-** A special waiver granted under this subsection shall terminate on the earlier of-
 - (A) the first expiration date (after the date of enactment of this Act) of the collective bargaining agreement containing the provisions relating to smoking privileges; or
 - (B) the date that is 1 year after the date of the enactment of this Act.

(f) **CIVIL PENALTIES**-

- (1) **IN GENERAL** Any failure to comply with a prohibition in this section shall be a violation of this section and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty in an amount not to exceed \$1,000 for each violation, or may be subject to an administrative compliance order, or both, as determined by the Secretary. Each day a violation continues shall constitute a separate violation. In the case of any civil penalty under this section, the total amount shall not exceed the amount of Federal funds received by such person for the fiscal year in which the continuing violations occurred. For the purpose of the prohibition in subsection (c), the term `person' shall mean the head of the applicable Federal agency or the contractor of such agency providing the services to children.
- (2) **ADMINISTRATIVE PROCEEDING-** A civil penalty may be assessed in a written notice, or an administrative compliance order may be issued, by the Secretary only after an opportunity for a hearing in accordance with section 554 of title 5, United States Code. Before making such assessment or issuing such order, or both, the Secretary shall give written notice thereof to such person by certified mail with return receipt and provide therein an opportunity to request in writing not later than 30 days after the date of receipt of such notice such hearing. The notice shall reasonably describe the violation and be accompanied with the procedures for such hearing and a simple form to request such hearing if such person desires to use such form. If a hearing is requested, the Secretary shall establish by such certified notice the time and place for such hearing which should be located, to the greatest extent possible, at a location convenient to such person. The Secretary (or the Secretary's designee) and such person may consult to arrange a suitable date and location where appropriate.
- (3) **CIRCUMSTANCES AFFECTING PENALTY OR ORDER** In determining the amount of the civil penalty or the nature of the administrative compliance order, the Secretary shall take into account, as appropriate–
 - (A) the nature, circumstances, extent, and gravity of the violation;
 - (B) with respect to the violator, any good faith efforts to comply, the importance of achieving early and permanent compliance, the ability to pay or comply, the effect of the penalty or order on the ability to continue operation, any prior history of the same kind of violation, the degree of culpability, and any demonstration of willingness to comply with the prohibitions of this section in a timely manner; and

- (C) such other matters as justice may require.
- (4) **MODIFICATION** The Secretary may, as appropriate, compromise, modify, or remit, with or without conditions, any civil penalty or administrative compliance order. In the case of a civil penalty, the amount, as finally determined by the Secretary or agreed upon in compromise, may be deducted from any sums that the United States or its agencies or instrumentalities owes to the person against whom the penalty is assessed.
- (5) **PETITION FOR REVIEW** Any person aggrieved by a penalty assessed or an order issued, or both, by the Secretary under this section may file a petition for judicial review thereof with the United States Court of Appeals for the District of Columbia Circuit or for any other circuit in which the person resides or transacts business. Such person shall provide a copy thereof to the Secretary or the Secretary's designee. The petition shall be filed within 30 days after the Secretary's assessment or order, or both, are final and have been provided to such person by certified mail. The Secretary shall promptly provide to the court a certified copy of the transcript of any hearing held under this section and a copy of the notice or order.
- (6) **FAILURE TO COMPLY-** If a person fails to pay an assessment of a civil penalty or comply with an order, after either or both are final under this section, or after a court under paragraph (5) has entered a final judgment in favor of the Secretary, the Attorney General, at the request of the Secretary, shall recover the amount of the civil penalty (plus interest at then currently prevailing rates from the day either or both are final) or enforce the order in an action brought in the appropriate district court of the United States. In such action, the validity and appropriateness of the penalty or order or the amount of the penalty shall not be subject to review.

SEC. 1044. PREEMPTION.

Nothing in this part is intended to preempt any provision of law of a State or political subdivision of a State that is more restrictive than a provision of this part.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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

Certification Regarding Drug-Free Workplace Requirements (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 not 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 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).
 - (1) 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.

Signature	Date	
Title		
Organization		

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

- (1) No Federal appropriated funds have 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 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, of 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 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 failure.

Signature		
Title		
Organization		
Date		

<u>Certifications Regarding Debarment, Suspension, and Other</u> Responsibility Matters - Primary Covered Transactions

(Page 1 of 2)

Instructions for Certifications

- 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. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or 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 HHS determined that the prospective primary participant knowingly rendered an erroneous certification. In addition to other remedies available to the Federal Government, HHS may terminate this transaction for cause or default.
- 4. The prospective primary participant shall provide immediate written notice to the HHS agency to whom 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: 45 CFR Part 76.
- 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 debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by HHS.
- 7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

 Lower Tier Covered Transactions", provided by HHS, 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 it is not 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 Nonprocurement List (of excluded parties).
- 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.

(Page 2 of 2)

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 debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, HHS may terminate this transaction for cause or default.

<u>Certification Regarding Debarment, Suspension, and Other</u> 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 from covered transactions by any Federal department or agency;
 - (b) have not, within a 3-year period preceding this proposal, been convicted of or had a civil judgement 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 public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted 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 3-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.

Grant No. CSBG Recovery Act Program

Typed or Printed Name	Title	
Signature	Date	

NONDISCRIMINATION CERTIFICATION

Pursuant to P.L. 97-35, Section 677(a), as amended, I certify that no person shall, on the ground of race, color, national origin, sex, age, handicap or disability, 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 funds made available under this subtitle. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 50 of The Rehabilitation Act of 1973 shall also apply to any such program activity.

Typed or Printed Name	Title
Signature	Date
Signature	Date

OMB COST AND ACCOUNTING STANDARDS CERTIFICATION

Pursuant to the Community Services Block Grant Act (P.L. 97-35, as amended), the

	AUDITC			
Signature	Date			
Typed or Printed Name	Title			
agrees to provide assurances that cost and accounting standards of the Office of Management and Bud (OMB Circular A-110 and A-122) will apply to all CSBG funds utilized by this organization.				

AUDITS

Refer to the Audits Section of the State Plan for more detail. The following is a summary of the audit requirements for State contractors (eligible entities).

The Wyoming Department of Audit, consistent with federal requirements, has mandated that contractors of the State who receive \$500,000 or more of federal funds from any sources. The federal government requires audited financial statements (audits) in such instances.

It will be the responsibility of the Wyoming Department of Health (WDH), Community Services Programs (CSP) to monitor and follow-up on the scheduling of audits, as well as the findings. Previously, this was the responsibility of the Department of Audit.

Audit requirements will now be specifically delineated in contracts between State recipients (eligible entities) and the WDH/CSP. Failure to have audits performed will result in suspension and/or termination of funds.

Refer to the Audits Section of the State Plan regarding allowable and/or unallowable costs for audits.

A copy of each audited financial statement must be sent to the WDH/CSP for its review. The WDH/CSP will review each eligible entity's status regarding scheduling and performance of such audits.

Once the audit is received and reviewed by the WDH/CSP, a copy will be sent to the WDH Fiscal Services Office, and the Wyoming Department of Audit.

Follow-up on the audit report, as necessary, will be performed by the WDH/CSP, the WDH Fiscal Services Office, and the Wyoming Department of Audit.

HHS Poverty Guidelines

DEPARTMENT OF HEALTH AND HUMAN SERVICES Office of the Secretary

Annual Update of the HHS Poverty Guidelines

AGENCY: Department of Health and Human Services.

ACTION: Notice.

SUMMARY: This notice provides an update of the HHS poverty guidelines to account for last calendar year's increase in prices as measured by the Consumer Price Index.

DATES: *Effective Date:* Date of publication, unless an office administering a program using the guidelines specifies a different effective date for that particular program.

ADDRESSES: Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services (HHS), Washington, DC 20201.

FOR FURTHER INFORMATION CONTACT: For information about how the guidelines are used or how income is defined in a particular program, contact the Federal, State, or local office that is responsible for that program. Contact information for two frequently requested programs is given below:

For information about the Hill-Burton Uncompensated Services Program (free or reduced-fee health care services at certain hospitals and other facilities for persons meeting eligibility criteria involving the poverty guidelines), contact the Office of the Director, Division of Facilities Compliance and Recovery, Health Resources and Services Administration, HHS, Room10–105, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857. To speak to a person, call (301) 443–5656. To receive a Hill-Burton information package, call 1–800–638–0742 (for callers outside Maryland) or 1–800–492–0359 (for callers in Maryland). You also may visit http://www.hrsa.gov/hillburton/default.htm. The Division of Facilities Compliance and Recovery notes that as set by 42 CFR 124.505(b), the effective date of this update of the poverty guidelines for facilities obligated under the Hill-Burton Uncompensated Services Program is sixty days from the date of this publication.

For information about the percentage multiple of the poverty guidelines to be used on immigration forms such as USCIS Form I–864, Affidavit of Support, contact U.S. Citizenship and Immigration Services at 1–800–375–5283 or visit http://www.uscis.gov/files/form/I-864p.pdf.

For information about the number of people in poverty or about the Census Bureau poverty thresholds, visit the Poverty section of the Census Bureau's Web site at http://www.census.gov/hhes/www/poverty.html or contact the Census Bureau's Demographic Call Center Staff at (301) 763–2422 or 1–866–758–1060.

<u>For general questions about the poverty guidelines</u> themselves, contact Gordon Fisher, Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services, Washington, DC 20201—telephone: (202) 690–7507—or visithttp://www.aspe.hhs.gov/poverty/.

SUPPLEMENTARY INFORMATION:

Background

Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update, at least annually, the poverty guidelines, which shall be used as an eligibility criterion for the Community Services Block Grant program. The poverty guidelines also are used as an eligibility criterion by a number of other Federal programs. The poverty guidelines issued here are a simplified version of the poverty thresholds that the Census Bureau uses to prepare its estimates of the number of individuals and families in poverty. As required by law, this update is accomplished by increasing the latest published Census Bureau poverty thresholds by the relevant percentage change in the Consumer Price Index for All Urban Consumers (CPI–U). The guidelines in this 2009 notice reflect the 3.8 percent price increase between calendar years 2007 and 2008. After this inflation adjustment, the guidelines are rounded and adjusted to standardize the differences between family sizes. The same calculation procedure was used this year as in previous years. (Note that these 2009 guidelines are roughly equal to the poverty thresholds for calendar year 2008 which the Census Bureau expects to publish in final form in August 2009.) The guideline figures shown represent annual income.

2009 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family Poverty guideline

1 \$10,830	2 14,570
3 18,310	4 22,050
5 25,790	6 29,530
7 33,270	8 37,010

For families with more than 8 persons, add \$3,740 for each additional person.

2009 POVERTY GUIDELINES FOR ALASKA

Persons in family Poverty guideline

1 \$13,530	2 18,210
3 22,890	4 27,570
5 32,250	6 36,930
7 41.610	8 46.290

For families with more than 8 persons, add \$4,680 for each additional person.

2009 POVERTY GUIDELINES FOR HAWAII

Persons in family Poverty guideline

1 \$12,460	2 16,760
3 21,060	4
5	6 33,960
7	8

For families with more than 8 persons, add \$4,300 for each additional person.

Separate poverty guideline figures for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966–1970 period. (Note that the Census Bureau poverty thresholds—the version of the poverty measure used for statistical purposes—have never had separate figures for Alaska and Hawaii.) The poverty guidelines are not defined for Puerto Rico or other outlying jurisdictions. In cases in which a Federal program using the poverty guidelines serves any of those

jurisdictions, the Federal office that administers the program is generally responsible for deciding whether to use the contiguous-states-and-DC guidelines for those jurisdictions or to follow some other procedure.

Due to confusing legislative language dating back to 1972, the poverty guidelines have sometimes been mistakenly referred to as the "OMB" (Office of Management and Budget) poverty guidelines or poverty line. In fact, OMB has never issued the guidelines; the guidelines are issued each year by the Department of Health and Human Services. The poverty guidelines may be formally referenced as "the poverty guidelines updated periodically in the **Federal Register** by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2)."

Some programs use a percentage multiple of the guidelines (for example, 125 percent or 185 percent of the guidelines), as noted in relevant authorizing legislation or program regulations. Non-Federal organizations that use the poverty guidelines under their own authority in non-federally funded activities can choose to use a percentage multiple of the guidelines such as 125 percent or 185 percent.

The poverty guidelines do not make a distinction between farm and non-farm families, or between aged and non-aged units. (Only the Census Bureau poverty thresholds have separate figures for aged and non-aged one-person and two person units.)

Note that this notice does not provide definitions of such terms as "income" or "family." This is because there is considerable variation in how different programs that use the guidelines define these terms, traceable to the different laws and regulations that govern the various programs. Therefore, questions about how a particular program applies the poverty guidelines (for example, Is income before or after taxes? Should a particular type of income be counted? Should a particular person be counted in the family or household unit?) should be directed to the organization that administers the program; that organization has the responsibility for making decisions about definitions of such terms as "income" or "family" (to the extent that the definition is not already contained in legislation or regulations).

Dated: January 16, 2009.

Michael O. Leavitt,

Secretary of Health and Human Services.

[FR Doc. E9-1510 Filed 1–22–09; 8:45 am]

BILLING CODE 4151–05–P

CSBG RECOVERY ACT COMMUNITY ACTION PLAN

The federal requirements mandate that the State require from each eligible contracting entity, <u>as a condition</u> to its receipt of funding under the CSBG Recovery Act, a Community Action Plan that includes:

- (A) A Community Needs Assessment, including food needs;
- (B) A description of the service delivery system targeted to low-income individuals and families in the service area;
- (C) A description of how linkages will be developed to fill identified gaps in service through information, referral, case management, and follow-up consultations;
- (D) A description of how funding under this Act will be coordinated with other public and private resources; and
- (E) A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.

The following information is provided to assist you in addressing these requirements.

(A) Community Needs Assessment - this assessment should cover the entire service delivery area and not be limited to only those projects/activities that have been traditionally funded through the CSBG Program. Sources of information will include current and past agencies that have provided CSBG services; other public agencies such as the Department of Family Services, Department of Job Services, Public Health Agencies, local Education Agencies, and the Job Training Partnership Act (JTPA) Programs; and other private agencies who have a role in the delivery of local human services. In addition, assessment surveys directed to the low-income citizens will provide input concerning the community needs of the low-income citizens as they see it.

The community needs assessment should be undertaken and completed prior to any decisions by the governing board (state contractor) to decide funding priorities. Appropriate community needs assessments should lead to funding decisions that lead to providing appropriate assistance/activities. The assessments should not be viewed simply as another requirement to meet in order to obtain federal funds, but should be viewed as a valuable tool to assist the decision makers to make funding decisions that are most appropriate and which are based on the needs of the low-income people in the community, as evidenced by the assessments. The *WyoROMA* criteria included in this document, should serve as the basis for problem identification, planning, oversight, and evaluation of local projects and should, therefore, be an integral part of the needs assessment.

A description of how the assessment was accomplished, the rationale of how the needs were determined and ranked, and identification of and rationale for those priority needs that were chosen for CSBG funding should be included, at a minimum, in your application.

Additionally, the State Contractor will ensure that a "composite needs assessment" form that summarizes the various local project assessments will be completed and submitted with the application.

(B) Service Delivery System Description - this description should identify the role of the various agencies (including the local government) that have a direct and/or supportive role in the delivery of CSBG Recovery Act services and activities, as well as the other local public and private agencies that perform work in the "human services" field. The description should be clear enough for an uninformed reader to obtain a general

understanding of the roles and relationships that each agency/program has in the human services delivery system. A listing of all appropriate agencies should be included as part of this description of the service delivery system.

- (C) Description of Linkages this description should clarify how the linkages were developed and how they are utilized with other agencies in the human services field; the description should show how (and to what extent) information, referral, case management, and follow-up consultations are utilized by the CSBG Recovery Act-funded agencies.
- (D) Description of Coordination this description should explain how coordination of funding is accomplished between agencies (both CSBG Recovery Act-funded and non-CSBG Recovery Act). Since the description of linkages and coordination is so closely linked, the two descriptions could be written together at the same time. A key to remember is that the CSBG Recovery Act funds should be used as a last resort, i.e., if a person's needs can be addressed in a non-CSBG Recovery Act program, that person should not receive services from the CSBG Recovery Act-funded agency, other than through referral to the non-CSBG Recovery Act program.
- (E) Description of WyoROMA Elements For purposes of planning and management of Community projects, consideration must be given to Goals, Objectives, Strategies, Outcomes, Outputs, Performance Targets, and Milestones, as described in the "Planning Process" Section of this document (following). These planning elements are consistent with the State Strategic Plan in use by Wyoming State Government and the Results-Oriented Management and Accountability (ROMA) system in use by the federal Office of Community Services.

WyoROMA Elements must show the relationship to the six (6) National Goals allowable under the CSBG Recovery Act Program, as described in the "Planning Process" Section of this document. The six National Goals are:

- (1) Low-income people becoming more self-sufficient,
- (2) The conditions in which low-income people live are improved,
- (3) Low-income people own a stake in their community,
- (4) Partnerships among supporters and providers of services to low-income people are achieved,
- (5) Agencies increase their capacity to achieve results, and
- (6) Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Your *WyoROMA* elements should be directed toward one or more of the 6 National Goals. Some examples of *WyoROMA* Elements are found in the "Planning Process" Section of this document.

PERFORMING A COMMUNITY NEEDS ASSESSMENT

The assessment of need is normally the first step of any planning process because planning for the future simply cannot be done effectively until the existing conditions of the community are clearly understood.

A community needs assessment can often be the most time-consuming step in the overall planning process but, given its importance, it is well worth the effort. Conversely, conducting a community needs assessment is a relatively inexpensive step in the process.

Input for a community needs assessment should be gathered from many sources, i.e., local officials, service providers, general citizenry, and target group populations. Public meetings, and/or surveys of residents and interviews with knowledgeable citizens can help greatly to ascertain a community's assessment of needs.

Generally, citizens' impressions of needs make up the qualitative assessment of needs; equally as important is the quantitative assessment of needs. The information needed for quantitative assessment is generally available through on-going data collection efforts of private and public human services delivery agencies. However, sometimes additional information and analysis is necessary to pull together the qualitative and quantitative data, i.e., what types of needs exist and how great are they?

PERFORMING A COMMUNITY RESOURCE INVENTORY

Along with the community assessment of needs, it is necessary to determine what community resources are currently available to properly address those identified needs. Normally, resources can be identified as two types: (1) presently provided services; and (2) other available resources that can be utilized to support new programs directed to new or unmet needs.

A resource inventory can provide a good accounting of all services available and can serve the following purposes: (1) it shows how public and private human services are being utilized in the community, and (2) it allows for the identification of possible areas of flexibility for using the resources more effectively.

The resource inventory and community needs assessment can occur at the same time. One of the easier ways to do this is to develop a questionnaire that is designed to obtain responses for both. Furthermore, the two steps of community needs assessment and resource inventory can be interchangeable in their sequence if necessary. Some examples of questions asked in collecting information for a resource inventory could be:

- What services does the agency provide, and who benefits from them?
- How much money does the agency spend on these services, and where do the funds come from?
- How many clients does the agency serve?
- What is the maximum number of clients the agency could serve?
- What possibility is there for this agency to coordinate its work with other agencies?
- What are the stumbling blocks to this agency's working with other agencies/programs (i.e., regulations, politics, etc.)?

When the responses from all service agencies are analyzed, better information can be made available about how community resources are being used. Decision-makers (i.e., local elected officials) should then be able to tell:

- specifically, whose needs are being met by which agencies;
- whether agencies are serving as many people as they could;
- whether several agencies in a categorical program (i.e., employment) may be duplicating efforts; and
- whether there are areas in need of greater coordination so that services may be more effectively provided with a minimum of duplication.

COMPARING RESOURCES TO IDENTIFIED NEEDS

Basically, comparing the results of a community needs assessment with the results of a resource inventory will help to indicate how service delivery agencies are currently meeting the needs of the community. It cannot be over-emphasized that this is a step that must precede any direction-setting for the future.

In some cases, the comparison may show that resources currently match the needs. In these cases, decision-makers should assure that the adequate resources continue to be available, assuming a significant need remains. Conversely, in areas where services do not adequately meet the needs, consideration should be given to policy changes and new uses of resources to increase the provisions of services.

The comparison of needs and resources should also help local officials answer another question: are the programs meeting their originally designed intent? In other words, while it is basic to know whether or not there are enough services available to match the needs, it is crucial to be certain that the services provided really assist the clients in the way that they were intended to.

Realistically, it is highly unlikely that all identified needs can be met at the same time, due to limited funds, time constraints and other factors. However, the first three (3) steps of the planning process (i.e., the needs assessment, the resource inventory, and the comparison of the two) should allow a rational charting of the directions a community must take to move toward meeting the most urgent needs of its citizens.

IDENTIFYING UNMET NEEDS & SETTING PRIORITIES AMONG THEM

Because the list of unmet needs may be long, and the community may not be able to adequately respond to all of them initially, it is crucial to set priorities among the identified needs. Basically, this setting of priorities should be the focus of ultimate policy-making efforts.

It is important that the setting of priorities involve all persons or groups concerned, i.e., local officials, service agencies, clients, and others. Equally important is that everyone involved should reach a mutual decision about what kinds of needs should be first addressed. The priorities should also represent the views of people in the community who are experiencing problems, as well as those who have the responsibility for providing services. Community residents' views could be collected by surveys and/or expressed in public meetings called for that expressed purpose.

It is necessary to decide what criteria will be used to set priorities among needs. A suggested way to do this is to ask people involved exactly what kind of services they would like under ideal circumstances, i.e., if there were no financial or time constraints. Priority could then be given to addressing needs which have the following characteristics:

- (1) needs which affect the largest number of people;
- (2) needs which are life-threatening (i.e., malnutrition);
- (3) needs which adversely affect the local economy (i.e., a high unemployment rate); and
- (4) needs which are interrelated to other needs (i.e. emergency food/shelter/medical assistance).

After consideration of what kinds of needs people want to see addressed under ideal conditions (addressed under ROMA criteria as "Outcome Statements"), thought will have to be given to what kinds of needs can be realistically met (addressed under ROMA criteria as "Performance Targets"). The choices should be viewed as to the potential short-term and long-range impacts (addressed as "Outcomes" in the Wyoming Strategic Plan.

The <u>State CSBG Recovery Act Plan & Operations Manual</u> should be utilized to obtain additional information concerning the planning process. The Section entitled "The Planning Process" provides information necessary for incorporating the principles of *WyoROMA* in both the CSBG Recovery Act Application and monthly performance reporting. In addition, new performance reporting forms and instructions can be found in this Operations Manual.

The following "Community Needs Assessment Questionnaire" should be completed as part of the application process. The information from that questionnaire will be a valuable aid to the applicant in preparing the *WyoROMA* information required as a part of CSBG Recovery Act Applications and funding requests.

COMMUNITY NEEDS ASSESSMENT QUESTIONNAIRE

(1) pri	Please rank in order of priority the following community human service needs: (1 being the highest ority; 2 being the next highest priority, etc.)
	Employment and Training: includes job training; job counseling; job development; job referral & follow-up; work experience; spot labor; employment generating projects; application & resume assistance; job aptitude testing; and occupation & labor force information.
	<u>Education:</u> includes information, referral & follow-up; counseling & guidance; public information & information regarding issues associated with lack of education & poverty; head start support; day care & parenting information; alternative educational measures; literacy projects; adult basic education; bi-lingual education; and early childhood development.
	<u>Housing (non-emergency):</u> includes information, referral & follow-up; homeowner counseling; loan assistance; landlord/tenant issues; rental & mortgage assistance; utility assistance; home repair; home rehabilitation & weatherization assistance; and home energy conservation.
_	Making Better Use of Available Resources: includes personal, household & financial counseling; energy conservation activities; community resource directories; alternative energy services; consumer education; food cooperatives; family planning services; language translation; removal of barriers to self-sufficiency achievement; dispute mediation; and promotion of low-income people for local associations/groups.
	Emergency Assistance: includes crisis intervention activities; financial assistance; food assistance; clothing assistance; medical assistance; shelter assistance; other immediate urgent needs & issues; and "last resort" services.
	<u>Nutrition/Food (non-emergency):</u> includes home-delivered meals; congregate meals; food processing; food banks; garden projects; surplus food distribution; and nutritional education.
_	<u>Linkages With Other Programs:</u> includes information, referral & follow-up; local needs assessments; community outreach services; resource directories; multi-planning & coordination with other agencies; transportation assistance; improvement of coordination & cooperation with all public and private agencies; and other services/activities that complement or supplement (<i>not supplant</i>) those activities of other agencies to fill identified gaps in service levels and to prevent duplication of services.

Nam	e of Your Agency:					
Ager	ncy Address:					
Cont	act Person & Telepho	one Number:_				
(2)	How well are thes	se needs being	g met in your	geographical a	rea?	
		Good	Fair	Poor	Not at All	
Emp	loyment:	()	()	()	()	
Educ	eation:	()	()	()	()	
Hous	sing:	()	()	()	()	
	ing Better Use of ilable Resources:	()	()	()	()	
Eme	rgency Assistance:	()	()	()	()	
Nutri	ition/Food:	()	()	()	()	
	ages with Other grams:	()	()	()	()	
(3)	How well does yo	ur communit	v meet the ne	eds of: *		
` ,	Helping low-incon					
	Improving the con-	()	()	()	()	
	Providing low-inco	() ome people wi	() th a stake in th	() neir community	?	
		()	()	()	()	
	Achieving partners low-income peopl		upporters and j	providers of ser	vices to	
	Increasing the capa	() acity of agenci	es to achieve r	esults?	()	
	Strengthening fam	•		-		
	people (especially	vulnerable po	pulations) ach	ieve their poten	()	
		()	()	()	()	

^{*} Refer to the "Strategic Planning" Section in the State Plan narrative for more specific definitions of the six national ROMA Goals.

THE PLANNING PROCESS

Although all planning functions are important, no planning function is more important or critical than needs assessment (also called Problem Identification). The identification of problems to be resolved through the allocation of available resources and the delivery of social or human services is the key to planning tasks and functions.

In a needs assessment, the problems of the community and its people are identified. Once problems have been identified; (1) goals and program and service objectives can be set to solve those problems, (2) programs can be developed to obtain the desired objectives and thereby meet the identified needs, and (3) resources can be identified to finance those activities which have a potential for impacting the identified problems.

The best way to view needs assessment would be to see it as a method of identifying "people problems." Human needs are difficult to quantify and often rely on problem surveys and other techniques that measure perceived" needs. Therefore, needs assessment is really a study of people's problems as they see them and, from these survey results, needs are inferred.

Conducting a community needs assessment is the logical first step in the planning process. While local agency personnel often know a great deal about the needs that exist in the community, a well-conducted needs assessment is a necessary tool for proving the need, and to justify funding for programs that can impact or solve the identified problems.

Needs assessment surveys generally measure one of two possible occurrences: (1) a determination of which of the various services currently offered meets the largest need; or (2) a determination of what types of services people need, whether or not that service is currently provided. The first type is most useful where the data will be used to make decisions regarding the most appropriate allocation of available resources among existing agencies. The second type is used to assess whether existing services are appropriate to meet the needs of the community, toward determining what kinds of services to provide in the future.

Once problems have been identified, decision-makers have a better insight toward establishing community needs. In short, a statement of need is the solution to the identified problem. For example, where the Identified Problem is "the inability to provide adequate food for one's children;" the Statement of Need might be "to be able to provide adequate food for children," and the Goal of problem-solving activities could be "to assist people in providing food for their children."

A wide variety of potential activities can be conducted toward meeting that Goal; including Food Stamps, home-delivered meals, congregate meals, soup kitchens, income supplementation, commodities, and other feeding programs. Each of these may be a viable alternative and, through prioritizing, good decisions can be made as to the activity which will accomplish the most for the least cost.

The sheer magnitude of needs in a community is often so overwhelming that public agencies and private sector organizations lack adequate resources to meet them. Further, community needs are so interrelated that it becomes difficult to define them distinctly, much less rank them in a manner that is acceptable to all involved in community problem-solving. However, it is cardinal to effective use of minimal resources that an assessment of needs be conducted to give direction and purpose to local planning efforts.

A side benefit of community needs assessments is that it serves as a catalyst to local coordination and cooperative efforts. Private and public service organizations justify their existence in terms of meeting community needs. Working closely together in a highly coordinated manner is a reasonable way to cut costs and increase efficiency and effectiveness.

Historically, some cooperative ventures fail, and community planners should be aware of some "stumbling blocks" that have been unsuccessful in the past. One such pitfall is *over-sophistication*, where well-meaning planners try to reach beyond their grasp, armed with highly technical and sophisticated management tools that are beyond the understanding of those who must conduct and manage the problem-solving activities. We have found that simple systems work better in small communities, where people talk to each other on a day-by-day basis.

Another potential pitfall is *over-planning*, where so much effort is put into the planning of an activity, that there are no resources (either financial or personal) left for doing the work. A third hazard is *over-structuring* a necessary activity and, thereby, making it so inflexible that important changes cannot be made. In short, planning is absolutely necessary but, if planning efforts are not ultimately translated into action, the problems that exist will not be solved.

Simply put, a good needs assessment is no more than an organized way of studying people's problems as they see them. Once the degree and prevalence of community problems have been identified, the needs inferred, and the gaps between needs and resources made clear; then decision-makers usually have a large range of possible strategies or activities available to solve those problems.

Wyoming people often warn against "reinventing the wheel." There is no harm, and great good, in taking advantage of information that has already been compiled to assess community needs at minimal costs. Much data already exist in State, county or municipal governments, through the University of Wyoming and Community Colleges, local planning agencies, crisis-line telephone logs, information and referral systems, agency caseload data and U.S. Census figures. A review of existing information sources will lead to some tips about target populations and techniques for the study. Generally, needs assessments will involve surveys of one or more of the following groups:

- <u>Community Forums -</u> This involves a series of well-publicized public meetings where issues are presented and public comments are solicited. The advantages to this approach are that they are easily arranged and inexpensive. Disadvantages are that they often attract only people with vested interest who may use the forum for personal, rather than community, good. This may, however, be the best approach for small communities; and may be linked with other approaches to minimize bias.
- <u>Key-person Surveys This involves the use of a questionnaire to key people in the community who have specific interest and/or knowledge in the purposes of the study. These key people may be elected officials, planners, agency personnel, clergy, physicians, etc. It is among the easiest and lest costly forms, but may not adequately represent the community as a whole. The simplicity and rapid turnaround time is appealing where time and cost are major factors, or where initial information is needed to support requirements for local funding applications.</u>
- <u>Client Surveys This involves interviews or questionnaires to clients, and may involve all clients, a random sample, or selected subgroups (such as the elderly, low-income, disabled, unemployed, single parents, etc.) This approach is easy as it involves a captive population. There may be confidentiality concerns and it will not be representative of the community at large. Confidentiality issues can often be overcome by not using the clients' names or personal information, or by asking</u>

- for voluntary participation.
- <u>General Population Surveys This involves sample data from the population at large.</u> Samples must be carefully selected to maintain any validity as a representative sample. When done correctly, it is the most scientifically valid approach. However, it is generally the most costly and difficult to implement.
- <u>Social Indicators Approach</u> This involves gathering existing data and inferring needs based on that data. Population data includes demographics on race, sex, income levels, substance abuse, mortality rates, disabilities, sub-standard housing, homelessness, teenage pregnancy, incidence of crime, nutrition or food and medical needs, which are all related to service needs. This is less costly than most because much of the data already exist. However, the results are theoretical only and tend to be vulnerable to questions of validity.
- <u>Services Being Provided This involves reviews of case/client records and is a variation of the client survey.</u> Because it uses available data its cost is low; and it offers an excellent overview of services currently being provided within the community. Confidentiality can be a problem if not handled wisely, and the bias found in Client Surveys exists.

The approaches listed above are by no means the only acceptable methods of gathering data for community needs assessments. Surveys should be developed on the basis of what approach or combination of approaches works best for your community.

As you move from Problem Identification to the potential for solution, these are some questions you may wish to consider:

- What are the specific goals and objectives of the needs assessment study?
- What specific resources are available to you?
- What specific information do you need to collect that is already available from existing sources?
- What limitations are imposed (i.e. time, cost, administrative barriers, community attitudes, political obstacles)?
- What target groups/techniques are best for data collection?
- How (and by whom) are the survey forms developed?
- How will the study be designed and controlled?
- Will training be necessary for interviewers and others?
- How will the instruments be tested to be sure they are clear, understandable, and useful for your purposes?
- How will the data be processed into information and reported?
- What uses will be made of the reported information?
- What are the realistic deadlines to set for each step?

As interview forms and related materials are being developed, discussion and negotiations among all appropriate agencies and organizations will need to occur. Many diverse interests will be represented, and must be incorporated so that activities can be conducted as a joint effort.

The next step will be implementing the detailed plan. This may involve training of people to conduct studies, field-test survey instruments, monitoring and supervision of people who will be collecting the responses, do the follow-up required to collect data, and compile data into useful information.

A following step (which may be run concurrently with earlier steps) is to identify community resources. This involves an inventory of manpower, equipment, goods, services, facilities, supplies, funding, time, and services available within the community. Again, this step should be conducted in harmony with all organizations and agencies in the community. Some questions to ask may be:

- What is the purpose of the agency or program?
- What specific services are provided?
- Who is eligible to receive the services, and what is the specific criterion to receive the services?
- How many people is the agency capable of serving?
- What is the size of the staff and what are they capable of doing (what are their qualifications)?
- What organization patterns are there?
- What physical facilities are available?
- What is the legal authority to deliver services?
- What referral procedures are used (both referrals "to" and "from" the agency?
- What is the service delivery area?
- What are the sources and amounts of funding?
- What are the anticipated uses of service by clients/customers?
- What equipment, supplies, or materials are available?
- What constraints does the agency face in providing services?

In order to build stronger coordination and cooperation among all local agencies (both public and private sector), it will be useful to (1) identify flexible resources that each agency might pool with others to meet unique needs; (2) identify specific legal or regulatory barriers that prevent coordination with other agencies or make it difficult to serve clients not commonly served by that agency, and (3) identify existing contractual agreements or working relationships among community agencies, their purposes, and their potential impact on your efforts to build interagency coordination and cooperation. If sound coordination and cooperation systems are not in place among all concerned, then the needs assessment study has virtually no chance of being developed and completed.

The journey from needs assessment to project evaluation generally follows these steps:

- (1) Identification of problems in need of solution (needs assessment)
- (2) Prioritizing potential solutions
- (3) Selecting the most practicable solution
- (4) Setting goals, objectives, etc. (WyoROMA criteria)
- (5) Inventorying existing resources
- (6) Requesting additional resources (grant application)
- (7) Implementing projects
- (8) Reporting activities and achievements
- (9) Assessing efficiency & effectiveness (evaluation)

For those activities that require federal CSBG funding assistance through CSP, there are specific criteria that must be met. Among those criteria what is the relationship of the activity to:

- The six National Goals set by the CSBG National Task Force on Monitoring and Assessment;
- Components of the Wyoming Strategic Plan;
- The Results-Oriented Management and Accountability (ROMA) System elements.

The State of Wyoming has developed and utilizes as its primary management tool, a strategic planning process as authorized by Wyoming Statute (WS 28-1-115). As part of the Strategic Planning Process, and to assist local participants in developing Goals, Objectives, Strategies, Outcomes, and Outputs, the Community Services Programs have developed a set of definitions, which follow:

Goals: A goal is the general end toward which efforts are directed, and addresses the primary issue

or problem to be solved. It is both qualitative and quantifiable, but need not be quantified

(measurable).

Objectives: An **objective** is a clear target for specific action. It is linked directly to the goal and is

quantified (measurable) as a time-based statement of intent, emphasizing the results to be

achieved by that action at the end of a specific time.

Generally speaking, for purposes of consistency, goal and objective statements begin with the word "To." Every program must have at least one goal and one objective, but may have more than one or may have multiple objectives that address a single goal.

Results: A **result** is an indicator of the actual impact or effect of an action on a stated condition or

problem. It is a tool to assess the effectiveness of an action and/or the public benefit to be

derived from that action. It is typically expressed as a percentage, rate, or ratio.

Measures: A **measure** is a tool for counting the services and good produced through an action. The

number of people receiving a service and the number of services delivered are often used as

output measures.

Strategies: A **strategy** is a method for achieving goals and objectives. It is used to demonstrate the

process for transforming inputs(activities) into outputs (achievements) and ultimately into outcomes (results) that cause the objectives, and ultimately the goals, of a program to be accomplished. It reflects cost/benefits and best use of financial and other resources, or a

chronology of activities.

Through the Results-Oriented Management and Accountability (ROMA) System presented by the U.S. Department of Health and Human Services (DHSS), Office of Community Services (OCS); the following definitions were developed by the Rensselaerville Institute:

Outcome Statement: An inspiring statement that defines the broad end state sought in customer

terms (i.e., self-sufficiency, graduates and gets a job with career potential)

Performance target: Defines success for your program in terms of what the customer will actually

achieve (Get & keep employment for 1 year).

Milestones: Specifies actions, the steps, the small changes along the way most customers

will need to take to reach performance target.

Generally speaking, the ROMA Outcome Statement includes the word "all" and the Performance Target identifies what portion of that total will be achieved. ROMA also uses Total Quality Management terminology, including references to "Customers" rather than "Clients."

The Wyoming Community Services Programs have developed and utilize as a management tool for all CSBG participants, a system that coordinates the components of both strategic planning and the federal CSBG ROMA and that addresses the six federal CSBG National Goals. Using that system, local CSBG Program participants will submit applications and report in a manner that is compatible to the state's *WyoROMA system*.

Detail regarding this management system can be found in this Section; forms and instructions can be found in the Section entitled "Financial & Performance Reporting"; and a general overview of the *WyoROMA* system can be found in the CSBG Plan (the white pages at the front of this document) in a section entitled "The Planning Process." It is the intent of CSP to continually update the *WyoROMA* system to keep it dynamic, and to provide State-wide *WyoROMA* training as requested or deemed necessary.

Through this system, following problem identification and as a part of a community needs assessment, applicants requesting CSBG funding assistance will identify specific projects or activities that are in need of funding through the CSBG Program. Goal, Objective, Priorities, Measures and Strategies statements pertinent to the *WyoROMA* will be identified by the applicants. In addition, the applicant will indicate which of the six National Goals would be impacted through completion of the activity being conducted.

For example, if "Community A" requests funding for a local activity which would provide job training to an estimated 75 unwed mothers who are expected to place their babies for adoption; the evaluation criteria might look like the following:

WyoROMA Reporting Criteria

Name of Your Agency:	Community	y A	Women's	Shelter

Agency Address: 1234 Shelter Avenue, Community A, Wyoming

Contact Person & Telephone Number: Project Coordinator - (307) xxx-xxxx

Project or Activity: Community A Women's Shelter Job Training Project

GOAL: To move unwed mothers toward self-sufficiency following decisions to place babies

for adoption.

OBJECTIVE: To provide job training education to seventy-five unwed mothers who have decided

to place their babies for adoption during FFY 2005.

RESULTS: To graduate 40% of eligible applicants for job training instruction.

MEASURES: 200 potential unwed mothers involved in Women's Shelter Programs.

100 potential unwed mothers placing their babies for adoption.

75 potential job training instruction students.

STRATEGIES: To utilize an accredited job training procedure for unwed mothers who (1) decide to

place their babies for adoption, (2) volunteer to devote themselves to the discipline of the job training procedure, and (3) complete the training to the satisfaction of the

instructor.

WyoROMA Reporting Criteria Page 2

Project or Activity Community A Women's Shelter Job Training Project

Which of the six Nation	nal Goals will be impacted l	by this project/activ	vity?	
2) Improving the condition3) Providing low-income4) Achieving partnership5) Increasing the capacit6) Strengthening family	people become more self-sufficients in which low-income people with a stake in their personal proving of agencies to achieve result and other supportive systems appopulations) achieve their people in the people with a stake in their people with a stake in the stak	ople live? community? viders of services to lts? s to help low-income		(X (((
Progress Toward Obje				
Grant Period:	For Month of:			
		This month	Year to Date	
Number of Clients Serve Unduplicated Number				

CSBG RECOVERY ACT BUDGET SUMMARY

Section I: Applicant Information

	Section	ii ii iippiieuiii iiii oi iii		
1.	Agency Name:			
2.	Address:			
3.	Contact Person(s) & Telephone	Number:		
4.	Budget Period: From: /	/ D Y	/ / M D Y	
5.	M Submitted as part of (check one			ndment Request
	Section	II: Budget Summary l	<u>Detail</u>	
6.	COST CATEGORIES	CSBG RECOVERY ACT FUNDS	OTHER FUNDS	COMBINED FUN
100.00	DEDCONNEL CEDVICES.			

6.	COST CATEGORIES	CSBG RECOVERY ACT FUNDS	OTHER FUNDS	COMBINED FUNDS
100.00	PERSONNEL SERVICES:			
103.00	Salaries and Wages			
105.00	Employer Paid Benefits			
200.00	SUPPORTIVE SERVICES:			
204.00	Communication:			
	Telephone			
	Postage			
221.00	Travel In-State			
222.00	Travel Out-of-State			
231.00	Supplies:			
	Consumables			
	Commercial Printing			
	Publications			
240.00	Equipment Purchases			
251.00	Real Property Rental			
252.00	Equipment Rental			
600.00	GRANTS-IN-AID			
900.00	CONTRACTUAL SERVICES			
7.	Sub-Total			
8.	Indirect Costs			
9.	GRAND TOTAL			

CSBG RECOVERY ACT SALARIES AND WAGES <u>Section I: Applicant Information</u>

1.	Agency Name: _						
2.	Address:						
3.							
4.	Contact Person((s) & Telephone N	umber:				
5.	Budget Period:	From: / M D		To:	/ D	/ Y	
6.	Submitted as pa	art of (check one):	Fun	ding Reques	t	Amen	dment Request
		Section II	: Salaries ar	nd Wages De	<u>etail</u>		
T	itle/Position A	nnualized Salary	Numb Mon		Percent o	of Time	CSBG Recove Act Share

Title/Position	Annualized Salary	Number of Months	Percent of Time	CSBG Recovery Act Share

CSBG Recovery Act Budget Narrative

	CSBG Funds	Other Funds	TOTAL:
Direct Costs ***			
Indirect Costs **			
Administrative Costs *			
TOTAL:			

Description of expenditures included by category:
Direct Costs:
Indirect Costs:
Administrative Costs:

- * Administrative costs are those personnel expenses (usually at a subcontractor (service provider) level) that are necessary to support activities (Direct costs) that are conducted utilizing CSBG Recovery Act funding.
- ** Indirect Costs are generally at the contractor (Tripartite Board) level, and are used to provide oversight (such as planning and monitoring) of CSBG Recovery Act funded activities (Direct costs).
- *** Direct Costs are those that can be identified directly with delivery of a particular project, service, or activity to achieve a desired outcome.

(See "Administrative Costs" Section of State Plan for details)

WyoROMA Reporting Criteria PAGE 1

Name of Your Agency:
Agency Address:
Contact Person & Telephone Number:
Project or Activity:
GOAL:
OBJECTIVE:
RESULTS:
MEASURES:
STRATEGIES:

WyoROMA Reporting Criteria Page 2

Which of the six National Goals will be impacted by this project/activity? () 1) Helping low-income people become more self-sufficient? 2) Improving the conditions in which low-income people live? () 3) Providing low-income people with a stake in their community? () 4) Achieving partnerships among supporters and providers of services to low-income people? () 5) Increasing the capacity of agencies to achieve results? () 6) Strengthening family and other supportive systems to help low-income people (especially vulnerable populations) achieve their potential? () **Progress Toward Objective:** (Relative to the Measures identified on Page 1) Grant Period: _____For Month of: _____ This month Year to Date Number of Clients Served: **Unduplicated Number of Clients Served:**

FINANCIAL & PERFORMANCE REPORTING

In order to simplify monthly financial and performance reports to the state, Community Services Programs (CSP) contracted with CMA Technologies to develop and implement the Wyoming cmReporter. Each Tripartite Board (including Community Action Partnerships) must submit monthly reports to Community Services Programs using this web-based reporting instrument. Use of cmReporter will help insure the accuracy of reports from service providers and will allow Tripartite Board coordinators to more readily review and compile reports from subcontracting entities and forward them to CSP.

Preparation

To use Wyoming cmReporter to submit your CSBG Recovery Act reports to CSP, broadband (high speed) is required to access the Internet and the setting for Windows Desktop needs to be higher than 800 x 600 pixels. The Pop-up Blocker tool must be turned off. An icon (shortcut) can be created on the Desktop of the computer used for reporting to CSP with cmReporter.

Individual cmReporter Username and Passwords have been assigned by CSP to each county Tripartite Board coordinator. Sub-contractor information will be entered by the county coordinator under their assigned username and password. Budgets will be entered by CSP according to the budget request in the application. If a budget request is not completely approved, a revised budget request will be required.

Log on

Click on the Wyoming cmReporter shortcut to open the screen welcoming you to your CSBG reporting system. You will be instructed to enter your Username and Password. After entering your agency username and password, click the <u>logon</u> button and a screen will open displaying the list of your Programs.

Using Wyoming cmReporter

The reporting screen will display your agency name, a small box for selecting the current reporting period (month and year) and a larger box listing all the Programs you are to report on. Select the correct reporting period from the lookup table by using the down arrow at the right of the Reporting Period box. All of your Programs will be designated *Incomplete* the first time you access this screen for the current reporting period.

To prepare a report, highlight one of the Programs by clicking the arrow to the left of the Program's name and then click **Edit**. In a few seconds the *Monthly Report of Expenditures* form will be displayed. Your agency name, the program name and the reporting period will be shown at the top of the form.

Simply enter your expenditures for the month in the column titled, *Month EXP*. The totals for *YTD* and *Balance* will automatically calculate. Complete the form by filling in the number of Services provided or the People served near the bottom of the form. The number of services provided or people served should be compatible to the *WyoROMA* projections that were included in your initial application for funding. This will provide for an internal review of your monthly progress toward the measures you had identified. For example, if you had anticipated providing 500 healthy meals during the fiscal year and your March data shows that only 50 had been served, that should alert you to a potential unmet need, or a need to move funds from one project to another for best use of the limited funds that are available. Likewise, if your *WyoROMA* criteria identified providing educational materials to 500 people, and March data show that only 25 have taken advantage of the educational opportunities, you should be alerted to review the reasons for the low numbers and make adjustments as necessary. Next, enter the title and name of person completing form at the bottom of the form. The date will be assigned automatically. Click the **Save** button to save

your report. <u>Click Return to Main</u> and note that the status is now *Waiting for submission*. Continue completing the reports for all of your Programs.

To edit a report that has not yet been submitted to CSP, simply access the form again and change the report by overwriting the data.

All Program reports that your agency is responsible for must be submitted to CSP at the same time. *Once a report has been submitted, you will not be able to edit it further unless that report has been rejected by CSP.* When you have completed all your reports and are ready to submit them click the **Submit all** button. The current status will change to *Submitted for review*.

Make sure that you have completed all of your reports before you click <u>Submit all</u> since you will not be able to make any changes to a report after submitting it unless CSP rejects it.

To obtain a compilation report for the eligible entity, choose the month and year from the drop down box. Then, highlight one of the programs and click Report. This will show the entire budget, monthly expenses, year-to-date budget, and remaining Balance.

<u>To summarize</u>: Prior to preparing a Program report the Current Status for that Program will be "Incomplete". Once you edit and save the report the status will change to "Waiting for submission". After you submit your reports the status becomes "Submitted for review". <u>After submission the Save button is grayed out</u> and you will not be able to make further changes to the report.

You can print a report at any stage of this process. At the bottom of the form there is a <u>Print</u> button that takes you to the form for printing. Alt R will preview the form and Ctrl P will print it. To return to the report form, use the Back arrow button in the form header.

Please do not hesitate to contact CSP with any difficulties in providing timely reports. The purpose of this system is to make monthly reporting simpler and more efficient without losing the importance of accurate reporting of expenditures and activities for your programs.

After Submission

CSP will review the reports as quickly as possible and either accept or reject each program, and identify the person completing the report at the bottom of the page. In the event CSP rejects one or more of your reports you will be notified, and you will be able to edit any reports that have been rejected.

Upon notification that one of your reports has been rejected the status for that Program will now display "**Rejected**" and you will be able to edit it for resubmission.

After editing all Programs that have been rejected, click **Submit all**. Assuming that CSP now accepts your new report(s) the status will display "**Approved**."

CLIENT OR APPLICANT APPEAL PROCESS

(Page 1 of 2)

Any substantive decision or action by a State recipient or non-profit recipient (local government or private non-profit organization) which an applicant for program services, or a program client, believes to be unfair or unreasonable, and having a major adverse impact upon the applicant/client, may be appealed by the applicant/client to the State.

It is expected that the applicant/client will first of all utilize the local program's appeal process. If, after that process is completed and the applicant/client still believes that they want to pursue the appeal, the applicant/client may utilize the following State appeal process. Such process is as follows:

- (1) With fifteen (15) days of the local program's decision, which is believed by the applicant/client to be unfair or unreasonable, the applicant/client believing himself or herself to be aggrieved, must submit a letter to the Community Services Programs, Department of Health, setting forth:
 - (a) the decision or action that is in issue;
 - (b) the date on which the applicant/client received notice of the decision or action by the local program (recipient);
 - (c) the rationale for considering the decision or action to be substantiative and unfair or unreasonable to the applicant/client; and
 - (d) the request for such a State hearing, including the applicant/client's desired outcome of such a hearing.
- (2) Within ten (10) working days of the receipt of the request for a hearing, the Community Services Manager shall determine whether the complaint sets forth the facts that constitute a substantiative action by the Division which has a major adverse impact on the applicant/client.
 - (a) If the determination is that the complaint does not meet the preceding criteria, the Community Services Manager shall notify the appellant (applicant/client) within ten (10) working days of the request for hearing.
 - (b) If the determination is that the complaint does meet the appeal or hearing criteria, then the Community Services Manager will identify the hearing officer, schedule the hearing date no later than thirty (30) days hence, and so notify the appellant (applicant/client).
- (3) Prior to the scheduled hearing, the Community Services Manager will contact the appellant (applicant/client).
 - (a) to obtain additional information pertinent to the issue;
 - (b) to clarify any misunderstanding;
 - (c) to explore possible alternatives which would eliminate the necessity for a hearing; and
 - (d) to obtain a written withdrawal of the request for a hearing if the issues have been resolved.

Client or Applicant Appeal Process

(Page 2 of 2)

- (4) The hearing will be conducted by the Community Services Manager. The appellant (applicant/client) will have the right to be represented by counsel at the hearing, but must notify the Community Services Manager at least ten (10) working days prior to the hearing that counsel will be present.
- (5) The hearing officer will review all information and evidence presented at the hearing, as well as information gathered from the program (recipient), and will recommend a decision to the Community Services Manager, who will issue a written decision of the appeal within thirty (30) days of the hearing.
- (6) The decision resulting from the State hearing will be a final appellant (applicant/client) action.

The hearing will be held in Cheyenne, or at a location more convenient to the appellant (applicant/client), whenever financial and time constraints allow, at the discretion of the Community Services Manager.

GRANTEE/SUBGRANTEE APPEAL PROCESS

(Page 1 of 2)

Any substantive decision or action by a State recipient or non-profit recipient believed to be unfair or unreasonable, and having a major adverse impact on its local program may be appealed by the State recipient or non-profit recipient. The appeal is as follows:

- (1) Within fifteen (15) days of the State's decision, which is believed to be unfair or unreasonable, the recipient believing himself to be aggrieved must submit a letter approved by their governing board and signed by the board chairperson (in the case of non-profit recipients), and in the case of local governments, a letter signed by its local elected officials, i.e.--county commissioners, to the Community Services Programs, Department of Health, setting forth:
 - (a) the decision or action that is in issue;
 - (b) the date on which the recipient received notice of the decision or action;
 - (c) the rationale of the board for considering the decision or action to be substantiative and unfair or unreasonable to the recipient; and
 - (d) the request for such a hearing, including the desired outcome of such a hearing.
- (2) Within ten (10) working days of the receipt of the request for hearing, the Community Services Manager shall determine whether the complaint sets forth the facts that constitute a substantiative action by the Division which has a major adverse impact on the recipient's program.
 - (a) If the determination is that the complaint does not meet the preceding criteria, then the Community Services Manager shall notify the appellant agency within ten (10) working days of a denial of request for a hearing.
 - (b) If the determination is that the complaint does meet the appeal or hearing criteria, the Community Services Manager will identify the hearing officer, schedule the hearing date no later than thirty (30) days hence, and so notify the appellant agency.
- (3) Prior to the scheduled hearing, the Community Services Manager will contact the Board chairpersons of the appellant agency:
 - (a) to obtain additional information pertinent to the issue;
 - (b) to clarify any misunderstanding;
 - (c) to explore possible alternatives which would eliminate the necessity for a hearing; and
 - (d) to obtain a written withdrawal of the request for a hearing.
- (4) The hearing will be conducted by the Community Services Manager. The appellant will have the right to be represented by counsel at the hearing, but must notify the Community Services Manager at least ten (10) working days prior to the hearing that counsel will be present.

Grantee/Subgrantee Appeal Process

(Page 2 of 2)

- (5) The hearing officer will review all information and evidence presented at the hearing and will recommend a decision to the Community Services Manager, who will issue a written decision of the appeal within thirty (30) days of the hearing.
- (6) The decision resulting from the State hearing will be a final recipient action.

The hearing will be held in Cheyenne, or at a location more convenient to the appellant agency, whenever financial and time constraints allow, at the discretion of the Community Services Manager.

STATE OF WYOMING CSBG RECOVERY ACT LOCAL APPLICATION CHECKLIST

	Responsibility:		SP - Service Provider(s)
	<u>C</u>	SP	
Public Input/Comment			
Public Hearing	X	X	
Local Assurances			
Set of 12 Assurances	X	X	Forms in Operations Manual
Local Certifications			
Environmental Tobacco Smoke	X	X	Forms in Operations Manual
Drug-Free Workplace	X	X	Forms in Operations Manual
Lobbying	X	X	Forms in Operations Manual
Debarment/Suspension	X	X	Forms in Operations Manual
Nondiscrimination	X	X	Forms in Operations Manual
OMB Cost & Accounting Standards	X	X	Forms in Operations Manual
Community Action Plan			Operations Manual
Planning Process (WyoROMA):		X	Operations Manual
Program Fiscal Information	X	X	Operations Manual
(A) Budget Summary Form			
(B) Salaries/Wages Form			
(C) Budget Narrative			
Reporting Requirements	X	X	Operations Manual
Description of Compliance with Fiscal and Performance Reporting Requirements (How the local reporting system will function and how it will comply with requirements)			

