

# 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 RequirementsÂ .....	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 CertificationsÂ .....	34

## CSBG Cover Page (SF-424M)

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>			Form Approved OMB No: 0970-0382 Expires:06/30/2021	
<b>COVER PAGE</b>				
* 1.a. Type of Submission: <b>Plan</b>	* 1.b. Frequency: <b>Annual</b>	* 1.c. Consolidated Application /Plan/Funding Request?  Explanation:	* 1.d. Version:	
		2. Date Received:	State Use Only:	
		3. Applicant Identifier:		
		4a. Federal Entity Identifier:	5. Date Received By State:	
		4b. Federal Award Identifier:	6. State Application Identifier:	
<b>7. APPLICANT INFORMATION</b>				
* a. Legal Name: <b>Wyoming</b>				
* b. Employer/Taxpayer Identification Number (EIN/TIN): <b>1830208667 A4</b>			* c. Organizational DUNS: <b>809915796</b>	
* d. Address:				
* Street 1:	401 Hathaway Building	Street 2:		
* City:	Cheyenne	County:	Laramie	
* State:	WY	Province:		
* Country:	United States	* Zip / Postal Code:	82002 - 0380	
e. Organizational Unit:				
Department Name: <b>Wyoming Department of Health</b>			Division Name: <b>Public Health</b>	
f. Name and contact information of person to be contacted on matters involving this application:				
Prefix:	* First Name: <b>Eric</b>	Middle Name: <b>O</b>	* Last Name: <b>McVicker</b>	
Suffix:	Title: <b>Chief Financial Officer</b>	Organizational Affiliation: <b>Wyoming Department of Health</b>		
* Telephone Number: <b>(307) 777-8940</b>	Fax Number <b>(307) 777-3613</b>	* Email: <b>sarah.green@wyo.gov</b>		
* 8a. TYPE OF APPLICANT: <b>A: State Government</b>				
b. Additional Description: <b>Community Services Program</b>				
* 9. Name of Federal Agency:				
		Catalog of Federal Domestic Assistance Number:	CFDA Title:	
10. CFDA Numbers and Titles		93569	Community Services Block Grant	
11. Descriptive Title of Applicant's Project <b>Self-Sufficiency</b>				
12. Areas Affected by Funding: <b>State-wide</b>				
13. CONGRESSIONAL DISTRICTS OF:				
* a. Applicant <b>01</b>			b. Program/Project: <b>Community Services Block Grant</b>	
Attach an additional list of Program/Project Congressional Districts if needed.				
14. FUNDING PERIOD:			15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:		* a. Federal (\$): <b>\$0</b>	b. Match (\$): <b>\$0</b>

<b>* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?</b>	
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.	
<b>* 17. Is The Applicant Delinquent On Any Federal Debt?</b>	
<input type="radio"/> YES <input type="radio"/> NO	
Explanation:	
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) <b>**I Agree</b> <input type="checkbox"/>	
** 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)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)
<b>Attach supporting documents as specified in agency instructions.</b>	

# Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:06/30/2021	
<h2 style="margin: 0;">SECTION 1</h2> <h3 style="margin: 0;">CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter</h3>			
<b>1.1. Identify whether this is a One-Year or a Two-Year Plan</b>		<input checked="" type="radio"/> one-year <input type="radio"/> two-year	
<b>1.1.a. Provide the federal fiscal years this plan covers:</b>		Year One 2020	Year Two
<b>1.2. Lead Agency:</b> Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by <a href="#">Section 676(a)</a> of the CSBG Act.			
<i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency has changed since the last submission of the state plan? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated 03/01/2019			
<input checked="" type="checkbox"/>	Lead Agency	<input type="checkbox"/>	Department Type
<input type="checkbox"/>		<input type="checkbox"/>	Department Name
<input checked="" type="checkbox"/>	Authorized Official	<input type="checkbox"/>	Street Address
<input type="checkbox"/>		<input type="checkbox"/>	City
<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Business Number
<input type="checkbox"/>		<input type="checkbox"/>	Fax Number
<input type="checkbox"/>	Email Address	<input type="checkbox"/>	Website
<b>1.2a. Lead agency</b>			
<b>1.2b. Cabinet or administrative department of this lead agency</b> <i>(Select one option and narrative where applicable)</i>			
<input type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input checked="" type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input type="radio"/> Other, describe			
<b>1.2c. Cabinet or Administrative Department Name:</b> Provide the name of the cabinet or administrative department of the CSBG authorized official		Wyoming Department of Health	
<b>1.2d. Authorized official</b> of the lead agency			
Name: <b>Michael A Ceballos</b>		Title: Director	
<b>1.2e. Street Address</b> 401 Hathaway Building			
<b>1.2f. City</b> Cheyenne		<b>1.2g. State</b> WY	<b>1.2h. Zip</b> 82002
<b>1.2i. Telephone number and extension</b> 307 777 - 7656 ext.		<b>1.2j. Fax number</b> 307 777 - 7439	
<b>1.2k. Email address</b> wdh@wyo.gov		<b>1.2l. Lead agency website</b> <a href="https://health.wyo.gov/">https://health.wyo.gov/</a>	
<b>1.3. Designation Letter:</b>			
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

<input type="checkbox"/>	Agency Name	<input checked="" type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input checked="" type="checkbox"/>	Email Address	<input type="checkbox"/>	Website

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](#)

1.4g. Telephone Number [307 777 - 8940](#) ext.

1.4h. Fax Number -

1.4i. Email Address [sarah.green@wyo.gov](mailto:sarah.green@wyo.gov)

1.4j. Agency Website <https://health.wyo.gov/publichealth/rural/wyoming-community-services-program/>

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](#)

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		

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](mailto: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

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### 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

## Section 3: State Plan Development and Statewide Goals

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 3 State Plan Development and Statewide Goals

**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 (NASCSPP)

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 1Sb\(i\) 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:*

Year One	60	Year Two
----------	----	----------

**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 \(ACSD\) 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

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### 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.**

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	10/04/2018	Joint Labor, Health & Social Services Interim Committee, Wyoming Oil & Gas Commission Building, Casper WY	Legislative	<input type="checkbox"/>
2	08/19/2019	Wyoming Department of Health, CenturyLink Building, 6101 Yellowstone Rd, Ste 420, Rm 425, Cheyenne, WY	Public	<input type="checkbox"/>

**4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.**

## Section 5: CSBG Eligible Entities

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

Form Approved  
OMB No:0970-0382  
Expires:06/30/2021

### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

In the table below, indicate whether each eligible entity in the state, is public or private, the type(s) of entity, and the geographical area served by the entity.

*Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.*

**Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other**

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

**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.**

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete
One22, Inc.	Permanent Re-Designation	10/01/2019	Teton County	

High Country Behavioral Health	Permanent Re-Designation	10/01/2019	Lincoln County, Sublette County	
<b>5.3b. Designation and Voluntary Relinquishments:</b> 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)				
CSBG Eligible Entity		Reason		Delete
Carbon County		Voluntarily Relinquished		
Lincoln County		Voluntarily Relinquished		
Sublette County		Voluntarily Relinquished		
<b>5.3c. Mergers:</b> In the table below, provide information about any <b>mergers or other combinations</b> of two or more eligible entities that were each listed in the prior year State Plan.				
Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

## Section 6: Organizational Standards for Eligible Entities

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### 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 (s). *[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



## Section 7: State Use of Funds

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 7 State Use of Funds

#### 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. Statute: 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 of 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.**

<b>Year One</b>	90.00%	<b>Year Two</b>
-----------------	--------	-----------------

#### Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Community Services Block Grant Board of Directors of Albany County Wyoming	\$184,431	
Campbell County	\$210,719	
Western States Learning Corporation	\$137,818	
Converse County Human Resources Council	\$74,795	
Fremont County Association of Governments Joint Powers Board	\$371,025	
Goshen Help	\$87,500	
Compass Center for Families	\$31,428	
Community Action of Laramie County, Inc.	\$589,797	
Lincoln County	\$79,332	
Natrona County Community Action Partnership of Natrona County	\$562,515	
Yellowstone Country Assistance Network of Park County	\$275,945	
Project Safe, Inc.	\$47,281	

Sheridan County	\$157,150
Sweetwater County	\$184,532
Teton County	\$40,008
Uinta County	\$111,576
<b>Total</b>	<b>\$3,145,852</b>

**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 prepopulate 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 2Sb and may prepopulate 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.

Year One (0.00%)	Year Two (0.00%)
------------------	------------------

**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

Year One	2.00	Year Two
----------	------	----------

**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

Year One	2.00	Year Two
----------	------	----------

**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.

Year One (0.00%)	5.00%	Year Two (0.00%)
------------------	-------	------------------

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

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

*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 Measures 3Sa and pre-populates the annual report Module 1, Table E.7.*

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

**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)**

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### 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 1, Table F.1.*

#### Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	Ongoing / Multiple Quarters	Both	Organizational Standards - General	
2	Ongoing / Multiple Quarters	Both	ROMA	
3	Ongoing / Multiple Quarters	Both	Reporting	
4	Ongoing / Multiple Quarters	Both	Monitoring	
5	Ongoing / Multiple Quarters	Technical Assistance	Correcting Significant Deficiencies Among Eligible Entities	
6	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards for eligible entities with unmet TAPs and QIPs	

#### 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):**

<b>Year One</b>	\$18,869	<b>Year Two</b>	
-----------------	----------	-----------------	--

**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)

Individual consultant(s)

Tribes and Tribal Organizations

Other

**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 3Sd 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)**

Form Approved  
OMB No:0970-0382  
Expires:06/30/2021

### 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 7Sa and may pre-populate the State's Annual Report, Module 1, Item G.1.*

- State Low Income Home Energy Assistance Program (LIHEAP) office
- State Weatherization office
- State Temporary Assistance for Needy Families (TANF) office
- State Head Start office
- State public health office
- State education department
- State Workforce Innovation and Opportunity Act (WIOA) agency
- State budget office
- Supplemental Nutrition Assistance Program (SNAP)
- State child welfare office
- State housing office
- Other

**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' 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 assurance, 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)?**  Yes  No

*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 an 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 antipoverty 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 unities, Cooperative Organizations Ministry for Emergency Assistance (COME A) 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 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.

**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**

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Annually	Email	
State Plan Development	As needed	Email	
Organizational Standards Progress	As needed	Email	
State Accountability Measures Progress	As needed	Email	
Community Needs Assessments /Community Action Plans	Annually	Email	
State Monitoring Plans and Policies	Semi-Annually	Email	
Training and Technical Assistance (T /TA) Plans	As needed	Email	
ROMA and Performance Management	Quarterly	Webinar	
State Interagency Coordination	Not Applicable		
CSBG Legislative/Programmatic Updates	As needed	Email	
Tripartite Board Requirements	Semi-Annually	Email	
Topic	Expected Frequency	Format	Brief Description of "Other"
1			

**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

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 10 State Use of Funds

#### Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)

**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 I, Table H.1.*

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

12	Sheridan County	Newly Designated	Onsite Review	FY1 Q4	08/17/2020	08/17/2020	of their sub-grantees is implementing a Community Initiative for the first time.
13	Sweetwater County	No review					
14	Uinta County	No review					
15		Newly Designated	Onsite Review	FY1 Q3	06/29/2020	06/29/2020	This will be the on-site visit for High Country Behavioral Health, covering both Lincoln and Sublette counties, as they are a new re-designation.
16		Newly Designated	Onsite Review	FY1 Q4	08/03/2020	08/03/2020	This will be the on-site visit for One22, Inc., covering Teton County, as they are a new re-designation.

**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 4Sa(ii) and may pre-populate the state's annual report form.*

60

**Corrective Action, Termination and Reduction of Funding and Assurance Requirements**  
(Section 678C of the Act)

**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 4Sc.*

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 4Sa(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 678C(b)" per Section 676(b)(8).  Yes  No

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

**Policies on Eligible Entity Designation, De-designation, and Re-designation**

**10.8. Eligible Entity Designation: Do the State CSBG statute and/or regulations provide for the designation of new eligible entities?**  Yes  No

**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 to serve as the 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 - o 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 o 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. o 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. o 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 676B(2) of the Act (Tripartite Boards). o 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  No

**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 CSP's 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 for corrective action and improvement were appropriate, CSP will prepare and submit a report to HHS/OCS describing the reasons for the determination. If 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, 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 "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 CSP's determination becomes final. For purposes of both funding reductions and termination, "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 in accordance with the CSBG Act with respect to: 1) a funding reduction, the term "cause" includes: a) a state-wide redistribution of funds provided through CSBG to respond to: i) the results of the most recently available census or other appropriate data; ii) the designation of a new eligible entity or entities; or iii) severe economic dislocation 2) a funding termination, 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 678C(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  No

**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, including procedures for monitoring the funds provided 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 4Sa.*

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.  Yes  No**

*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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 11</b> State Use of Funds	
<b>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]</b>	
<input checked="" type="checkbox"/> Attend Board meetings	
<input checked="" type="checkbox"/> Organizational Standards Assessment	
<input checked="" type="checkbox"/> Monitoring	
<input checked="" type="checkbox"/> Review copies of Board meeting minutes	
<input checked="" type="checkbox"/> Track Board vacancies/composition	
<input type="checkbox"/> Other	
<b>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]</b>	
As it Occurs	
<b>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</b>	
<i>Note: This response will link with the corresponding assurance, item 14.10.</i>	
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.	
<b>11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "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" as allowed under Section 676B(b)(2) of the CSBG Act. <input type="radio"/> Yes <input checked="" type="radio"/> No</b>	
<b>11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.</b>	

## 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)**

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### 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 reapplication. 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 grantee and the State's 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

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 13</b> <b>Results Oriented Management and Accountability (ROMA) System</b>	
<b>13.1. Performance Measurement System:</b> Identify the performance measurement system that the state and all eligible entities use, as required by <a href="#">Section 678E(a)</a> of the CSBG Act and the assurance under <a href="#">Section 676(b)(12)</a> of the CSBG Act.	
<i>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.</i>	
The Results Oriented Management and Accountability (ROMA) System	
Section 678E(b) of the CSBG Act	
<b>13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.</b>	
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.	
<b>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.</b>	
<b>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 <a href="#">Section 676(b)(12)</a> of the CSBG Act.</b>	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> <b>CSBG National Performance Indicators (NPIs)</b>	
<input type="checkbox"/> <b>NPIs and others</b>	
<input type="checkbox"/> <b>Others</b>	
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.	
<b>13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.</b>	
<i>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.</i>	
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.	
<b>13.4. Eligible Entity Use of Data:</b> Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
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.	
<b>Community Action Plans and Needs Assessments</b>	
<b>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 <a href="#">Section 676(b)(11)</a> of the CSBG Act.</b>	
<i>Note: this response will link to the corresponding assurance, Item 14.11.</i>	
Each eligible entity that applies for CSBG funds through the State 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.	
<b>13.6. Community Needs Assessment:</b> 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 <a href="#">Section</a>	

**676(b)(11) of the CSBG Act.**

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

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.

## Section 14: CSBG Programmatic Assurances and Information Narrative

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 14</b> <b>State Use of Funds</b>	
<b>14.1 Use of Funds Supporting Local Activities</b>	
<b>CSBG Services</b>	
<b>14.1a. 676(b)(1)(A): Describe how the state will assure "that funds made available through grant or allotment will be used -</b>	
<p>(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--</p> <ul style="list-style-type: none"> <li>(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);</li> <li>(ii) to secure and retain meaningful employment;</li> <li>(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;</li> <li>(iv) to make better use of available income;</li> <li>(v) to obtain and maintain adequate housing and a suitable living environment;</li> <li>(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;</li> <li>(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 -                         <ul style="list-style-type: none"> <li>(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and</li> <li>(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;</li> </ul> </li> </ul>	
<p>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.</p>	
<b>Needs of Youth</b>	
<b>14.1b. 676(b)(1)(B) Describe how the state will assure "that funds made available through grant or allotment will be used -</b>	
<p>(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--</p> <ul style="list-style-type: none"> <li>(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</li> <li>(ii) after-school child care programs;</li> </ul>	
<p>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.</p>	
<b>Coordination of Other Programs</b>	
<b>14.1c. 676(b)(1)(C) Describe how the state will assure "that funds made available through grant or allotment will be used -</b>	

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

The state will continue to collaborate with other state agencies and to require that eligible entities have those community partnerships and collaborative activities as part of their Community Action Plans. It was also a requirement in the 2020 State of Wyoming CSBG application to address what partnerships agencies already have in providing services to meet the needs of the community, as well as any plans agencies have for the upcoming fiscal year to build collaborative relationships. These partnerships will be addressed as a part of monitoring.

#### State Use of Discretionary Funds

**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*

#### Eligible Entity Service Delivery, Coordination, and Innovation

**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 sub-grantees are required to use the CAP60 intake and they are all required to input their services and NPIs in the data base.

#### Eligible Entity Linkages - Approach to Filling Service Gaps

**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.

#### Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

**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.

#### Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

**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.

#### Eligible Entity Emergency Food and Nutrition Services

**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 addresses this assurance in the Fiscal Controls and Monitoring 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 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.

**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 program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."

*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.**



Section 15: Federal Certifications

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

Form Approved
OMB No:0970-0382
Expires:06/30/2021

SECTION 15
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

The box after each certification must be checked by the state CSBG authorized official.

15.1. Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

After assurance select a check box:

The undersigned hereby certifies that the CSBG authorized official is providing the certification set out above.

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency...

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

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.5. CERTIFICATION REGARDING PUBLIC REPORTING BURDEN

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.6. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.7. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.8. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.9. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.10. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.11. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.12. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction in which the prospective primary participant is proposed for debarment under 48 CFR part 9.4, suspended, debarred, declared ineligible, or voluntarily excluded from participation in this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**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;

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless it knows 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.

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

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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:

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; of maintaining a drug-free workplace;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) The penalties that may be imposed upon employees for drug abuse violations 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,  
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or other wise 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 of the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -  
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or  
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

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

(g) Making a good faith effort to continue to maintain a drug-free workplace through instructions for certification (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant. 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  
Alternate II. (Grantees Who Are Individuals)

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 certifies that as a condition of the grant when submitted or made in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction of a principal or person, primary covered transaction, principal, proposing, and work of any grantee, as used in this clause, have the meaning set out within 19 and 20 of the sections of the regulations in every grant officer or other designee unless the Federal agency designates a proposal in its receipt of assistance. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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 a 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.**