CSBG State Plan

Program Community Services Block Grant
Name:
Grantee Name: Wyoming
Report Name: CSBG State Plan
Report Period: 10/01/2019 to 09/30/2020
Report Status: Saved

Report Sections

1. CSBG Cover Page (SF-424M) ............................................................................................................................... 2
2. Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State
   Designation Letter ................................................................................................................................................ 4
3. Section 2: State Legislation and Regulation ...................................................................................................... 6
4. Section 3: State Plan Development and Statewide Goals .................................................................................... 7
5. Section 4: CSBG Hearing Requirements........................................................................................................... 9
6. Section 5: CSBG Eligible Entities ....................................................................................................................... 10
7. Section 6: Organizational Standards for Eligible Entities .................................................................................. 12
8. Section 7: State Use of Funds ............................................................................................................................ 14
9. Section 8: State Training and Technical Assistance .......................................................................................... 17
10. Section 9: State Linkages and Communication ................................................................................................. 19
11. Section 10: Monitoring, Corrective Action, and Fiscal Controls ........................................................................ 22
12. Section 11: Eligible Entity Tripartite Board ....................................................................................................... 26
13. Section 12: Individual and Community Eligibility Requirements ................................................................... 27
14. Section 13: Results Oriented Management and Accountability (ROMA) System ........................................... 28
15. Section 14: CSBG Programmatic Assurances and Information Narrative ......................................................... 30
16. Section 15: Federal Certifications....................................................................................................................... 34
**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
Administration for Children and Families  
Community Services Block Grant (CSBG)

**COVER PAGE**

* 1.a. Type of Submission: **Plan**
* 1.b. Frequency: **Annual**
* 1.c. Consolidated Application /Plan/Funding Request?
* 1.d. Version: **Explanation:**

<table>
<thead>
<tr>
<th>2. Date Received:</th>
<th>State Use Only:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>3. Applicant Identifier:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4a. Federal Entity Identifier:</th>
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</table>

<table>
<thead>
<tr>
<th>4b. Federal Award Identifier:</th>
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<table>
<thead>
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<th>5. Date Received By State:</th>
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<table>
<thead>
<tr>
<th>6. State Application Identifier:</th>
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**7. APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>* a. Legal Name: <strong>Wyoming</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>* b. Employer/Taxpayer Identification Number (EIN/TIN): <strong>1830208667</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>* c. Organizational DUNS: <strong>809915796</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>* d. Address:</th>
</tr>
</thead>
</table>

| * Street 1: | **401 Hathaway Building** |
|-----------------------------|

| * City: | Cheyenne |
|-----------------------------|

| * County: | Laramie |
|-----------------------------|

| * State: | WY |
|-----------------------------|

| * Province: | |
|-----------------------------|

| * Country: | United States |
|-----------------------------|

| * Zip / Postal Code: | **82002 - 0380** |
|-----------------------------|

<table>
<thead>
<tr>
<th>e. Organizational Unit:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department Name: <strong>Wyoming Department of Health</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Division Name: <strong>Public Health</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>f. Name and contact information of person to be contacted on matters involving this application:</th>
</tr>
</thead>
</table>

| Prefix: | |
|-----------------------------|

| * First Name: | Eric |
|-----------------------------|

| Middle Name: | O |
|-----------------------------|

| * Last Name: | McVicker |
|-----------------------------|

| Title: | Chief Financial Officer |
|-----------------------------|

<table>
<thead>
<tr>
<th>Organizational Affiliation: <strong>Wyoming Department of Health</strong></th>
</tr>
</thead>
</table>

| * Telephone Number: | **(307) 777-8940** |
|-----------------------------|

| Fax Number: | **(307) 777-3613** |
|-----------------------------|

| * Email: | sarah.green@wyo.gov |
|-----------------------------|

<table>
<thead>
<tr>
<th>* a. Type of Applicant: <strong>A: State Government</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>b. Additional Description: <strong>Community Services Program</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>* 9. Name of Federal Agency:</th>
</tr>
</thead>
</table>

| Catalog of Federal Domestic Assistance Number: | **93569** |
|-----------------------------|

| CFDA Title: | **Community Services Block Grant** |
|-----------------------------|

<table>
<thead>
<tr>
<th>10. CFDA Numbers and Titles</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>11. Descriptive Title of Applicant's Project</th>
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<table>
<thead>
<tr>
<th>Self-Sufficiency</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>12. Areas Affected by Funding:</th>
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<table>
<thead>
<tr>
<th>State-wide</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>13. CONGRESSIONAL DISTRICTS OF:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>* a. Applicant</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>01</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>b. Program/Project:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Community Services Block Grant</th>
</tr>
</thead>
</table>

Attach an additional list of Program/Project Congressional Districts if needed.

<table>
<thead>
<tr>
<th>14. FUNDING PERIOD:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>a. Start Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>b. End Date:</th>
</tr>
</thead>
</table>

| * a. Federal ($) | $0 |
|-----------------------------|

| b. Match ($) | $0 |
**16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**

|   a. This submission was made available to the State under the Executive Order 12372 Process for Review on: |
|   b. Program is subject to E.O. 12372 but has not been selected by State for review. |
|   c. Program is not covered by E.O. 12372. |

**17. Is The Applicant Delinquent On Any Federal Debt?**

- [ ] YES
- [ ] NO

Explaination:

18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I Agree**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

| 18a. Typed or Printed Name and Title of Authorized Certifying Official | 18c. Telephone (area code, number and extension) |
| 18b. Signature of Authorized Certifying Official | 18d. Email Address |
| 18e. Date Report Submitted (Month, Day, Year) |

Attach supporting documents as specified in agency instructions.
Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

<table>
<thead>
<tr>
<th>1.1. Identify whether this is a One-Year or a Two-Year Plan</th>
<th>☐ one-year ☐ two-year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1a. Provide the federal fiscal years this plan covers:</td>
<td>Year One 2020 Year Two</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act.</td>
<td></td>
</tr>
</tbody>
</table>

Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information in regards to the state lead agency has changed since the last submission of the state plan? ☐ Yes ☐ No

If yes, provide the date of change and select the fields that have been updated: 03/01/2019

- ☐ Lead Agency
- ☐ Department Type
- ☐ Department Name
- ☐ Authorized Official
- ☐ Street Address
- ☐ City
- ☐ Zip Code
- ☐ Business Number
- ☐ Fax Number
- ☐ Email Address
- ☐ Website

1.2a. Lead agency

1.2b. Cabinet or administrative department of this lead agency [Select one option and narrative where applicable]

- ☐ Community Services Department
- ☐ Human Services Department
- ☐ Social Services Department
- ☐ Governor's Office
- ☐ Community Affairs Department
- ☐ Health Department
- ☐ Housing Department
- ☐ Other, describe

1.2c. Cabinet or Administrative Department Name: Wyoming Department of Health

1.2d. Authorized official of the lead agency

Name: Michael A Ceballos  
Title: Director

1.2e. Street Address  
401 Hathaway Building

1.2f. City  
Cheyenne

1.2g. State WY  
1.2h. Zip 82002

1.2i. Telephone number and extension  
307-777-7656 ext.

1.2j. Fax number  
307-777-7439

1.2k. Email address  
wdh@wyo.gov

1.2l. Lead agency website  
https://health.wyo.gov/

1.3. Designation Letter:

Attach the state’s official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the
designated agency has changed.

1.4. CSBG Point of Contact: provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has Information in regards to the state point of contact has changed since the last submission of the state plan? ☑ Yes ☐ No

If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply 05/28/2019

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Point of Contact</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Zip Code</td>
<td>Office Number</td>
</tr>
<tr>
<td>Fax Number</td>
<td>Email Address</td>
<td>Website</td>
</tr>
</tbody>
</table>

1.4a. Agency Name Wyoming Department of Health, Public Health Division

1.4b Point of Contact Name

Name: Sarah Green
Title: Community Services Program Manager

1.4c. Street Address
6101 Yellowstone Rd, Suite 420

1.4d. City
Cheyenne

1.4e. State
WY

1.4f. Zip 82002

1.5. Provide the following information in relation to the State Community Action Association.

There is currently a state Community Action Association within the state. ☑ Yes ☐ No

Has Information in regards to the state Community Action Association has changed since the last submission of the state plan? ☑ Yes ☐ No

If yes, provide the date of change and select the fields that have been updated Date picker and check all the apply

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Executive Director</th>
<th>Street Address</th>
</tr>
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<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Office Number</td>
<td>Fax Number</td>
<td>Email Address</td>
</tr>
<tr>
<td>Website</td>
<td>RPIC Lead</td>
<td></td>
</tr>
</tbody>
</table>

1.5a. Agency Name Community Services Network of Wyoming, DBA Align

1.5b. Executive Director or Point of Contact

Name: Joey Samudio
Title: Program Coordinator

1.5c. Street Address
1401 Airport Parkway, Suite Suite 300

1.5d. City
Cheyenne

1.5e. State
WY

1.5f. Zip 82001

1.5g. Telephone number 307 772 - 9004 ext.
1.5h. Fax number -

1.5i. Email Address info@csnowyo.org
1.5j. State Association Website https://csnowyo.org/

1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead ☑ Yes ☐ No
### SECTION 2: State Legislation and Regulation

#### 2.1. CSBG State Legislation:
State has a statute authorizing CSBG ☐ Yes ☐ No

#### 2.2. CSBG State Regulation:
State has regulations for CSBG ☐ Yes ☐ No

#### 2.3. Legislation/Regulation Document:
Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1 and/or Item 2.2.

#### 2.4. State Authority:
Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

- **2.4a. Authorizing Legislation:** State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year ☐ Yes ☐ No

- **2.4b. Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year ☐ Yes ☐ No

- **2.4c. Designation:** State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency ☐ Yes ☐ No
## 3.1. CSBG Lead Agency Mission and Responsibilities:

Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.

The mission of the Wyoming Department of Health, Public Health Division, Community Services Program is to provide funding to public and private entities for the provision of services that support individuals/families to become financially self-sufficient, and for community partnerships to work together to address community poverty.

## 3.2. State Plan Goals:

Describe the state’s CSBG-specific goals for state administration of CSBG under this State Plan.

(Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the State’s Annual Report, Module 1, Item B.1.)

The State CSP has three goals for the administration of CSBG for FY 2020: 1.) Effectively meet the National Performance Indicators (NPIs); 2.) Develop and maintain the infrastructure of the Community Services Block Grant in Wyoming; and 3.) Ensure appropriate technical assistance, guidance, and training is delivered to eligible entities.

## 3.3. State Plan Development:

Indicate the information and input the state accessed to develop this State Plan.

### 3.3a. Analysis of state-level tools

[Check all that apply and narrative where applicable]

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census data
- State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- Monitoring Visits/Assessments
- Tools not identified above (specify)

### 3.3b. Analysis of local-level tools

[Check all that apply and narrative where applicable]

- Eligible entity community needs assessments
- Eligible entity community action plans
- Public Hearings/Workshops
- Tools not identified above (e.g., State required reports) (specify)

### 3.3c. Consultation with

[Check all that applies and narrative where applicable]

- Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
- State Association
- National Association for State Community Services Programs (NASCSP)
- Community Action Partnership (The Partnership)
- Community Action Program Legal Services (CAPLAW)
- CSBG Tribal Training and Technical Assistance (T/TA) provider
- Regional Performance Innovation Consortium (RPIC)
- Association for Nationally Certified ROMA Trainers (ANCRT)
- Federal CSBG Office
- Organizations not identified above (Specify)

## 3.4. Eligible Entity Involvement

### 3.4a. Describe the specific steps the State took in developing the State Plan to involve the eligible entities.

(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State’s annual report form)

The State CSP involved the eligible entities when developing the State Plan throughout various discussions, both in-person and through technological...
means, regarding the needs of the eligible entities, as well as suggestions in regards to the administration and implementation of CSBG in Wyoming. A draft of the State Plan was made available on the Wyoming Department of Health website, as well as sent to eligible entities, and the State Association, CSNOW via email. A public meeting is scheduled to take place on Monday, August 19, from 9:00 AM to 11:00 AM, where all are welcome to attend to discuss the current draft of the State Plan and provide suggestions and comments. Comments from this public meeting, as well as any from CSNOW, or Wyoming's eligible entities and their sub-grantees, will be taken into consideration before the State Plan is finalized for submission on Friday, August 30th at 5:00 PM.

3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous plans in order to:

1) encourage eligible entity participation and
2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.

If the State is not making any adjustments, provide further detail.

(Note: This information is associated with State Accountability Measures 15b(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)

The State CSP has adjusted its plan from the previous year to include a finalized schedule of monitoring utilizing the new monitoring practice that was created and tested out during FY 2018 and 2019. The State CSP has revised and shortened the monitoring tools and accompanying documents, as eligible entities have reported that the tools are lengthy, and perhaps a hindrance to effective monitoring. The State CSP will transition to a more comprehensive training platform, TRAIN Wyoming, scheduled to be implemented within the first quarter (Q1) during FY 2020, as eligible entities have varying training and technical assistance needs. TRAIN Wyoming will allow eligible entities the ability to access training remotely from their respective locations, as it was reported that trainings and travel time are costly. Finally, the State CSP, as different than previous years, will be transitioning to a new methodology for reporting and tracking the completion of Organizational Standards. This new methodology is expected to minimize miscommunication in what the State CSP will accept as a “met” Organizational Standard. These changes have all been made with regard to and direction from the input and needs of eligible entities.

3.5. Eligible Entity Overall Satisfaction:
Provide the State's target for eligible entity Overall Satisfaction during the performance period:

<table>
<thead>
<tr>
<th>Year One</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Two</td>
<td>60</td>
</tr>
</tbody>
</table>

Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form.)
## Section 4: CSBG Hearing Requirements

### 4.1. Public Inspection:
Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

The State Plan was made available for public inspection and comment by the following means: 1.) The State Plan was distributed to all eligible entities, partners, stakeholders, and the State Association via an emailed PDF document of the State Plan; 2.) A public notice was placed in the statewide newspaper, the Casper Star Tribune, which was ran on Sunday, August 4, and Wednesday, August 7; 3.) The public notice was posted on the Wyoming Department of Health, Public Health Division, Rural and Frontier Health Unit's website, beginning August 1; and 4.) Provided contact information for those wanting to submit comments that are not able to attend the public meeting. The State CSP will provide a summary of comments and changes to the State Plan on August 30.

### 4.2. Public Notice/Hearing:
Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under Section 676(a)(2)(B) of the CSBG Act.

The State CSP let the eligible entities know on August 6 the time and date of the public meeting, and indicated their comments were welcome prior to the hearing. The State Plan was open for comment from August 6 to August 23. Comments will be taken into consideration and incorporated into the State Plan prior to final submission on August 30. A revised final State Plan will be emailed to eligible entities.

### 4.3. Public and Legislative Hearings:
In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Type of Hearing</th>
<th>If a combined hearing was held, confirm that the public was invited</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/04/2018</td>
<td>Joint Labor, Health &amp; Social Services Interim Committee, Wyoming Oil &amp; Gas Commission Building, Casper WY</td>
<td>Legislative</td>
<td>☐</td>
</tr>
<tr>
<td>08/19/2019</td>
<td>Wyoming Department of Health, CenturyLink Building, 6101 Yellowstone Rd, Ste 420, Rm 425, Cheyenne, WY</td>
<td>Public</td>
<td>☐</td>
</tr>
</tbody>
</table>

### 4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.
Section 5: CSBG Eligible Entities

<table>
<thead>
<tr>
<th>#</th>
<th>CSBG Eligible Entity</th>
<th>Geographical Area Served by county (Provide all counties)</th>
<th>Public or Nonprofit</th>
<th>Type of Entity [choose all that apply]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Community Services Block Grant Board of Directors of Albany County Wyoming</td>
<td>Albany County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>2</td>
<td>Campbell County</td>
<td>Campbell County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>3</td>
<td>Western States Learning Corporation</td>
<td>Crook County, Niobrara County, Sublette County, Weston County</td>
<td>Non-Profit</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>4</td>
<td>Carbon County</td>
<td>Carbon County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>5</td>
<td>Converse County Human Resources Council</td>
<td>Converse County</td>
<td>Non-Profit</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>6</td>
<td>Fremont County Association of Governments Joint Powers Board</td>
<td>Fremont County</td>
<td>Non-Profit</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>7</td>
<td>Goshen Help</td>
<td>Goshen County</td>
<td>Non-Profit</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>8</td>
<td>Compass Center for Families</td>
<td>Johnson County</td>
<td>Non-Profit</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>9</td>
<td>Community Action of Laramie County, Inc.</td>
<td>Laramie County</td>
<td>Non-Profit</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>10</td>
<td>Lincoln County</td>
<td>Lincoln County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>11</td>
<td>Natrona County Community Action Partnership of Natrona County</td>
<td>Natrona County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>12</td>
<td>Yellowstone Country Assistance Network of Park County</td>
<td>Big Horn County, Hot Springs County, Park County, Washakie County</td>
<td>Non-Profit</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>13</td>
<td>Project Safe, Inc.</td>
<td>Platte County</td>
<td>Non-Profit</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>14</td>
<td>Sheridan County</td>
<td>Sheridan County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>15</td>
<td>Sweetwater County</td>
<td>Sweetwater County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>16</td>
<td>Teton County</td>
<td>Teton County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
<tr>
<td>17</td>
<td>Uinta County</td>
<td>Uinta County</td>
<td>Public</td>
<td>Community Action Agency</td>
</tr>
</tbody>
</table>

5.2. Total number of CSBG eligible entities 17

5.3. Changes to Eligible Entities List:
Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

- Designation and/or Re-Designation
- De-designations and/or Voluntary Relinquishments
- Mergers
- No Changes to Eligible Entities List

5.3a. Designation and Re-Designation: Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.
### 5.3b. Designation and Voluntary Relinquishments

Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated).

<table>
<thead>
<tr>
<th>CSBG Eligible Entity</th>
<th>Reason</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon County</td>
<td>Voluntarily Relinquished</td>
<td></td>
</tr>
<tr>
<td>Lincoln County</td>
<td>Voluntarily Relinquished</td>
<td></td>
</tr>
<tr>
<td>Sublette County</td>
<td>Voluntarily Relinquished</td>
<td></td>
</tr>
</tbody>
</table>

### 5.3c. Mergers

In the table below, provide information about any mergers or other combinations of two or more eligible entities that were each listed in the prior year State Plan.

<table>
<thead>
<tr>
<th>Original CSBG Eligible Entities</th>
<th>Surviving CSBG Eligible Entity</th>
<th>New Name (as applicable)</th>
<th>DUNS No.</th>
<th>Delete</th>
</tr>
</thead>
</table>


SECTION 6
Organizational Standards for Eligible Entities

Note: Reference IM 138, State Establishment of Organizational Standards for CSBG Eligible Entities, for more information on Organizational Standards. Click HERE for IM 138.

6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period

☐ COE CSBG Organizational Standards  ☐ Modified version of COE CSBG Organizational Standards  ☐ Alternative set of Organizational Standards

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

6.1c. Alternative Organizational Standards Changes: If using an alternative set of organizational standards:
1) provide any changes from the last set provided during the previous State Plan submission;
2) describe the reasons for using alternative standards; and
3) describe how they are at least as rigorous as the COE-developed standards

☐ There were no changes from the previous State Plan submission

Provide reason for using alternative standards

Describe rigor compared to COE-developed Standards

6.2. Implementation: Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. (Check all that apply and narrative where applicable)

☐ Regulation

☐ Policy

☑ Contracts with eligible entities

☐ Other, describe:

6.3. Organizational Standards Assessment: Describe how the state assess eligible entities against organizational standards this federal fiscal year (6). (Check all that apply.)

☐ Peer-to-peer review (with validation by the State or state-authorized third party)

☑ Self-assessment (with validation by the State or state-authorized third party)

☐ Self-assessment/peer review with state risk analysis

☐ State-authorized third party validation

☑ Regular, on-site CSBG monitoring

☐ Other

6.3a. Assessment Process: Describe the planned assessment process.

The State will utilize the CAP60 reporting database to provide the platform for collecting and housing the required documentation to bring the assessment of Organizational Standards in house. For the last two years, the State has contracted with the State Association to assess the Organizational Standards of eligible entities. Eligible entities will now be required to upload their documentation for each Organizational Standard into CAP60. The State will then review the documentation to determine if the individual Organizational Standards have been met or not. Organizational Standards are also a component of monitoring visits, where they are reviewed with the eligible entities on-site.

6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? ☐ Yes  ☐ No
6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 0

<table>
<thead>
<tr>
<th>CSBG Eligible Entity</th>
<th>Description / Justification</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period

<table>
<thead>
<tr>
<th>Year One</th>
<th>50%</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One</td>
<td>50%</td>
<td>Year Two</td>
</tr>
</tbody>
</table>

Note: Item 6.5 is associated with State Accountability Measures 6.5a and prepopulate the Annual report, Module 1, Table D.2.
Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1. Formula:
Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

Formula with Variables

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

The most recent low-income data available is used from a number of sources, (1) U.S. Census and Retrieval Service for low-income census counts; (2) Wyoming Department of Employment for number of unemployed people; (3) Wyoming Department of Family Services for people receiving SNAP (Supplemental Nutrition Assistance Program) formerly known as Food Stamps; people receiving Personal Opportunities With Employment Responsibilities (POWER), which is Wyoming's implementation of the Federal Temporary Assistance for Needy Families (TANF); and applications received for financial and social assistance; (4) Wyoming Department of Health for people receiving Title XIX (Medicaid); and (5) U.S. Social Security Administration (people receiving Social Security Insurance). The base of the current formula is the number of people: 1. considered low-income (as defined by the 100% Federal Poverty Guidelines) within each geographic jurisdiction (counties), or simply, the percent (by county) of the total state low-income population; 2. unemployed in each county, and percent of the state's unemployed; 3. receiving SNAP in each county, and percent of the state's SNAP total; 4. on Title XIX (Medicaid) in each county, and the percent of the state's total; 5. on POWER, and the percent of the state's total; 6. who submitted applications 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. 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.

7.1b. Statue: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?

Yes  No

7.2. Planned Allocation:
Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

<table>
<thead>
<tr>
<th>Year One</th>
<th>90.00%</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSBG Eligible Entity</td>
<td>Funding Amount $</td>
<td></td>
</tr>
<tr>
<td>Community Services Block Grant Board of Directors of Albany County Wyoming</td>
<td>$184,431</td>
<td></td>
</tr>
<tr>
<td>Campbell County</td>
<td>$210,719</td>
<td></td>
</tr>
<tr>
<td>Western States Learning Corporation</td>
<td>$137,818</td>
<td></td>
</tr>
<tr>
<td>Converse County Human Resources Council</td>
<td>$74,795</td>
<td></td>
</tr>
<tr>
<td>Fremont County Association of Governments Joint Powers Board</td>
<td>$371,025</td>
<td></td>
</tr>
<tr>
<td>Goshen Help</td>
<td>$87,500</td>
<td></td>
</tr>
<tr>
<td>Compass Center for Families</td>
<td>$31,428</td>
<td></td>
</tr>
<tr>
<td>Community Action of Laramie County, Inc.</td>
<td>$589,797</td>
<td></td>
</tr>
<tr>
<td>Lincoln County</td>
<td>$79,332</td>
<td></td>
</tr>
<tr>
<td>Natrona County Community Action Partnership of Natrona County</td>
<td>$562,515</td>
<td></td>
</tr>
<tr>
<td>Yellowstone Country Assistance Network of Park County</td>
<td>$275,945</td>
<td></td>
</tr>
<tr>
<td>Project Safe, Inc.</td>
<td>$47,281</td>
<td></td>
</tr>
</tbody>
</table>
Sheridan County $157,150
Sweetwater County $184,532
Teton County $40,008
Uinta County $111,576
Total $3,145,852

7.3. Distribution Process:
Describe the specific steps in the state’s process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

Information was requested from the U.S. Census Bureau, U.S. Social Security Administration, WY Department of Employment, WY Department of Family Services, and WY Department of Health on April 15, 2018 to determine the current County Poverty Ratings. The State’s process in distributing 90% of the CSBG grant to eligible entities includes letting out the state Request for Application (RFA) on March 1, 2018 that included the draft CSBG Allocation Chart based on the current year’s funding. An RFA was emailed to all current eligible entities and county governments and non-profits who had expressed an interest in applying. Tripartite Board Applications were due to the State Office on May 31, 2018. Applications were reviewed and some applicants were asked to revise their application for clarity. Funding decisions, including discretionary, were made by July 11, 2018. Contracts were written and began the internal process July 16, 2016. Each contract is reviewed separately as it goes through the internal process. The time that it takes to get a contract through the entire process can vary from one contract to another. The State’s Attorney General’s Office has up to 30 days to approve a contract. We usually get them back and out to the contractors within 2-3 weeks. After the contractor returns the signed copy of the contract it is then sent for signature by the Division Administrator, then sent to the Director of the WY Dept. of Health. This whole process can take 8+ weeks.

7.4. Distribution Timeframe:
Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☐ Yes ☐ No

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the state’s annual report form.

7.5. Performance Management Adjustment:
Describe the state’s strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 2Sa and may pre-populate the state’s annual report form.

The state Community Services Program (CSP) office is continually striving to improve the management and administration of the CSBG funds. The CSP manager has used the State Accountability Measure list from IM#144 to assess where the state is doing well and where we need improvement as part of the continual quality improvement. We also received feedback through the Office of Community Services on-site visit in May 2018 and have made adjustments to our administration of the grant. The areas that we are working on and will continue to do so in the next grant cycle include: effectively meeting the National Performance Indicators associated with National Goals #1 and #2, ensure the organizational capacity of grantees through assessment of the Organizational Standards, data collection, analysis and reporting, and appropriate training and technical assistance.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

Note: This information pre-populates the state’s Annual Report, Module 1, Table E.4.

7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

<table>
<thead>
<tr>
<th>Year One (0.00%)</th>
<th>Year Two (0.00%)</th>
</tr>
</thead>
</table>

7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan

<table>
<thead>
<tr>
<th>Year One</th>
<th>2.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Two</td>
<td></td>
</tr>
</tbody>
</table>

7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

<table>
<thead>
<tr>
<th>Year One</th>
<th>2.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Two</td>
<td></td>
</tr>
</tbody>
</table>

7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? ☐ Yes ☐ No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

<table>
<thead>
<tr>
<th>Year One (0.00%)</th>
<th>Year Two (5.00%)</th>
</tr>
</thead>
</table>

Use of Remainder/Discretionary Funds (See Section 675C(b)(1) of the CSBG Act)

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measure 3Sa and may pre-populate the annual report Module 1, Table E.7.
### Remainder/Discretionary Fund Uses

<table>
<thead>
<tr>
<th>Description</th>
<th>Year One Planned $</th>
<th>Brief description of services/activities and/or activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.9a. Training/technical assistance to eligible entities</td>
<td>$18,869.00</td>
<td>These planned services/activities will be described in State Plan Item 8.1.</td>
</tr>
<tr>
<td>7.9b. Coordination of state-operated programs and/or local programs</td>
<td>$5,000.00</td>
<td>These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.</td>
</tr>
<tr>
<td>7.9c. Statewide coordination and communication among eligible entities</td>
<td>$0.00</td>
<td>These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.</td>
</tr>
<tr>
<td>7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7.9e. Asset-building programs</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7.9f. Innovative programs/activities by eligible entities or other neighborhood groups</td>
<td>$9,000.00</td>
<td>Bridges Out of Poverty workshop, Person-Centered Thinking</td>
</tr>
<tr>
<td>7.9g. State charity tax credits</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7.9h. Other activities, specify in column 3</td>
<td>$141,900.00</td>
<td>CAP60 database contract, Community Needs Assessment funds</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$174,769.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 7.10. Remainder/Discretionary Funds Partnerships

Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.

[Check all that apply and narrative where applicable]

- The state directly carries out all activities (No Partnerships)
- The state partially carries out some activities
- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) 16
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

**Note:** This response will link to the corresponding CSBG assurance, item 14.2.

### 7.11. Performance Management Adjustment:

Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

**Note:** This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.

Differing from past years, the State CSP will use a majority of the remainder/discretionary funds for the CAP60 database. Unlike past years, CAP60 will now allow eligible entities to upload their documentation for Organizational Standards and track which standards have been met and which ones have not. This change was made due to past methodologies complicating the process and creating a miscommunication between what documentation was acceptable in meeting an Organizational Standard. Using the CAP60 database, which eligible entities are already using to track and report their outcomes leaves one less process/platform for eligible entities to learn and utilize. No other major changes were made in the use of the remainder/discretionary funds from previous year to now.
**Section 8: State Training and Technical Assistance**

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
Administration for Children and Families  
Community Services Block Grant (CSBG)

**SECTION 8**  
State Use of Funds

8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below.

(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)

Note: This information is associated with State Accountability Measure 3Sc and pre-populates the Annual Report, Module I, Table F.1.

### Training and Technical Assistance - Year One

<table>
<thead>
<tr>
<th>Planned Timeframe</th>
<th>Training, Technical Assistance, or Both</th>
<th>Topic</th>
<th>Brief Description of &quot;Other&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Both</td>
<td>Organizational Standards - General</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Both</td>
<td>ROMA</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Both</td>
<td>Reporting</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Both</td>
<td>Monitoring</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Technical Assistance</td>
<td>Correcting Significant Deficiencies Among Eligible Entities</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Technical Assistance</td>
<td>Organizational Standards for eligible entities with unmet TAPs and QIPs</td>
<td></td>
</tr>
</tbody>
</table>

### Training and Technical Assistance - Year Two

8.1a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9):

<table>
<thead>
<tr>
<th>Year One</th>
<th>$18,869</th>
<th>Year Two</th>
</tr>
</thead>
</table>

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

The state Community Service Program (CSP) will be contracting with Western States Learning Corporation (DBA Align) to provide ROMA trainings and board trainings. The state CSP will also partner with eligible entities that have a Certified ROMA Implementer to provide ROMA training and technical assistance. The State CSP Manager will go through the necessary ROMA trainings needed to become a Nationally Certified ROMA Trainer during FY 2020. The state CSP will host webinars and utilize TRAIN Wyoming to provide unlimited access to online training and resources. Topics include monitoring, Organizational Standards, Logic Models, and National Performance Indicators. These areas were identified as eligible entity needs through on-site monitoring, past annual data reporting challenges, percentage of eligible entities not meeting the organizational standards, review of applications, and requests for board trainings.

8.2. TAPs and QIPs: Does the state have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? Yes ☐ No ☐

Note: This information is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

8.2a. Address Unmet Organizational Standards: Describe the state’s plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. The State does not have any TAPs or QIPs in place at this time. However, we will be assessing where all eligible entities are at the end of September 2019, as eligible entities will transition to utilizing the CAP60 reporting database to upload and track their Organizational Standards and documentation. TAPs depending on what percentage of the standards are unmet, will then be issued. During 2020, we are projecting that at least eight (8) eligible entities will meet 100% of Organizational Standards; four (4) will meet a minimum of 70%; and the remaining four (4) will meet a minimum of 50%. Technical assistance will be provided by the state, and the eligible entities progress will be monitored by the State CSP.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. (Check all that apply.)

- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- ☐ Other community-based organizations
- ☐ State Community Action association
- ☑ Regional CSBG technical assistance provider(s)
- ☑ National technical assistance provider(s)
<table>
<thead>
<tr>
<th>Individual consultant(s)</th>
<th>✔️</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribes and Tribal Organizations</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### 8.4. Performance Management Adjustment:
Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

**Note:** This information is associated with [State Accountability Measures 35d](#) may pre-populate the state's annual report form.

The state Community Services Program (CSP) office has adjusted the training and technical assistance (T/TA) plan based on the needs that were identified based on onsite monitoring visits with eligible entities and their sub-grantees, requests for T/TA, analysis of past IS/NPI data, and a review of the 2020 CSBG applications. CSP has taken into account that the eligible entities and sub-grantees are still learning to use a statewide database and case management system that should provide the data for the IS/NPI report, however they continue to struggle in choosing the appropriate NPIs and the full use of ROMA. The state CSP has also been apprised of the difficulty of attending in-person trainings with budget and geographic location constraints. To address those concerns, the state CSP will implement an online training platform that will allow grantees and sub-grantees the ability to complete specific training plans from any location with internet access, based on their needs and requests utilizing TRAIN Wyoming, the Wyoming Department of Health's online state-wide training platform. The State CSP's goal is to assure all entities are afforded the opportunity to receive training and time to implement needed changes prior to a TAP or QIP.
## Section 9: State Linkages and Communication

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
Administration for Children and Families  
Community Services Block Grant (CSBG)

### Section 9
State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

#### 9.1. State Linkages and Coordination at the State Level:
Describe the linkages and coordination at the state level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Describe or attach additional information as needed. [Check all that apply and narrative where applicable]

Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 75a and may pre-populate the State's Annual Report, Module 1, Item G.1.

<table>
<thead>
<tr>
<th>Check</th>
<th>State Low Income Home Energy Assistance Program (LIHEAP) office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Weatherization office</td>
</tr>
<tr>
<td></td>
<td>State Temporary Assistance for Needy Families (TANF) office</td>
</tr>
<tr>
<td></td>
<td>State Head Start office</td>
</tr>
<tr>
<td></td>
<td>State public health office</td>
</tr>
<tr>
<td></td>
<td>State education department</td>
</tr>
<tr>
<td></td>
<td>State Workforce Innovation and Opportunity Act (WIOA) agency</td>
</tr>
<tr>
<td></td>
<td>State budget office</td>
</tr>
<tr>
<td></td>
<td>Supplemental Nutrition Assistance Program (SNAP)</td>
</tr>
<tr>
<td></td>
<td>State child welfare office</td>
</tr>
<tr>
<td></td>
<td>State housing office</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

#### 9.2. State Linkages and Coordination at the Local Level:
Describe the linkages and coordination at the local level that the state to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and as required by assurances under Sections 676(b)(5) - (6))

Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6, and pre-populates the Annual Report, Module 1, Item G.2.

Most Wyoming counties have established groups, which serve the purpose of planning, implementing, monitoring, and evaluating their local CSBG programs. Coordination, linkages, and networking are necessary factors in establishing effective local CSBG programs for these groups. Generally, local CSBG programs work with virtually all of the other human services programs and routinely perform information and referral services, as well as receiving referrals from other entities. Local community action plans must show evidence of coordination and linkages with related public and private sector activities, and evidence that CSBG funded activities will not duplicate other efforts.

#### 9.3. Eligible Entity Linkages and Coordination

**9.3a. State Assurance of Eligible Entity Linkages and Coordination:**
Describe how the state will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Note: This response will link to the corresponding CSBG assurance, item 14.5.

All CSBG eligible entities are responsible for the selection and implementation of programs that will have maximum community impact, consistent with the mission of the CSBG. Community organization and resource mobilization are integral and invaluable parts of local CSBG operations. Eligible entity applications, reports, and other feedback demonstrate grantees/sub-grantees' abilities to draw from a diverse variety of funding sources to build comprehensive programs and to manage an array of resources that will best serve the needs of the community. A detailed description of coordination, linkages, and networking for each eligible entity is a requirement for CSBG funds, and must be included as part of its community action plan which must accompany the application to the state CSP. Eligible entities must also provide signed assurances to CSP, and indicate their intent to implement each assurance.

**9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:**
Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurances, item 14.3b, and pre-populates the Annual Report, Module 1, Item G.3b.

While direct client assistance is the major component of Wyoming's CSBG program, advocacy, community organizing, and resource mobilization are...
also integral. Some of the specific activities conducted are information and referral, including follow-up, local needs assessments, community outreach, human services directories, advocacy, and the general overall 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 programs are Public Health Nursing, Department of Family Services, Department of Health, Low-Income Energy Assistance Program, Emergency Solutions Grant Program, homeless self-sufficiency programs, senior services, youth services, HUD Continuum of Care and a variety of other programs. Through the use of the Community Needs Assessment, gaps are identified and included in the CSBG grant application that goes out to the community. Community providers identify in their applications which need or gap they intend to meet through their service provision. This ensures gaps in services are addressed.

9.4. Workforce Innovation and Opportunity Act (WIOA): Employment and Training Activities:

Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

Note: This response will link to the corresponding CSBG assurance, item 14.5.

9.4a. WIOA Combined Plan: If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

9.4b. Employment and Training Activities: If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

The State CSP has a MOU in place, stating that eligible entities are to refer, as appropriate, income eligible clients to the Wyoming Department of Workforce, One-Stop Centers. A webinar will be held for eligible entities with the Workforce Services on how to best utilize these One-Stop Centers.

9.5. Emergency Energy Crisis Intervention:

Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, item 14.6.

The State ensures that coordination between anti-poverty programs in each community in the State are occurring and that emergency energy crisis intervention programs are conducted. This is verified through local applications for CSBG funds, desk monitoring for referrals to LIEAP, and in many cases the case manager is assisting the client in filling out the application and gathering the required documentation.

9.6. Faith-based Organizations, Charitable Groups, Community Organizations:

Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state’s assurance under Section 676(b)(9) of the CSBG Act.

Note: This response will link to the corresponding assurance, item 14.9.

The CSBG Act requires religious organizations to be considered for CSBG 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 shall discriminate against an organization that provides assistance under, or applies to provide assistance under, the CSBG on the basis that the organization has a religious character. A religious organization that provides assistance under CSBG 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 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 be designated as new eligible entities in unserved areas, but only if all the requirements applicable to other private non-profit organizations, such as implementing 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 goals and purposes, are met. 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 eligible entities. Historically, the state has worked for a number of years with religious organizations as service providers, including several Salvation Army units, 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. One faith-based organization will be funded through CSBG in 2020, Abba’s House in Riverton.

9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:

Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

Note: This response will link to the corresponding assurance, item 14.3c.

CSBG eligible entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client circumstances. CSBG eligible entities have developed extensive information and referral networks to meet the many needs of clients seeking services. Through linkages established within the service area individuals and families can be connected to a vast array of focal programs and services. CSBG eligible entities must coordinate, blend, and braid their CSBG funds with other community, state and federal funds. There are only two eligible entities that utilize outside funding sources to supplement the work. All of the other refer all funds on to sub-grantees who have other funding sources, or they provide the services with only the CSBG funds they receive.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe state activities for supporting coordination among the eligible entities and the state community action association.

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

The State Community Services Program office currently has a contract with Western States Learning Corporation dba Align, and will be contracting with them in 2020 as well. The 2020 contract with Align will focus on providing both ROMA training and Board training to all eligible entities and their sub-grantees. The eligible entities and sub-grantees are encouraged to use Align as a technical assistance and training resource in the areas of organizational standards, board trainings, IS/NPI data collection and analysis, etc. Referrals are made by State CSP staff when a technical assistance need is identified during monitoring.

9.9. Communication with Eligible Entities and the State Community Action Association:

In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.
## Communication Plan

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Expected Frequency</th>
<th>Format</th>
<th>Brief description of “Other”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upcoming Public and/or Legislative Hearings</td>
<td>Annually</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>State Plan Development</td>
<td>As needed</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Organizational Standards Progress</td>
<td>As needed</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>State Accountability Measures Progress</td>
<td>As needed</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Community Needs Assessments /Community Action Plans</td>
<td>Annually</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>State Monitoring Plans and Policies</td>
<td>Semi-Annually</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Training and Technical Assistance (T/TA) Plans</td>
<td>As needed</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>ROMA and Performance Management</td>
<td>Quarterly</td>
<td>Webinar</td>
<td></td>
</tr>
<tr>
<td>State Interagency Coordination</td>
<td>Not Applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSBG Legislative/Programmatic Updates</td>
<td>As needed</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Tripartite Board Requirements</td>
<td>Semi-Annually</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Topic</th>
<th>Expected Frequency</th>
<th>Format</th>
<th>Brief Description of “Other”</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 9.10. Feedback to Eligible Entities and State Community Action Association:
Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.

*Note: This information is associated with State Accountability Measure 5S(iii), and will pre-populate the Annual Report, Module 1, Item G.6.*

The State will provide updates throughout the year via email, web meetings and live meetings. The State will provide eligible entities, sub-grantees and Align with a copy of the state CSP strategic plan that addresses the accountability measures and state goals born out of these measures. The State CSP program manager will email out to the eligible entities, sub-grantees and Align any OCS feedback within 60 days of receiving the feedback.

### 9.11. Performance Management Adjustment:
Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

*Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state’s annual report form.*

CSP is currently and will continue to update all program policies and procedures as needed and provide them to all grantees and sub-grantees. The intention of updating policy and procedures is to provide additional clarity on program and contract expectations. Eligible entities and sub-grantees continue to request policy clarification and updates of old policies. The State has adjusted their communication plan to include phone messages and email will be responded to within three business days, unless the CSP manager is out of the office on business or annual/sick leave. The State will provide opportunities for in-person meetings and trainings and live webinars.
Section 10: Monitoring, Corrective Action, and Fiscal Controls

10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist states in planning. States may indicate “no review” for entities the state does not plan to monitor in the performance period.

Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

<table>
<thead>
<tr>
<th>CSBG Eligible Entity</th>
<th>Monitoring Type</th>
<th>Review Type</th>
<th>Target Quarter</th>
<th>Start Date of Last Full Onsite Review</th>
<th>End Date of Last Full Onsite Review</th>
<th>Brief Description of &quot;Other&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Community Services Block Grant Board of Directors of Albany County Wyoming</td>
<td>No review</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2 Campbell County</td>
<td>No review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Western States Learning Corporation</td>
<td>No review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4 Converse County Human Resources Council</td>
<td>No review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Fremont County Association of Governments Joint Powers Board</td>
<td>Full On-site</td>
<td>Onsite Review</td>
<td>FY1 Q3</td>
<td>06/01/2020</td>
<td>06/01/2020</td>
<td>This will be a full on-site so as to establish a three-year schedule.</td>
</tr>
<tr>
<td>6 Goshen Help</td>
<td>No review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Compass Center for Families</td>
<td>No review</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>8 Community Action of Laramie County, Inc.</td>
<td>Full On-site</td>
<td>Onsite Review</td>
<td>FY1 Q3</td>
<td>04/27/2020</td>
<td>04/27/2020</td>
<td>This will be a full on-site so as to establish a three-year schedule.</td>
</tr>
<tr>
<td>9 Natrona County Community Action Partnership of Natrona County</td>
<td>Full On-site</td>
<td>Onsite Review</td>
<td>FY1 Q3</td>
<td>04/20/2020</td>
<td>04/20/2020</td>
<td>This will be a full on-site so as to establish a three-year schedule.</td>
</tr>
<tr>
<td>10 Yellowstone Country Assistance Network of Park County</td>
<td>No review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Project Safe, Inc.</td>
<td>No review</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

This will be the on-site visit for Sheridan County, as one
<table>
<thead>
<tr>
<th></th>
<th>County</th>
<th>Status</th>
<th>Type</th>
<th>Fiscal Year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>Sheridan County</td>
<td>Newly Designated</td>
<td>Onsite Review</td>
<td>FY1 Q4</td>
<td>08/17/2020</td>
<td>08/17/2020</td>
<td>of their subgrantees is implementing a Community Initiative for the first time.</td>
</tr>
<tr>
<td>13</td>
<td>Sweetwater County</td>
<td>No review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Uinta County</td>
<td>No review</td>
<td></td>
<td></td>
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<tr>
<td>15</td>
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<td>Newly Designated</td>
<td>Onsite Review</td>
<td>FY1 Q3</td>
<td>06/29/2020</td>
<td>06/29/2020</td>
<td>This will be the onsite visit for High Country Behavioral Health, covering both Lincoln and Sublette counties, as they are a new redesignation.</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Newly Designated</td>
<td>Onsite Review</td>
<td>FY1 Q4</td>
<td>08/03/2020</td>
<td>08/03/2020</td>
<td>This will be the onsite visit for One22, Inc., covering Teton County, as they are a new redesignation.</td>
</tr>
</tbody>
</table>

10.2. Monitoring Policies:
Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

10.3. Initial Monitoring Reports:
According to the state’s procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

Note: This item is associated with State Accountability Measure 45a(ii) and may pre-populate the state’s annual report form.

60

Corrective Action, Termination and Reduction of Funding and Assurance Requirements

10.4. Closing Findings:
Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above?  ☑ Yes ☐ No

10.4a. Closing Findings Procedures: If no describe state procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.

10.5. Quality Improvement Plans (QIPs):
Provide the number of eligible entities currently on QIPs, if applicable.

Note: The QIP information is associated with State Accountability Measures 45c.

0

10.6. Reporting of QIPs:
Describe the state’s process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP.

Note: This item is associated with State Accountability Measures 45a(iii).
The CSP will provide written communication to OCS, by mail or email, within sixty (60) days after approving an eligible entity’s QIP.

10.7. Assurance on Funding Reduction or Termination:
The state assures,* that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 676(b)(8).

Note: This response will link with the corresponding assurance under item 14.8.

10.8. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for the designation of new eligible entities? **Yes**

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public

The legislative history of the CSBG Act emphasizes that it was the intent "that states shall give consideration to using existing, private non-profit eligible entities to provide CSBG services in unserved areas. Utilizing existing eligible entities will effectively leverage CSBG resources and expertise and ensure continuity in the program." The process also favors existing eligible entities by requiring any private non-profit organization designated as an eligible entity to have demonstrated effectiveness in meeting CSBG's goals and purposes as a Tripartite Board. Location will be a factor in the selection.

CSP may choose among (1) private non-profit organizations (including both current eligible entities and other non-profit organizations, including faith-based) located in unserved or underserved areas and capable of providing a wide range of services designed to eliminate poverty and foster self-sufficiency; and (2) private eligible entities located nearby already providing related services in the unserved or underserved area, but other entities may be selected only if they are located in, rather than just near, the unserved or underserved area. If no private organization is determined to be qualified, the State may designate a local unit of government eligible entity if it has a Tripartite Board. The language from the CSBG Act with respect to eligible entities designation and re-designation in unserved area follows: A Qualified Organization In Or Near Area: If any geographic area of the state is not, or ceases to be, served by an eligible entity under the Act, and if the State decided to serve such an area, the State may solicit applications from, and designate as an eligible entity, a private non-profit organization (which may include an eligible entity) that is geographically located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements of the Act; and a private non-profit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area. If in order to serve as the eligible entity for the area, the latter type of eligible entity described shall agree to add additional members to the board of the entity to ensure adequate representation. No Qualified Organization in Or Near Area: If no private non-profit organization is identified or determined to be qualified in the "Qualified Organization in Or Near Area," category, to serve the unserved area as an eligible entity, the State may designate an appropriate political subdivision of the state to serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision (local government) shall have a Tripartite Board or other mechanism as required in section 676(b)(2) of the Act (Tripartite Boards). Special Consideration: In designating an eligible entity under the "Designation and Re-designation of Eligible Entities in Unserved Areas," the State shall grant the designation to an organization of demonstrated effectiveness in meeting the goals and purposes of the CSBG Act and may give priority in granting the designation, to eligible entities that are providing related services in the unserved area, consistent with the need identified by a community-needs assessment.

10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities? **Yes**

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public

If it is determined that a grantee has failed to comply with the terms of a contract or the State Plan; provide CSBG services; or meet CSPs appropriate standards, CSP will prepare and submit a report to HHS/OCS describing which of the three (3) opportunities for corrective action and improvement were utilized. If CSP determines that none of the three (3) opportunities were appropriate, or if the grantee failed to submit a report to HHS/OCS describing the reasons for the determination. CSP determines that a grantee needs to develop a TAP and/or a QIP. CSP has sixty (60) days to prepare and submit the TAP and/or QIP to the grantee. The grantee has sixty (60) days from being informed of the deficiency to create a Corrective Action Plan to address the deficiencies. A TAP and/or QIP has to be approved by CSP. If the Corrective Action Plan is approved by CSP, the grantee has sixty (60) days to implement the plan from the date they are notified of approval. Follow-up monitoring may occur during this time period in order to monitor the progress of the Corrective Action Plan. Once it has been determined that the deficiency or deficiencies have been resolved, CSP will close the findings and document completion to the TAP and/or QIP. CSP will, no later than thirty (30) days after receiving a proposed QIP from a grantee, either approve the proposed QIP or specify the reasons why the proposed QIP cannot be approved. If the grantee does not correct the deficiency, the CSP will, after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of, or reduce the funding, as appropriate, in accordance with CSBG Information Memorandum No. 116. Before terminating or reducing funding, CSP must determine that a cause exists, and, if the entity or entities so request, submit the decision to HHS/OCS for review. The HHS/OCS must complete the review within ninety (90) days of receiving necessary materials from CSP; otherwise CSPs determination becomes final. For purposes of both funding reductions and termination, a cause exists when a grantee has not complied with a state requirement or the terms of an agreement, contract, or the State Plan. For purposes of making a determination, CSP is to consider how the CSP is to respond to: 1) a funding reduction, the term cause includes: a) a state-wide redistribution of funds provided through the CSP; b) the CSP to respond to: 1) a funding reduction, the term cause includes: a) the failure of an eligible entity or entities to comply with the terms of an agreement or the State Plan, or to meet a State requirement, as also described in section 676(c)(a) of the CSBG Act. If CSP terminates or reduces funding without providing the required hearing or HHS/OCS review, HHS/OCS may directly fund the grantee until the violation is corrected. To the extent that this happens, the next fiscal year’s allocation to CSP will be reduced by an amount equal to the funds provided to the grantee.

10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? **Yes**

10.10a. If Yes, provide the citation(s) of the law and/or regulation.

10.10b. If No, describe State procedures for re-designation of existing eligible entities.

There is not a state statute or regulation, but instead a policy. The State CSP office uses the same process if there is a re-designation as in a new designation. Priority is given to eligible entities that are Community Action Agencies or non-profit agencies. If another eligible entity is interested in providing services in another county, we look at whether the two counties share a border whereby it would be easier for them to cover two counties and coordinate the grant and also have the capacity to monitor. We also look at if the applying entity is in compliance with their state contract and CSBG reporting requirements.
### Fiscal Controls and Audits and Cooperation Assurance

**10.11. Fiscal Controls and Accounting:**
Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

The State CSP works closely with the State's grant manager to ensure reports are turned in on time, they are accurate and that funds have been used appropriately. The State CSP manager shares fiscal monitoring reports with the State's grants management office. CSP will: 1. establish fiscal control and fund accounting procedures necessary to assure the proper disbursement of and accounting for federal funds paid to the State; 2. 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); 3. 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; and 4. 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.

**10.12. Single Audit Management Decisions:**
Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

Note: This information is associated with State Accountability Measure 4Sd.

Applicants applying for CSBG funds are provided an application that includes the A-133 form. All CSBG eligible entities and service providers who spend $750,000 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 $750,000 means federal funds from all sources, not just CSBG. This Affirmation of Audit is a required document submitted annually with each eligible entity and service providers CSBG application.

**10.13. Assurance on Federal Investigations:**
The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. 

Note: This response will link with the corresponding assurance, Item 14.7.

**10.14. Performance Management Adjustment:**
Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.

The State CSP office is revising the current monitoring tool for both desk and on-site monitoring. The revisions will allow for better use of time during an on-site monitoring visit. The monitoring tools and documents used during an on-site visit as well as during a desk monitoring include sections on board governance, administration, case-management, fiscal, client file reviews, and a risk assessment. Documentation is required for some of the questions in each of the sections. Through the use of this tool, the CSP office is better equipped to identify areas where training and technical assistance are needed and/or where grant/contract compliance is an issue. A version of these tools were used during the FFY 2018 and 2019 grant years in order to test it out and solicit feedback from the grantees and sub-grantees.
### Section 11: Eligible Entity Tripartite Board

#### State Use of Funds

<table>
<thead>
<tr>
<th>11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act (Check all that applies and narrative where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Attend Board meetings</td>
</tr>
<tr>
<td>✓ Organizational Standards Assessment</td>
</tr>
<tr>
<td>✓ Monitoring</td>
</tr>
<tr>
<td>✓ Review copies of Board meeting minutes</td>
</tr>
<tr>
<td>✓ Track Board vacancies/composition</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.2. Tripartite Board Updates: Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc. (Select one and narrative where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As it Occurs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity’s Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: This response will link with the corresponding assurance, item 14.10.</td>
</tr>
</tbody>
</table>

CSP assures that each of its eligible entities will establish policies and procedures under which a low-income individual, community organization, or religious organization, or an individual representative of low-income that considers its organization, or individuals with low-income, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. CSP will ensure compliance with this assurance through the verification of Tripartite Board establishment documents and monitoring. The establishment of such procedures in the assurance will be a requirement for eligible entities in the establishment process of their Tripartite Board in addition to other requirements, as appropriate. In addition, eligible entities must submit signed assurances to CSP as the State Assurances to the HHS/OCS (as applicable), and this assurance is clearly applicable. They must describe how they will carry out this assurance through their respective Tripartite Board eligible entity designation or re-designation (as appropriate) request for CSBG funds. CSP will provide training and technical assistance as needed.

<table>
<thead>
<tr>
<th>11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, &quot;another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs&quot; as allowed under Section 676B(b)(2) of the CSBG Act.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☑ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.</th>
</tr>
</thead>
</table>
Section 12: Individual and Community Eligibility Requirements

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

SECTION 12
Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility:
Provide the income eligibility threshold for services in the state.

[Check one item below.]

☐ 125% of the HHS poverty line ☑ X% of the HHS poverty line (fill in the threshold) ☐ Varies by eligible entity

0% ☑ [Response Option: numeric field]

12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

Community Services Program Policy Reference: CSBG Policy #1: Financial Eligibility and Verification Anyone receiving services supported by CSBG funds must NOT have an income that exceeds 125% of the Federal Poverty Level, and there must be documented proof of income for the past 30 days. Income should be verified at the time of the initial application for CSBG services. The verification must indicate the client’s income and source(s) of income at the time of application and/or review the signature of the case worker, the date the income was verified, and acknowledgement that the client is at or below 125% poverty. Short-term clients whose cases are closed, and then reopened again for CSBG services at a later date, must have their income verified again at the time of reappraisal. Proof of income documentation must be in the file of each person served through CSBG funding. This documentation must also be uploaded into the state supported CSBG data base to allow for desk monitoring by the county grantees and the State as Community Services Program manager.

Clients receiving ongoing CSBG funded programs/services must have their income reviewed and verified every 90 days, unless receiving only SSI benefits, SSI retirement, railroad retirement, or other continuous unearned income. Clients with no income at the time of application must sign and date a self-declaration form attesting to that fact. The case worker must also sign and date that form. For ongoing CSBG clients, this form must be dated within one month from the date of application and monthly thereafter if there is no change in the client’s income. A CSBG funded program that has clients transitioning off CSBG services due to their income being over the 125% poverty rate at the time of the annual review are allowed up to six (6) months to transition a client out of a self-sufficiency program. The case worker must document in the client’s case file the need for this transition time and the case management that is being provided to prepare the client for the transition. The transition work with the client should be initiated when it is determined that the client is over the CSBG eligibility guidelines. Ongoing case documentation through this transition time should thoroughly explain the steps being taken by the agency/staff and client during this transition period. Benefits from the following programs are NOT counted as income when determining financial eligibility for CSBG funded services: SNAP, WIC, LIEAP, Housing Choice Voucher, Public Housing, Permanent Supportive Housing, HUD-VASH, Child Care Voucher, and Affordable Care Act Subsidy. Definitions Income: Regular payments that are received, not periodic payments that cannot be counted on, should be considered as income in determining eligibility for CSBG services. Regular Payment: Those that come from social security, SSI, SSDI, TANF, railroad retirement, unemployment compensation, strike benefits from union funds, worker’s compensation, veteran’s payments, training stipends, alimony, child support, military family allotments, private pensions, government employee pensions, regular insurance or annuity payments. The income for individuals on social security or SSDI who have Medicare deducted from their benefit check before they receive it, should have only the net amount they receive considered as income. Tribal per-capita payments received less frequently than monthly (e.g., quarterly, semiannually, annually) are excluded from consideration as income. Wages and Salary: In considering income for eligibility, gross income from wages and salary should be used. Farm and Non-Farm Self Employment: For individuals with farm and non-farm self-employment for income, the adjusted gross income from the prior year taxes should be used.

12.2. Income Eligibility for General/Short-Term Services:
Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

Eligible entities are to always verify income, except in the case of a person declaring they have no income. In this case they must have the person sign a declaration of no income and this form must be in the client file. In the case of emergency food they may provide the food, but then make every effort to secure income verification as a follow-up. There will be some instances where obtaining the verification is not possible, especially if the person is traveling and not residing in the county.

12.3. Community-targeted Services: Describe how the state ensures eligible entities’ services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

CSP allows eligible entities that provide a community-wide initiative to use proxy measures and a proportional ratio of CSBG funds to their program budget that does not exceed the percentage of clients in the program who meet income eligibility requirements. Eligible entities may also document the involvement of people with low incomes in decision making, demonstrate through program meeting notes, etc., or otherwise document how community programs target people with low incomes. We will have one community-wide initiative for FY 2020. The remainder of eligible entities and sub-grantees will be providing individual and family-level services. Those services provided to the individuals and families, however, do have a community impact. Each individual or family who becomes self-sufficient changes part of the face of poverty in that community.
### Section 13: Results Oriented Management and Accountability (ROMA) System

#### 13.1. Performance Measurement System:
Identify the performance measurement system that the state and all eligible entities use, as required by Section 676(b)(12) of the CSBG Act.

**Note:** This response will also link to the corresponding assurance, Item 14.12 and will pre-populate the Annual Report, Module 1, Item 1.1.

The Results Oriented Management and Accountability (ROMA) System

Section 676E(b) of the CSBG Act

13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state’s written policies, procedures, or guidance documents on ROMA.

The State CSP office references IM#138 as guidance on ROMA. CSP is in the process of writing a state ROMA policy. All eligible entities and sub-grantees have been required to take the Introduction to ROMA training and to complete a logic model of their community needs and services.

13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

#### 13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

**Note:** This response will also link to the corresponding assurance, Item 14.12.

- [ ] CSBG National Performance Indicators (NPIs)
- [ ] NPIs and others
- [ ] Others

The state CSP staff will be utilizing the CAP60 CSBG database and case management system to run monthly reports to ensure that the eligible entities and sub-grantees are on target for meeting the outcomes as per their logic model, services/NPI outcomes.

#### 13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.

**Note:** The activities described under Item 13.3 may include activities... listed in “Section 8: State Training and Technical Assistance.” If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, Item 14.12.

The State CSP supports eligible entities’ use of ROMA by providing trainings and technical assistance several times throughout each grant cycle. Technical assistance is provided by both the State CSP and the State Association (CSNOW). The State CSP provides both training and technical assistance via phone and email, live recorded webinars and video conferences, and in-person meetings, dependent upon the need. A ROMA Logic Model has been a required component of CSBG applications in the past, and is encouraged in order for agencies and their boards to track the performance of their programs. Creating and utilizing a Logic Model will be a requirement for the 2021 Wyoming CSBG Application, and will be an integral part of both desk and on-site monitoring visits.

#### 13.4. Eligible Entity Use of Data:
Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?

**Note:** This response will also link to the corresponding assurance, Item 14.12.

The State CSP Program Manager will be asking each eligible entity how they used their data to inform and improve their service delivery at the end of each grant cycle. This is also asked during both desk and on-site monitoring visits. The State CSP also uses data reports from CAP60 to monitor outcomes. Each eligible entity is required to send in an NPI report, a services delivered report, and a demographics report each month with their expenditure reports. These reports allow the State CSP office to determine what outcomes are successful in regards to the services being provided. If outcome success is low, or services provided are inconsistent based on their Community Action Plan and applications, then a dialogue will begin to analyze the data and make adjustments to the programs when necessary.

#### Community Action Plans and Needs Assessments

13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.

**Note:** This response will link to the corresponding assurance, Item 14.11.

Each eligible entity that applies for CSBG funds by each entity, must provide a copy of their Community Action Plan with their application. The development and implementation of the Community Action Plan has been identified as a challenge to many of the eligible entities and the State CSP will provide training and technical assistance regarding this topic. The State CSP is also contracting for services with the State Association, CSNOW, to provide ROMA trainings to eligible entities and sub-grantees, and distinguishing a Community Action Plan will be a part of the trainings.

13.6. Community Needs Assessment:
Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity’s Community Action Plan, as required by Section
The State provides discretionary funding to help offset the cost of conducting a Community Needs Assessment. The State also encourages eligible entities to collaborate with other agencies and organizations who may also need to conduct a needs assessment or similar evaluation as a stipulation of their funding. The State CSP office can act as the liaison between some Critical Access Hospitals that need to conduct a Community Health Needs Assessment and partner with eligible entities that serve the same community. Every Community Needs Assessment is reviewed by the State CSP, and scored using the Community Needs Assessment Checklist provided by NASCSP and the Organizational Standards as guidance in doing so.

Note: this response will link to the corresponding assurance, Item 14.11.
Section 14: CSBG Programmatic Assurances and Information Narrative

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)

SECTION 14
State Use of Funds

14.1 Use of Funds Supporting Local Activities

CSBG Services

14.1a. 676(b)(1)(A): Describe how the state will assure "that funds made available through grant or allotment will be used -"

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

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

(iv) to make better use of available income;

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

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

(vii) to 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 -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Each eligible entity is required to submit both their most recent Community Needs Assessment and Community Action Plan annually when applying for CSBG funds through the state. The Community Action Plan must describe what activities are being proposed with CSBG funds in accordance with the three National Goals and the National Performance Indicators. Their activities, supported by an identified community need, and associated strategies and expected outcomes will be required to be presented in a Logic Model or narrative format for FY 2021. The Community Action Plan must identify a community need, a service or activity that the agency can provide to meet the need, the expected outcome(s) for providing the service or activity, the estimated number of individuals served and the success rate, and the measurement tool that was used to identify success. Aside from the Community Action Plan, eligible entities are required to provide to the State CSP their budget, their Tripartite Board Roster, board bylaws or manual, and any policies and procedures in place. Ninety percent (90%) of the State's CSBG grant award is distributed pursuant to a CSP approved action plan under a one-year contract with the Wyoming Department of Health, Public Health Division. Eligible entities' action plans must demonstrate how proposed activities and services will increase family self-sufficiency, provide other needed supportive services, and form partnerships and collaborations to leverage any additional community resources to address poverty. Eligible entities must fully account for the use and expenditure of all CSBG funds, which includes supporting documentation for each expenditure by grantees/sub-grantees.

14.1b. 676(b)(1)(B): Describe how the state will assure "that funds made available through grant or allotment will be used -"

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

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

(ii) after-school child care programs;

CSBG funds are used to support the needs of youth in low-income communities. Examples of programs include childcare programs, health care, transportation and/or nutrition assistance and nutrition skill building, and education. Eligible entities work collaboratively with local service providers to develop a comprehensive approach to support programs related to youth. Eligible entities may apply for CSBG funds by providing information describing the youth programs/services that addresses the youth need as identified in the Community Needs Assessment.

14.1c. 676(b)(1)(C): Describe how the state will assure "that funds made available through grant or allotment will be used -"

Coordination of Other Programs
14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."

Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10

14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."

14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;"

The service delivery system is unique to each eligible entity. Only two public entities provide direct services to clients. The rest of the public entities sub-contract out to non-profit community human services providers for direct services. All of the private entities provide direct services through their agency. About half of the CSBG funded entities and agencies provide some form of case management. The community needs assessments for each county is the driving force as to where the money is allocated within a community. There should always be an identified need as per their assessment and the agency providing the service must adhere to making sure eligibility requirements, reporting and ROMA are being utilized. Eligible entities and grantees are required to use the CAP60 intake and they are all required to input their services and NPIs in the data base.

14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."

Note: The state describes this assurance in the state linkages and communication section, item 9.3b.

While direct client assistance is the major component of Wyoming's CSBG program, advocacy, community organizing, and resource mobilization are also integral. Some of the specific activities conducted are information and referral, including follow-up, local needs assessments, community outreach, human services directories, advocacy, and the general overall 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 programs are Public Health Nursing, Department of Family Services, Department of Health, Low-Income Energy Assistance Program, Emergency Solutions Grant Program, homeless self-sufficiency programs, senior services, youth services, HUD Continuum of Care and a variety of other programs. Through the use of the Community Needs Assessment, gaps are identified and included in the CSBG grant application that goes out to the community. Community providers identify in their applications which need or gap they intend to meet through their service provision. This ensures gaps in services are addressed.

14.3c. 676(b)(3)(C) Describe "how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."

Note: The state describes this assurance in the state linkages and communication section, item 9.7.

CSBG eligible entities operate within a network of local service providers to reduce duplication of effort and to coordinate resources to address various client circumstances. CSBG eligible entities have developed extensive information and referral networks to meet the many needs of clients seeking services. Through linkages established within the service area individuals and families can be connected to a vast array of local programs and services. CSBG eligible entities must coordinate, blend, and braid their CSBG funds with other community, state and federal funds. There are only two eligible entities that utilize outside funding sources to supplement the work. All of the others either pass all funds on to sub-grantees who have other funding sources, or they provide the services with only the CSBG funds they receive.

14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).

Currently, and for FY 2020, there will not be any community or neighborhood-based initiatives related to fatherhood, strengthening families and encouraging parenting. The proposed community initiative for grant year 2020 will provide a comprehensive community transportation system accessible in low-income neighborhoods to identified priority and necessary resources and agencies within the community.

14.4. 676(b)(4) Describe how the state will assure "that eligible entities in the state 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."

Most all of the eligible entities themselves or through sub-grantees provide for emergency services that includes emergency food and referrals to food banks in each community that can provide longer term relief. The emergency food and food banks are often supplementing food the food purchased through SNAP. SNAP benefits very often will not cover a whole month of food, so without the food banks people will go hungry, especially the elderly and children. Several of the child-centered services through CSBG include a nutrition component to ensure children have enough to eat during the day.
### State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

14.5. 676(b)(5) Describe how the state will assure “that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

### State Coordination/Linkages and Low-income Home Energy Assistance

14.6. 676(b)(6) Provide “an assurance that the state will ensure coordination between antipoverty programs in each community in the state, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community.”

Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.

### Federal Investigations

14.7. 676(b)(7) Provide “an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D.” Yes

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

### Funding Reduction or Termination

14.8. 676(b)(8) Provide “an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).” Yes

Note: The state describes this assurance in the state linkages and communication section, item 10.7.

### Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

14.9. 676(b)(9) Describe how the state will assure “that the state and eligible entities in the state 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 state, including religious organizations, charitable groups, and community organizations.”

Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.

### Eligible Entity Tripartite Board Representation

14.10. 676(b)(10) Describe how “the state will require each eligible entity in the state to establish procedures under which a low-income individual, community organization, or religious organization, or representative of 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.”

Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.

CSP assures that each of its eligible entities will establish policies and procedures under which a low-income individual, community organization, or religious organization, or an individual representative of low-income that considers its organization, or individuals with low-income, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. CSP will ensure compliance with this assurance through the verification of Tripartite Board establishment documents and monitoring. The establishment of such procedures in the assurance will be a requirement for eligible entities in the establishment process of their Tripartite Board in addition to other requirements, as appropriate. In addition, eligible entities must submit signed assurances to CSP as the State Assurances to the HHS/OCS (as applicable), and this assurance is clearly applicable. They must describe how they will carry this assurance through their respective Tripartite Board eligible entity designation or re-designation (as appropriate) request for CSBG funds. CSP will provide training and technical assistance as needed.

### Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide “an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle for a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.

### State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. 676(b)(12) Provide “an assurance that the state and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

### Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. 676(b)(13) Provide “information describing how the state will carry out the assurances described in this section.”

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

☑️ By checking this box, the state CSBG authorized official is certifying the assurances set out above.
15.1. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

After assurance select a check box:

☐ By checking this box, the state CSBG authorized official is providing the certification set out above.

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

After assurance select a check box:

☐ This certifies that no Federal appropriated funds have been paid or will be paid, on any behalf of the state, for lobbying activities as defined in U.S.C. 1352, title 31, U.S. Code or for any Federal contract, grant, loan, or cooperative agreement.

15.3. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:

☐ By checking this box, the state CSBG authorized official is providing the certification set out above.

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE FREE WORKPLACE ACT

By checking this box, the state CSBG authorized official is providing the certification set out above.

After assurance select a check box:

☐ By checking this box, the state CSBG authorized official is providing the certification set out above.

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out above.

2. The inability of a person to provide the certification required below will not necessarily disqualify the prospective primary participant from being selected, provided the person furnishes an explanation of such inability.

3. The certification must accurately reflect the individual or entity’s knowledge or belief. Based on such knowledge or belief the certification must be signed.

4. The certification is made in connection to the grant application. If the grantee does not identify the workplace at the time of the award, it will be required to do so within 30 days of receiving the award.

5. 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, any member of any congressional employee, or in any manner in connection with this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall result in denial of participation in this covered transaction. The prospective participant shall have the responsibility to notify the agency of the change(s), if it previously identified the workplace in question.

6. The prospective primary participant agrees by submitting this proposal that, should any person who fails to file the required certification shall result in denial of participation in this covered transaction. The prospective participant shall.

The box after each certification must be checked by the state CSBG authorized official.
the proposed covered transaction be entered into, it shall not knowingly enter into any
lower tier covered transaction with a person who is proposed for debarment under 48 CFR part
9, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless it knows that the
prospective primary participant has not been convicted of or had a civil judgment rendered against them for
participation in this covered transaction, unless authorized by the department or agency
entering into this transaction.

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
employees, and independent contractors not on the grantee's payroll; or employees of subrecipients or
subcontractors in covered workplaces.

6. A participant in a covered transaction may rely upon a certification of a
prospective participant in a lower tier covered transaction that is not proposed for
debarment under 48 CFR part 9, suspended, debarred, or voluntarily excluded
from participation in this transaction, without modification, in all lower tier covered
transactions and in all solicitations for lower tier covered transactions.

7. The prospective primary participant certifies further, apart from considering this proposal that it
will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion of Lower Tier Covered Participants," provided by the department or
agency entering into this covered transaction, without modification, in all lower tier covered
transactions and in all solicitations for lower tier covered transactions.

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
employees, and independent contractors not on the grantee's payroll; or employees of subrecipients or
subcontractors in covered workplaces.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered
transaction with a person who is proposed for debarment under 48 CFR part 9,
suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the
Federal Government, the department or agency may terminate this transaction for
cause or default.

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

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

(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;

(1) The prospective primary participant certifies to the best of its
knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for
debarment, declared ineligible, or voluntarily excluded by any Federal
department or agency;

(2) Have not within a three-year period preceding this proposal
been convicted of or had a civil judgment rendered against them for
commissions of fraud, or a criminal offense in connection with
obtaining, attempting to obtain, or performing a public (Federal, state
or local) transaction or contract under a public transaction; violation
of federal or state antitrust statutes or commission of embezzlement,
theft, forgery, bribery, falsification or destruction of records, making
false statements, or receiving stolen property;
(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
   (1) Abide by the terms of the statement; and
   (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

(f) Have not within a three-year period preceding this application proposal had one or more public transactions (federal, state or local) with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

(g) Making a good faith effort to continue to maintain a drug-free workplace through: (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) Where the prospective primary participant is unable to certify to (f), taking one of the following actions, within 30 calendar days of receiving notice under paragraphs (d) or (e), 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;

(h) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d), 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) Where the prospective primary participant is unable to certify to (f), taking one of the following actions, within 30 calendar days of receiving notice under paragraphs (d) or (e), with respect to any employee who is so convicted --

(i) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions

Instructions for Certification

The grantee may insert in the space provided below the site(s) for the performance of work in connection with the specific grant, if any, proposed by the prospective lower tier participant is providing the certification set out below.

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other sanctions, the grantee may insert in the space provided below the site(s) for the performance of work in connection with the specific grant, if any, proposed by the prospective lower tier participant is providing the certification set out below.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier participant, primary covered transaction, and the other terms referred to in this clause shall be defined in accordance with the Implementing Standards and Procedures, 48 CFR part 9, subpart 9.4.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Alternate II. (Grantees Who Are Individuals)

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

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

Instructions for Certification

Lower Tier Covered Transactions

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

Instructions for Certification

The grantee may insert in the space provided below the site(s) for the performance of work in connection with the specific grant, if any, proposed by the prospective lower tier participant is providing the certification set out below.

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other sanctions, the grantee may insert in the space provided below the site(s) for the performance of work in connection with the specific grant, if any, proposed by the prospective lower tier participant is providing the certification set out below.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier participant, primary covered transaction, and the other terms referred to in this clause shall be defined in accordance with the Implementing Standards and Procedures, 48 CFR part 9, subpart 9.4.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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